



Summons to Attend

Full Council

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To: The Mayor and Councillors of Haringey Council.

Dear Sir/Madam,

A meeting of the Council of the London Borough of Haringey will be held at the Civic Centre, High Road, Wood Green, N22 8LE on MONDAY, 18TH OCTOBER, 2010 at 19:30 HRS, to transact the following business:

AGENDA

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

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

becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's 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. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19 JULY 2010 (PAGES 1 - 14)**
5. **TO RECEIVE SUCH COMMUNICATIONS AS THE MAYOR MAY LAY BEFORE THE COUNCIL**
6. **TO RECEIVE A PRESENTATION FROM THE OFFICE FOR NATIONAL STATISTICS ON THE 2011 CENSUS.**
7. **TO RECEIVE THE REPORT OF THE CHIEF EXECUTIVE**
8. **TO RECEIVE THE REPORT OF THE MONITORING OFFICER AND HEAD OF LEGAL SERVICES**
9. **TO MAKE APPOINTMENTS TO OUTSIDE BODIES (PAGES 15 - 18)**
10. **TO CONSIDER REQUESTS TO RECEIVE DEPUTATIONS AND/OR PETITIONS AND, IF APPROVED, TO RECEIVE THEM**
11. **TO ANSWER QUESTIONS, IF ANY, IN ACCORDANCE WITH COUNCIL RULES OF PROCEDURE NOS. 9 & 10**

PUBLIC QUESTION 1 TO THE CABINET MEMBER FOR FINANCE AND SUSTAINABILITY FROM JUSTIN HINCHCLIFFE:

Will Haringey Council be following other London boroughs including Barnet, Bromley, Hammersmith and Fulham, Hillingdon, Islington, Kensington and Chelsea and Richmond Upon Thames in providing financial transparency by publishing spending information over £500 online? If so, when? If not, why not?

PUBLIC QUESTION 2 TO THE TO THE CABINET MEMBER FOR CHILDREN'S SERVICES FROM ROBIN CAMPBELL-BURT:

What help and encouragement is the Council giving to the parents, led by Peter Kessler, of Muswell Hill in taking advantage of the "Free schools" policy, set up by the Coalition government, by setting up a local Jewish Primary School? On the issue of free schools, would she confirm what plans the council are putting in place to work in

partnership with any academies established in Haringey to further the education opportunities of all children in the borough.

ORAL QUESTION 1 - TO THE CABINET MEMBER FOR FINANCE AND SUSTAINABILITY FROM COUNCILLOR GORRIE:

How successful has the Labour Administration been in reducing their forecast £10m overspend for the current year and what major items of discretionary expenditure have so far been forgone by the Council in its efforts to claw back the overspend?

ORAL QUESTION 2 – TO THE CABINET MEMBER FOR CHILDREN’S SERVICES FROM COUNCILLOR DEMIRCI:

Can the Cabinet Member for Children Services please join me in supporting today’s first UK annual Anti-Slavery day and the work underway by ECPACT campaign to protect trafficked children in the UK?

ORAL QUESTION 3 - TO THE LEADER OF THE COUNCIL FROM COUNCILLOR ALEXANDER:

After news that Tottenham Hotspur has also bid to buy the Olympic Stadium as well as being successful in their planning application for a new stadium at White Hart Lane, what is the Leader of the Council doing to ensure that Spurs stay in Tottenham where they belong?

ORAL QUESTION 4 - TO THE CABINET MEMBER FOR ADULT AND COMMUNITY SERVICES FROM COUNCILLOR PEACOCK:

Can the Cabinet Member for Adult and Community Services please thank officers, residents and community groups who have supported Haringey to achieve 19 Green flag community spaces?

ORAL QUESTION 5 –TO THE CABINET MEMBER FOR NEIGHBOURHOODS FROM COUNCILLOR WEBER:

What health and safety risk assessments were carried out and what legal advice sought before the decision to increase the intervention levels for repair of potholes and pavements was made?

ORAL QUESTION 6 – TO THE CABINET MEMBER FOR NEIGHBOURHOODS FROM COUNCILLOR BROWNE:

Many people consider safer and more pleasant streets a priority. How is the Council seeking to address this in an environment of restricted public spending?

ORAL QUESTION 7 - TO THE CABINET MEMBER FOR HOUSING SERVICES FROM COUNCILLOR WILSON:

How many of the households that have moved out of temporary accommodation in the last twelve months have actually had to physically move and who is now providing their housing?

ORAL QUESTION 8 - TO THE CABINET MEMBER FOR FINANCE AND SUSTAINABILITY FROM COUNCILLOR CHRISTOPHIDES:

Can the Cabinet Member for Finance and Sustainability please advise us of the likely impact on the Council's finances of the Comprehensive Spending Review?

12. TO RECEIVE REPORTS FROM THE FOLLOWING BODIES (PAGES 19 - 198)

- a) Report of the General Purposes Committee – Report No.2 – 2010/11
- b) Report of the Audit Committee – Report No.1 – 2010/11
- c) Report of the Constitution Review Working Group – Report No.1 – 2010/11
- d) Report of the Cabinet - Report Nos.2 & 3 – 2010/11

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

Motion E (2010/11)

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

Migration Impact Fund

This Council Notes

- The decision of Home Office Ministers to suspend the Migration Impact Fund (MIF), which was set up to manage the impact of immigration on public services and support local communities.
- The MIF enables the Council to deal with a number of pressing issues in the community, and the Government cutting this fund means the cancellation of the following schemes:
 - Turkish Speaking Key Worker
 - Haringey & Enfield Migrant Female Sex Workers Project
 - Tackling TB in Haringey's Somali Community
 - Reducing Teenage pregnancy, improving teenage sexual health and safeguarding vulnerable children and young people
 - Neighbourhood Liaison in St Ann's and Haringey wards

This Council Believes

- We are one borough, with one future. Haringey Council is proud to be one of the most diverse boroughs in London, where all communities are welcomed and respected.
- That the MIF provided much needed funding to support local communities in Haringey.

This Council resolves:

- To call on the Home Office to rethink their decision to cut this funding.
- That despite the Government's apparent lack of concern for this area, this Council will continue to work with everyone who makes Haringey their home

Motion F (2010/11)

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

Local Housing Allowance

Notes:

- The coalition Government's decision to slash the cap on the Local Housing Allowance (LHA), with a resulting reduction in the amount of housing benefit paid towards the rent.
- That it's estimated that 218 claimants in Haringey will be directly affected by this change
- That due to higher rents in the capital changes in the LHA cap disproportionately affects Londoners.
- London Council's predictions that nearly 15,000 families could lose their homes or live in overcrowded conditions as a result of this change.
- That more than one in three private sector homes are rented by families in receipt of LHA of Housing benefit, with 18,645 households in London affected.
- That 14,661 of households with children will be affected by the slash on Local Housing Allowance
- That 10,500 households living in inner London could be forced to move to outer London, putting a strain on local services
- That the new LHA cap is lower than the existing cap for all 33 London boroughs for five bedroom homes, in 25 boroughs for four bedroom homes and in 18 boroughs for homes with three and two bedrooms.

Believes:

- That this a socially divisive policy that will affect a wider range of people than just those in receipt of LHA
- That this cap could create major social dislocation as many families will be forced out of their communities because they will no longer be able to afford their rent
- That Haringey as an Outer London borough may see greater pressure put on services, as people are forced to move out of inner London
- The new cap will result in increased levels of rent arrears, overcrowding, and families living in temporary accommodation, as people will struggle to meet increased costs
- That creating transitional arrangements in London would allow the government to reduce the level of LHA being paid, while seeking to protect the most vulnerable households.

Resolves:

- Continue to work with members of the community who will be affected by this decision, liaise with other local authorities and our partner agencies to mitigate the impacts of the cap.
- Call on the Government to rethink its action and look at bringing transitional arrangements in London

Motion G (2010/11)

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

Scrapping Playbuilder

This Council Notes:

- The Coalition's decision to suspend the uncommitted part of the £235 million Playbuilder budget intended to create and improve 3,500 play sites across England.
- The successful completion of the first stage of the Playbuilder programme, improving and creating 11 sites in Haringey.
- The suspension of £497,000 which puts the implementation of a further 11 play sites that have been identified in jeopardy.
- Haringey's Play Strategy which aims to meet play and learning needs of our children and young people.
- The Local Development Framework's recognition that there is a shortage of play facilities in the borough.
- The Council has written to Secretary of State Michael Gove to reconsider his position on suspending this funding.

This Council Believes

- Children Learn through play.
- In the importance of good quality, accessible play facilities to improve quality of life of children and families in Haringey.
- This decision will affect children across the borough, and deprive them of important developmental opportunities.

- Accessible play spaces contribute to the Council's efforts to tackle childhood obesity
- Funding for improving and creating play facilities is not a 'soft cut' – It is a priority for local families and communities
- In the importance of reclaiming community spaces and providing a safe outdoor environment for children.

This Council Resolves:

- To continue to lobby the Government to return the funding back to Haringey to ensure successful completion of all 11 projects.

Motion H (2010/11)

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

This Council;

Welcomes the decision by the government to return public health and the overview of healthcare/social care to local government by the end of March 2012.

Recognises that in Haringey there is already good work carried out to try to scrutinise the Health Service through the Overview and Scrutiny committee.

Resolves to establish a Health and Wellbeing shadow committee with representatives of the Council and the Primary Care Trust to work together to ensure a smooth handover and the early blending of staff and budgets to improve health outcomes for the borough.

Motion I (2010/11)

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

This Council:

Welcomes the Planning Committee's decision to vote unanimously in favour of the Tottenham Hotspur application to build a new stadium at White Hart Lane.

Reconfirms its support to the development and regeneration of Northumberland Park and notes the part that the Tottenham Hotspur stadium and the associated economic benefits, new housing and infrastructure improvements plays in reaching this goal.

Expresses its concern at Tottenham Hotspur's decision to bid for the Olympic Stadium in Stratford.

Resolves to:

Ask the Leader of the Council and the Chief Executive to write to the Chairman and Chief Executive of Tottenham Hotspur expressing concern at their course of action and invite them to state their commitment to the area which gives the club its name.

Ask the Leader of the Council and the Chief Executive to write to the Mayor of London and the Minister of State responsible highlighting the regeneration benefits of the Tottenham Hotspur plan to the residents of Northumberland Park and the wider Tottenham area.

Kevin Crompton
Chief Executive
River Park House
225 High Road
Wood Green
London N22 8HQ

Friday, 8 October 2010

**MINUTES OF THE FULL COUNCIL
MONDAY, 19 JULY 2010**

Councillors Griffith (Mayor), Adamou, Adje, Alexander, Allison, Amin, Basu, Beacham, Bevan, Bloch, Brabazon, Browne, Bull, Canver, Christophides, Cooke, Davies, Diakides, Dogus, Egan, Ejiofor, Engert, Gibson, Goldberg, Gorrie, Hare, Jenks, Khan, Kober, Mallett, McNamara, Meehan, Newton, Peacock, Reece, Reid, Reith, Rice, Schmitz, Scott, Solomon, Stanton, Stennett, Stewart, Strang, Strickland, Vanier, Weber, Whyte, Williams, Wilson, Winskill, Waters and Watson

Apologies Councillor Butcher, Demirci and Erskine

MINUTE NO.	SUBJECT/DECISION	ACTION BY
CNCL18.	<p>TO RECEIVE APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Councillors Butcher, Demirci and Erskine and from Councillor Reith for lateness.</p>	
CNCL19.	<p>TO ASK THE MAYOR TO CONSIDER THE ADMISSION OF ANY LATE ITEMS OF BUSINESS IN ACCORDANCE WITH SECTION 100B OF THE LOCAL GOVERNMENT ACT 1972</p> <p>See items Minutes 25 and 28.</p>	
CNCL20.	<p>DECLARATIONS OF INTEREST</p> <p>The Monitoring Officer advised that in relation to Motion C it would be reasonable for members of both Licensing and Planning Committees to contribute to the debate if they so wished. However members of these Committees were advised that if they did speak they should refrain from either expressing any view on related outstanding licensing or planning applications or from making any comments that might suggest that they had already formed a settled view on any such outstanding applications.</p> <p>Councillor Davies declared a personal interest in items 11 & 13 – questions and reports of Committees, as he worked for Shelter.</p>	
CNCL21.	<p>TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 24 MAY 2010</p> <p>RESOLVED:</p> <p>That the minutes of the meeting of the Council held on 24 May 2010 be signed as a true record.</p>	
CNCL22.	<p>TO RECEIVE SUCH COMMUNICATIONS AS THE MAYOR MAY LAY</p>	

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BEFORE THE COUNCIL

1. The Mayor reported the deaths of former Councillors Mavis Lambie and Errol Neckles.

Mavis Lambie passed away last month and I attended her funeral on 22nd June in Islington Crematorium. Mavis was the Labour Councillor for Fortis Green Ward from 1994 to 1998.

Errol Neckles passed away on 8th July. He was a Labour Councillor for High Cross from 1990 to 1994. His funeral will take place on 30th July.

The Mayor commented that he had passed on condolences to their families on behalf of the Council.

Councillors Meehan, Vanier and Stanton paid tribute.

As a mark of respect, the Council stood in silence for a minute.

2. The Mayor was delighted to announce that Haringey's Enforcement Service had won First Prize in the National Municipal Journal Awards Public Protection Category.

This prestigious award marked the achievement of Enforcement officers undertaking activity across the borough, but specifically working with members of the Green Lanes Strategy Group that was facilitated by the Neighbourhood Management service. The submission was in the category of public protection and reflected a programme of enforcement that had been targeted at specific problem premises that were a magnet for crime and antisocial behaviour.

The award sponsors had commented that Haringey shone out above all the other submissions in the category; showing how an enforcement service could make a real difference with its partners in particular with residents to a serious and challenging problem.

The Mayor presented the award to the Enforcement Team comprising: Robert Curtis, Brian Ellick, Sarah Benning, Chris Georgiou, and Gary Cooke.

3. The Mayor congratulated all those who were nominated for the Haringey Carer of the Year Award and especially the winner Tom O'Hara from Lordship Lane. This was the fourth year that Haringey has organised this event to highlight the commitment and dedication of the estimated 16,000 unpaid carers in the borough.
4. The Mayor commented that he was proud of the work and commitment undertaken by so many of Haringey's staff and members of the community. He had enjoyed attending numerous ceremonies across the Borough that celebrated and applauded the work of our young people in schools and in youth groups; that

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	<p>highlighted the care of the elderly and people with disabilities; that celebrated the green agenda in our parks and allotments and recognised the improvements to our environment.</p> <p>The Mayor wished all those taking a well deserved break a very enjoyable holiday and continued success.</p> <p>5. The Mayor presented Councillor Bernice Vanier with a past Mayor's Certificate. The Certificate read "with sincere thanks and appreciation for the services rendered to the borough" by both Councillor Vanier and her Escort Vernon King during the past year.</p>	
CNCL23.	<p>TO RECEIVE THE REPORT OF THE CHIEF EXECUTIVE</p> <p>There were no matters to report.</p>	
CNCL24.	<p>TO RECEIVE THE REPORT OF THE MONITORING OFFICER AND HEAD OF LEGAL SERVICES</p> <p>There were no matters to report.</p>	
CNCL25.	<p>TO MAKE APPOINTMENTS TO OUTSIDE BODIES</p> <p>The Mayor agreed to admit the report as urgent business. The report could not be circulated earlier as information was awaited from the Party Groups. The report needed to be admitted in order that the vacancies on outside bodies could be filled for the remainder of municipal year 2010/11.</p> <p>The Chief Whip moved an amendment in relation to the appointment to the RFCA.</p> <p>RESOLVED:</p> <p>That the appointments to outside bodies as set out in Appendix 1 be approved, subject to Councillor Stewart being appointed to the vacancy on the Reserve Forces and Cadets Association for Greater London (RFCA).</p>	
CNCL26.	<p>TO CONSIDER REQUESTS TO RECEIVE DEPUTATIONS AND/OR PETITIONS AND, IF APPROVED, TO RECEIVE THEM</p> <p>There were no deputations or petitions to report.</p>	
CNCL27.	<p>TO CONSIDER OPPOSITION BUSINESS SUBMITTED IN ACCORDANCE WITH COUNCIL PROCEDURE RULE NO.12</p> <p>The opposition gave notice of their wish to debate "20 mph limits in Haringey".</p>	

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	<p>Councillor Weber spoke on behalf of the Opposition Group. Councillor Canver responded on behalf of the Majority Group.</p> <p>The Mayor thanked Councillors for their contributions.</p>	
CNCL28.	<p>TO ANSWER QUESTIONS, IF ANY, IN ACCORDANCE WITH COUNCIL RULES OF PROCEDURE NOS. 9 & 10</p> <p>The Mayor agreed to the admission of this report as urgent business. Under Standing Orders, notice of questions was not requested until eight clear days before the meeting, following which matters raised had to be researched and replies prepared in order to be given at the meeting.</p> <p>There were 8 oral questions and 23 for written answer.</p> <p>Oral Questions 7 & 8 were not reached in the allotted time and written answers would be supplied to these questions.</p>	
CNCL29.	<p>TO AGREE A PETITION SCHEME AS REQUIRED UNDER THE LOCAL DEMOCRACY, ECONOMIC DEVELOPMENT AND CONSTRUCTION ACT 2009.</p> <p>The meeting agreed to an Opposition request that the thresholds be monitored and reviewed if necessary by the Constitution Review Working Group.</p> <p>RESOLVED:</p> <p>That the proposed petition scheme, as appended to the report, be agreed.</p>	
CNCL30.	<p>TO RECEIVE REPORTS FROM THE FOLLOWING BODIES</p> <p><u>STANDARDS COMMITTEE – ANNUAL REPORT 2009/2010</u></p> <p>The Chair of the Standards Committee presented the Annual report of the Committee for 2009/10.</p> <p>RESOLVED:</p> <p>That Standards Committee Annual report for 2009/10 be endorsed.</p> <p><u>STANDARDS COMMITTEE – REPORT No.1 2010/11</u></p> <p>The Chair of the Standards Committee moved report No.1 of the Committee.</p> <p>RESOLVED:</p>	

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That report No.1 of Standards Committee for 2010/11 be agreed together with the recommendation to adopt the form for making advance written declarations of member's interests at full Council.

CABINET REPORTS No.1 2010/11

The Leader moved Cabinet report No1 for 2010/11.

RESOLVED:

That the Cabinet report No.1 be received and adopted.

GENERAL PURPOSE COMMITTEE REPORT NO 1 2009/10

The Chair moved report No1 of the General Purposes Committee together with the recommendations contained therein.

RESOLVED:

That the General Purposes Committee report No. 1 be received and the following recommendations agreed:

1. That Treasury Management activity and performance during 2009/10 and compliance with treasury limits and Prudential Indicators be noted.
2. That Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982, as amended by Section 27 of the Policing and Crime Act 2009, shall come into force in the Borough of Haringey on 1 September 2010.
3. That officers take steps in accordance with the legislation to publish notice of this resolution in the local press, Council website and other appropriate locations.

CNCL31. TO CONSIDER THE FOLLOWING MOTIONS IN ACCORDANCE WITH COUNCIL RULES OF PROCEDURE NO. 13
Motion B (2010/11)

It was moved by Councillor Browne and seconded by Councillor Waters that:

“This Council notes:

That the increase in VAT from 17.5% to 20% announced in the Government's June Budget will fall hardest on those least able to afford it.

That the increase in VAT will lead to higher prices for goods and services; will have a disproportionate impact on pensioners and

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other low income groups; and will have a severe impact on businesses, charities and community groups in Haringey.

That the effect of the increase in VAT, when taken with other measures in the Budget, will be unfair to pensioners, who have not had a compensatory increase in other benefits and allowances.

That the way the VAT increase will affect pensioners and other low income groups runs counter to the Government's Coalition Agreement statement on 20 May 2010 that it would "ensure that fairness is at the heart of those decisions so that all those most in need are protected."

That the Institute of Fiscal Studies has stated the VAT increase was not "unavoidable," as the Chancellor of the Exchequer said in his Budget speech.

This Council resolves:

To write directly to the Chancellor of the Exchequer raising concerns about the impact of the proposed VAT increase on pensioners, other vulnerable groups and businesses in Haringey.

To call on the Members of Parliament representing Haringey to stand up for Haringey's pensioners, businesses and wider community, to voice their opposition to this unfair increase in VAT, and to vote against it in Parliament".

An amendment to the motion was moved by Councillor Wilson and seconded by Councillor Davies that:

Delete from "This Council Notes" and insert:

- "That the Coalition Government inherited the largest deficit of any country in Europe except the Republic of Ireland, and that after the election it was revealed that the UK's structural deficit was significantly higher than previously revealed.
- That the last Government failed to set aside money during economic good times to fund spending during the bad times, and Gordon Brown broke his own 'Golden Rule' on borrowing over the economic cycle by £485 billion.
- None of the main political parties ruled out VAT increases in their recent election manifestos.
- According to Lord Mandelson's memoirs, Chancellor Alistair Darling wanted to increase VAT, and made sure that Labour made no commitment not to increase VAT during this parliament.
- That the Coalition Government is committed to introducing the

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Liberal Democrat's progressive tax policy of raising the income tax threshold to £10,000, that would take 4 million people on low pay out of income tax altogether.

- That the budget includes plans to increase Capital Gains Tax and to introduce a new levy on banks to make sure the burden of repaying the deficit is spread fairly.

This Council calls on politicians of all parties to work together during this period of unprecedented economic difficulty to reduce the budget deficit, whilst doing everything possible to protect frontline services”.

On being put to the vote the amendment was declared LOST (21 for, 32 against).

The Motion was declared CARRIED following a recorded vote, as follows:

For the Motion: The Mayor (Councillor Griffith), the Deputy Mayor (Councillor Adamou), Councillors Adje, Amin, Basu, Bevan, Brabazon, Browne, Bull, Canver, Christophides, Cooke, Diakides, Dogus, Egan, Ejiofor, Gibson, Goldberg, Khan, Kober, Mallett, McNamara, Meehan, Peacock, Reith, Rice, Stanton, Stennett, Stewart, Strickland, Vanier, Waters and Watson.

Against the Motion: Councillors Alexander, Allison, Beacham, Bloch, Davies, Engert, Gorrie, Hare, Jenks, Newton, Reece, Reid, Schmitz, Scott, Solomon, Strang, Weber, Whyte, Williams, Wilson and Winskill.

Absent: Councillors Butcher, Demirci and Erskine.

Motion C (2010/11)

It was moved by Councillor Canver and seconded by Councillor Strickland that:

“This Council Notes:

- The Labour Party's National Manifesto pledge “to protect the character of their areas, local authorities now have greater powers to reject applications for lap-dancing clubs and we will give councils new powers to oppose gambling licences if there are too many betting shops operating in a high street”.
- That there is no provision in the Coalition Government's Agreement to empower local democracy through allowing councils to stop the clustering of betting shops

This Council Believes:

- That the clustering of betting shops deprives local people of diverse high streets
- Residents and local authorities should have a stronger say in whether betting shops are able to set up in an area.

This Council Resolves:

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- To lobby the Government to give local councils the power to stop the clustering of betting shops and refuse licensing applications for betting shops on these grounds”

An amendment to the motion was moved by Councillor Schmitz and seconded by Councillor Engert that:

(Amendments are shown underlined, deletions have been struck through)

“This Council Notes:

- The Labour Party’s National Manifesto pledge to undo the damage caused to our High Streets by the former Labour Government’s Gambling Act 2005 and to give councils to protect the character of their areas, local authorities now have greater powers to reject applications for lap dancing clubs and we will give councils new powers to oppose gambling licences if there are too many betting shops operating in a high street.
- ~~That there is no provision in the Coalition Government’s Agreement to empower local democracy through allowing councils to stop the clustering of betting shops~~

This Council Believes:

- That the clustering of betting shops deprives local people of diverse high streets
- Residents and local authorities should have a stronger say in whether betting shops are able to set up in an area.

This Council Resolves:

- To lobby the Government to change the planning laws so prohibit changes of use to betting shops in all cases unless planning permission is obtained for that purpose and to give local councils the power to stop the clustering of betting shops and refuse licensing applications for gambling premises licences for betting shops on these grounds wherever the local authority considers that there is excessive provision of such premises”.

Councillor Canver during her right of reply offered, with the agreement of the seconder, to alter the Motion subject to the Council’s agreement, to include the last paragraph of the amendment. The meeting signified its agreement. The amendment to the motion was then withdrawn.

The following altered motion was declared CARRIED unanimously.

“This Council Notes:

- The Labour Party’s National Manifesto pledge “to protect the character of their areas, local authorities now have greater

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	<p>powers to reject applications for lap-dancing clubs and we will give councils new powers to oppose gambling licences if there are too many betting shops operating in a high street”.</p> <ul style="list-style-type: none">• That there is no provision in the Coalition Government’s Agreement to empower local democracy through allowing councils to stop the clustering of betting shops <p>This Council Believes:</p> <ul style="list-style-type: none">• That the clustering of betting shops deprives local people of diverse high streets• Residents and local authorities should have a stronger say in whether betting shops are able to set up in an area. <p>This Council Resolves:</p> <ul style="list-style-type: none">• To lobby the Government to change the planning laws so prohibit changes of use to betting shops in all cases unless planning permission is obtained for that purpose and to give local councils the power to refuse applications for gambling premises licences wherever the local authority considers that there is excessive provision of such premises”. <p><u>Motion D (2010/11)</u></p> <p>Motion D was not reached.</p>	
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COUNCILLOR EDDIE GRIFFITH

Mayor

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Proposed Appointments to Outside Bodies

**19 July 2010
Report for Chief Whip**

Body name	No of Reps					
Local Government Association		Term of Office:	1 year			Category: Association
General Assembly		Councillor Nilgun Canver	25/05/10	23/05/11		
		Councillor Matt Cooke	25/05/10	23/05/11		
		Councillor Gmmh Rahman Khan	19/07/10	23/05/11	Deputy	new deputy appointment
		Councillor Claire Kober	25/05/10	23/05/11	Voting	
		Councillor Lorna Reith	25/05/10	23/05/11		
		Councillor George Meehan	25/05/10	23/05/11	Deputy	
Greater London Enterprise The Board	2 2 LAB	Term of Office:	1 year			Category: Association Cabinet Member for Resources plus 1 deputy
		Councillor Joe Goldberg	25/05/10	23/05/11		
		Councillor Toni Mallett	19/07/10	23/05/11	Deputy	new deputy appointment
<u>London Councils, Children and Young People Forum</u>						Category: Association Usually cabinet member for children's service & 1 deputy
14/cypff	2	Term of Office:	1 Year			
Granted Aid: no	2 LAB					
<u>Retiring Representative (s) / Expiry</u>		Councillor Lorna Reith	25/05/10	23/05/11		
		Councillor Nilgun Canver	19/07/10	23/05/11	Deputy	new deputy appointment
<u>London Councils, Crime and Public Protection Forum</u>						Category: Association Usually cabinet member for Safer Communities & one deputy
14/alg/cspp	2	Term of Office:	1 Year			
Granted Aid: no	2 LAB					
<u>Retiring Representative (s) / Expiry</u>		Councillor Bernice Vanier	25/05/10	23/05/11	cabinet member	
		Councillor Toni Mallett	19/07/10	23/05/11	Deputy	new deputy appointment
<u>London Councils, Culture and Tourism & 2012 Forum</u>						Category: Association Typically the Cabinet Member for Culture, Tourism or Sport & 1 deputy. Nominated members will compete with other boroughs for a place on the committee.
14/alg/alc	2	Term of Office:	1 Year			
Granted Aid: no	2 LAB					
<u>Retiring Representative (s) / Expiry</u>		Councillor Dilek Dogus	25/05/10	23/05/11	cabinet member	
		Councillor Toni Mallett	19/07/10	23/05/11	Deputy	new deputy appointment
<u>London Councils, Economic Development Forum</u>						Category: Association Usually lead member for Regeneration & deputy. Nominated members will compete with members from other boroughs for a place on the committee
14/alg/edr	2	Term of Office:	1 Year			
Granted Aid: no	2 LAB					
<u>Retiring Representative (s) / Expiry</u>		Councillor Toni Mallett	25/05/10	23/05/11	Cabinet member	
		Councillor George Meehan	19/07/10	23/05/11	Deputy	new deputy appointment
<u>London Councils, Health & Adult Services Forum</u>						Category: Association lead member for Social Services & one deputy
14/alg/ssc	2	Term of Office:	1 Year			
Granted Aid: no	2 LAB					
<u>Retiring Representative (s) / Expiry</u>		Councillor Dilek Dogus	25/05/10	23/05/11	Cabinet Member	

Councillor Gina Adamou 19/07/10 23/05/11 Deputy new deputy appointment

London Councils, Housing Forum

Category: Association
Usually Cabinet Member for housing & deputy

14/alg/hoc 2 Term of Office: 1 Year
 Granted Aid: no 2 LAB
 Retiring Representative (s) / Expiry Councillor John Bevan 25/05/10 23/05/11 Cabinet Member
 Councillor Charles Adje 19/07/10 23/05/11 deputy new deputy appointment

London Councils, Leaders Committee

Category: Association
One voting Member (Leader) and up to 2 Cabinet members

14/alg/lc 3 Term of Office: 1 Year
 Granted Aid: no 3 LAB
 Retiring Representative (s) / Expiry Councillor Claire Kober 25/05/10 23/05/11 voting member
 Councillor Lorna Reith 19/07/10 23/05/11 new appointment
 LABOUR VACANT - 1 19/07/10 23/05/11

Markfield Project, The Management Committee

Category: Community

14/mpr 2 Term of Office: 1 year
 Granted Aid: yes 2 LAB
 Retiring Representative (s) / Expiry Councillor Dhiren Basu 19/07/10 23/05/11 new appointment
 Councillor Joe Goldberg 25/05/10 23/05/11

Mind in Haringey

Category: Community
Must be Cllr

1 Term of Office: 1 year
 1 LAB
 Councillor Kaushika Amin 19/07/10 23/05/11 new appointment

The Bridge (Seven Sisters) NDC, Partnership Board

Category: Partnership
Cab member for Regeneration & 1 cllr from each of St. Ann's, Tottenham Green, Seven Sisters wards

14/bndc 3 Term of Office: 1 year
 Granted Aid: no 3 LAB
 Retiring Representative (s) / Expiry Councillor Claire Kober 25/05/10 23/05/11 Seven Sisters Ward
 Councillor David Browne 25/05/10 23/05/11 St Ann's Ward
 Councillor Toni Mallett 25/05/10 23/05/11 Cabinet Member
 Councillor Richard Watson 19/07/10 23/05/11 Tottenham Green Ward Member appointment

Alexandra Park and Palace Advisory Committee

Term of Office: 1 year Category: Statutory

Councillor David Beacham 25/05/10 23/05/11
 Councillor Joanna Christophides 25/05/10 23/05/11
 Councillor Matt Davies 25/05/10 23/05/11
 Councillor Ali Demerci 19/07/10 23/05/11 New appointment to replace Cllr Ejiofor
 Councillor Pauline Giblson 25/05/10 23/05/11
 Councillor Jim Jenks 25/05/10 23/05/11
 Councillor Richard Watson 25/05/10 23/05/11
 Councillor Monica Whyte 25/05/10 23/05/11

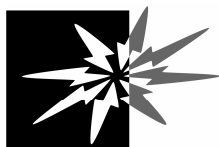
Continuing Care, The Review Panel

Category: Statutory
There is a requirement to have a Council representative to sit on the Panel should one be needed.

14/ccrp 2 Term of Office: 4 Years
 Granted Aid: no 2 LAB
 Retiring Representative (s) / Expiry Councillor Isidoros Diakides 21/05/07 31/05/11
 Councillor Gina Adamou 19/07/10 31/05/11 new appointment

<u>Haringey Admissions & School Organisation Forum</u>					Category: Statutory
<u>14/saf</u>		3	Term of Office:	1 Year	
<u>Granted Aid: no</u>		2 LAB, 1 LIBDEM			
<u>Retiring Representative (s) / Expiry</u>	Councillor Zena Brabazon		25/05/10	23/05/11	Deputy appointment
	Councillor Anne Stennett		27/07/10	23/05/11	
	Councillor Paul Strang		25/05/10	23/05/11	
<hr/>					
<u>Standing Advisory Council on Religious Education, The Conference</u>					Category: Statutory Must be Cllr's
<u>Granted Aid: no</u>		5	Term of Office:	1 year	
		2 LIBDEM, 3 LAB			
<u>Retiring Representative (s) / Expiry</u>	Councillor Ed Butcher		25/05/10	23/05/11	
	Councillor Pat Egan		25/05/10	23/05/11	
	Councillor Jim Jenks		25/05/10	23/05/11	
	LABOUR VACANT - 1		25/05/10	23/05/11	councillor vacancy left by Cllr Griffith who sits on the body as a church representative
	LABOUR VACANT - 2		25/05/10	23/05/11	
<hr/>					
<u>Council of Governors of the Whittington</u>					Category: Trust
<u>Granted Aid: no</u>		1	Term of Office:	3 years	
		1 LAB			
<u>Retiring Representative (s) / Expiry</u>	Councillor Dike Dogus		19/07/10	31/05/13	Cabinet member Harris new appointment to replace ex Cllr Bob Harris
<hr/>					
<u>Tottenham District Charity The Management Committee</u>					Category: Trust
			Term of Office:	4 years	
	Eugene Akwasi-Ayisi		25/05/10	31/05/14	
	Councillor Kaushika Amin		25/05/10	31/05/14	
	Councillor Gideon Bull		25/05/10	31/05/14	
	Robert Edmonds		19/07/10	31/05/14	new appointment
	Councillor Joe Goldberg		18/05/09	31/05/13	
	Peter R Jones		18/05/09	31/05/13	
	Councillor Sheila Peacock		18/05/09	31/05/13	
<hr/>					
<u>Wood Green Urban District Charity, The Management Committee</u>					Category: Trust need not be a cllr
<u>14/wgu/a</u>		5	Term of Office:	4 years	
<u>Granted Aid: no</u>		5 LAB			
<u>Retiring Representative (s) / Expiry</u>	Hannah Essex		19/07/10	31/05/14	new appointment to replace Neville Watson
	Cherry McAskill		25/05/10	31/05/14	
	Khaled Moyeed		19/07/10	31/05/14	new appointment
	Councillor Pauline Gibson		30/11/09	31/05/13	
	Councillor James Stewart		30/11/09	31/05/13	
<hr/>					
<u>RFCA for Greater London</u>					Category: Community
<u>14/tavr</u>			1 Term of Office:	3 years	
<u>Granted Aid: no</u>		1 Lab			
<u>Retiring Representative (s) / Expiry</u>	Councillor James Stewart		19/07/10	31/05/13	must be a councillor: maximum age 65

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Haringey Council

Agenda item:

9

Council Meeting on 18 October 2010

Report Title: **APPOINTMENTS TO OUTSIDE BODIES**

Report for: Decision

1. Purpose

1.1 To advise the Council of nominations of Council representatives to fill current vacancies on outside bodies and seek approval for appointments.

2. Recommendations

2.1 That the appointments to outside bodies, as set out in the attached schedule, be approved.

Report Authorised by: **Chief Executive.**

Contact Officer: **Ken Pryor, Deputy Head of Local Democracy and Member Services.**
Tel: 0208 489 2915

3. Local Government (Access to Information) Act 1985

3.1 The following papers have been used in the preparation of this report and can be inspected at River Park House, 225 High Road Wood Green, London, N22 8HQ by contacting Ken Pryor on 020 8489 2915:

Information supplied by the Party Groups.

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Proposed Appointments to Outside Bodies

Council 18 October

Body name	No of Reprs	Term of Office:		Category:
Alexandra Park and Palace Advisory Committee	8	1 year		Statutory
Granted Aid: no				
Representative (s) / Expiry				
	Councillor Beacham	25/05/10	23/05/11	To replace Cllr Davies
	Councillor Christophides	25/05/10	23/05/11	
	Councillor Demirci	25/05/10	23/05/11	
	Councillor Erskine	18/10/10	23/05/11	
	Councillor Gibson	25/05/10	23/05/11	
	Councillor Jenks	25/05/10	23/05/11	
	Councillor Watson	25/05/10	23/05/11	
	Councillor Whyte	25/05/10	23/05/11	
Hornsey Parochial Charities	6	4 years		Community
Granted Aid: no	6 LAB			
Representative (s) / Expiry				
	Dr Vivienne Manhiem	18/05/09	31/05/13	Change term of office to 4 years New appointment
	Lorraine Marshall	18/05/09	31/05/13	
	Ann Gillespie	19/05/08	31/05/12	
	Barbara Simon	19/05/08	31/05/12	
	Councillor Eddie Griffith	25/05/10	31/05/14	
	Paula Lanning	18/10/10	31/05/14	
Tottenham District Charity The Management Committee	7 7LAB	4 years		Trust
	Eugene Akwasi-Ayisi	25/05/10	31/05/14	To replace Cllr Goldberg
	Councillor Kaushika Amin	25/05/10	31/05/14	
	Councillor Gideon Bull	25/05/10	31/05/14	
	Robert Edmonds	19/07/10	31/05/14	
	Tamsin Piper	18/10/10	31/05/14	
	Peter R Jones	18/05/09	31/05/13	
	Councillor Sheila Peacock	18/05/09	31/05/13	

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**REPORT OF THE GENERAL PURPOSES COMMITTEE No. 02/2010-11
COUNCIL 18 OCTOBER 2010**

Chair:
Councillor George Meehan

Deputy Chair:
Councillor Reg Rice

INTRODUCTION

- 1.1 This report to full Council arises from the reports entitled:
- Treasury Management 2010/11 Mid Year Activity & Performance update
 - Feedback following consultation on the new draft Statement of Licensing Policy for 2011-14 under the Licensing Act 2003
 - Census 2011
- considered by the General Purposes Committee at our meeting held on 23rd September 2010.

ITEMS FOR DECISION

2.1 Treasury Management 2010/11 Mid Year Activity & Performance Update
(Appendix A)¹

- 2.1.1 The report updated the General Purposes Committee on the Council's treasury management activities and performance in the first half of 2010/11.
- 2.1.2 The report proposed that the Council's lending list be extended to include non UK Banks and additional Money Market Funds (paragraphs 9.7 & 9.8).
- 2.1.3 In accordance with the CIPFA Treasury Management Code of Practice the report also presented the Treasury Management Practices document.
- 2.1.4 Santander UK PLC had recently been reinstated on the active list of institutions (paragraph 9.4) which the Council can lend to and there was a recommendation to also reinstate Clydesdale Bank (paragraph 9.6).
- 2.1.5 The report included a recommendation to extend the lending list to a number of non UK banks (Paragraph 13.2). The Committee expressed concerns about investing in foreign banks and recommended only investing in their UK subsidiaries. Officers will take further information on this issue back to General Purposes in January.

¹ Treasury Management 2010/11 Mid Year Activity & Performance Update report will be presented to the Cabinet at its meeting on Tuesday 12th October 2010.

2.2 Feedback following consultation on the new draft Statement of Licensing Policy for 2011-14 under the Licensing Act 2003 (Appendix B)

2.2.1 The report informed Members about the responses to the statutory consultation on the new draft Statement of Licensing Policy and proposed amendments to the Policy. The new Policy would take effect for the next 3 years 2011-2014.

2.2.2 The General Purposes Committee noted that there had been limited responses to the consultation (detailed in Appendix 1 of the report), however, some responses such as that from the Greater London Authority (GLA) required amendments to the Policy.

2.2.3 Committee members highlighted that the Policy was not explicit in describing how litter dropped outside premises should be dealt with (Appendix 2 of the report, paragraph 14.7 – bullet 5). It was noted that prescriptive conditions could in the right circumstances be attached to a licence during the application process.

2.3 Census 2011 (Appendix C)

2.3.1 The report sought the General Purposes Committee's support for a positive programme of liaison and assistance during the census process.

2.3.2 The Committee noted the need to gain the trust of hard to reach community groups in dealing with their personal information during the census process and that all members could play an important role in spreading the message of how vital it was that these groups take part.

2.3.3 The Committee agreed to the establishment of an ad hoc Member Advisory Group and suggested that members be put forward at Full Council on 18th October to serve on this Advisory Group.

WE RECOMMEND:

- (i) Treasury Management 2010/11 Mid Year Activity & Performance Update
 - (a) That the Treasury Management activity undertaken during the first half of 2010/11 and the performance achieved be noted.
 - (b) That the proposed extended use of money market funds (as set out in Appendix 3 of the report) be approved.
 - (c) That the reinstatement of Clydesdale Bank to the lending list be agreed and the reinstatement of Santander UK Bank be noted.
 - (d) That the Treasury Management Practices document (as set out in Appendix 4 of the report) be noted.

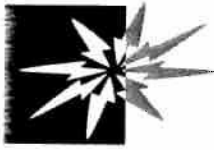
(ii) Feedback following consultation on the new draft Statement of Licensing Policy for 2011-14 under the Licensing Act 2003

- (a) That full Council determine and adopt as the new Statement of Licensing Policy the draft attached at Appendix 2 of the report to take effect on 7 January 2011.
- (b) That officers be instructed to take all necessary steps to publish the new Statement of Licensing Policy including publication on the Council's website and by making copies available to the public at Council offices.

(iii) Census 2011

That Full Council receives a presentation by the Office for National Statistics (ONS) Census Area Manager at it's meeting on 18th October 2010 and agree members to serve on an ad hoc Members Advisory Group to support the Census.

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Haringey Council
Agenda item:

General Purposes Committee

On 23 September 2010

Report Title.	Treasury Management 2010/11 Mid Year Activity & Performance update	
Report of:	Director of Corporate Resources	
Signed :	<i>J. Parker 9/9/10.</i>	
Contact Officer :	Nicola Webb, Head of Finance: Treasury & Pensions Telephone 020 8489 3726	
Wards(s) affected: All	Report for: Non Key Decision	
1. Purpose of the report	<p>1.1. To update the committee on the Council's treasury management activities and performance in the first half of 2010/11 in accordance with the CIPFA Treasury Management Code of Practice.</p> <p>1.2. To propose that the Council's lending list is extended to include non UK banks and additional Money Market Funds.</p> <p>1.3. To present the Treasury Management Practices document as required by the CIPFA Treasury Management Code of Practice.</p>	
2. Recommendations	<p>2.1 That members note the Treasury Management activity undertaken during the first half of 2010/11 and the performance achieved.</p> <p>2.2 That General Purposes Committee recommend the proposed extension to the</p>	

<p>lending list to include non UK banks and an extended use of money market funds, as set out in Appendix 3, to Cabinet and Council.</p> <p>2.3 That members agree the reinstatement of Clydesdale Bank and note the reinstatement of Santander UK Bank to the lending list.</p> <p>2.4 That members approve the Treasury Management Practices document set out in Appendix 4.</p>
<p>3. Reason for recommendations</p> <p>3.1 To ensure members are aware of the Treasury Management activities undertaken in the first half of 2010/11 and to report on performance.</p> <p>3.2 To provide further capacity for the Council's investments to maintain diversification for a reasonable yield.</p> <p>3.3 To meet the requirements of the CIPFA Treasury Management Code of Practice.</p>
<p>4. Summary</p> <p>4.1 This report sets out the Council's Treasury Management activity and performance during the first half of 2010/11 and shows compliance against the Prudential Indicators. During the quarter Santander UK bank was re-instated and this Committee is asked to consider re-instating Clydesdale Bank. £20m of new borrowing was taken at the end of August at a two year low rate of 3.92%.</p> <p>4.2 Two proposals to extend the lending list to provide further capacity are set out in the report. One is to add a small range of non UK banks to the list and the second to extend the use of money market funds. Both proposals would increase capacity and improve yield, while ensuring the credit quality of the portfolio remains high.</p> <p>4.3 The Treasury Management Practice documents required by the CIPFA Code of Practice are set out in the report. These explain how the Council approaches each aspect of treasury management.</p>
<p>5. Head of Legal Services Comments</p> <p>5.1 The Head of Legal Services has been consulted on the content of this report and comments that its content and recommendation are within the policy agreed by Council and consistent with the purposes of Financial Regulations. In considering the report Members must take into account the expert financial advice available in the report and any further advice given at the meeting of the Committee in relation to the level of risk inherent in the proposals to extend the lending list.</p>
<p>6. Use of appendices</p> <p>6.1 Appendix 1: Summary of Treasury Management activity and performance Appendix 2: Prudential Indicators Appendix 3: Revised lending list for specified investments</p>

Appendix 4: Treasury Management Practices

7. Local Government (Access to Information) Act 1985

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

- Financial Planning Report for 2010/11 to 2011/13 reported to Council and agreed on 22 February 2010.

For access to the background papers or any further information please contact Nicola Webb, Head of Finance: Treasury & Pensions, on 0208 489 3726.

8. Treasury Management Strategy Statement 2010/11

8.1 The Council approved the Treasury Management Strategy Statement for 2010/11 on 22nd February 2010. The Strategy states that the General Purposes Committee will monitor treasury management activity and performance on a quarterly basis and that a mid year report will be presented to General Purposes Committee, Cabinet and full Council. This report forms the second quarterly monitoring report and the mid year report for 2010/11.

8.2 The latest government guidance on local authority treasury management states that local authorities should consider the following factors in the order they are stated:

Security - Liquidity - Yield

The Treasury Management Strategy reflects these factors and is explicit that the priority for the Council is the security of its funds.

8.3 The quarterly reports during 2010/11 are structured according to these factors, so that members can see how they are being addressed operationally.

9. Treasury Management Activity and Performance: Security

9.1 The Treasury Management Strategy Statement places a high emphasis on security of the Council's funds. This is achieved in two ways – firstly by minimising the funds held which need to be invested and secondly by maintaining a lending list of high quality counterparties with strict limits.

9.2 During the financial year to date cash balances have remained at levels sufficient to manage the payments the Council was required to make. £10m of PWLB long term borrowing matured in early July and this was repaid without being replaced. However with £40m of PWLB debt due to mature in October, the Council does have a need to borrow. Therefore when long term borrowing rates fell to levels not seen since 2008 at the end of August, the Council took advantage of this by borrowing

£20m for 50 years at 3.92%. The long term borrowing portfolio now totals £646m and the average rate payable has dropped to 6.78%.

- 9.3 The Council approved the list of institutions which the Council can lend to as part of the Treasury Management Strategy Statement. The list was drawn up on the advice of the Council's treasury management advisors and only includes institutions which are assessed as having high credit quality. In addition to the Debt Management Office and AAA rated Money Market Funds, the list included eight UK banks and building societies, but only six are currently being used:
- Barclays Bank
 - Lloyds TSB Bank (part of the Lloyds Banking Group)
 - Bank of Scotland (part of the Lloyds Banking Group)
 - Nationwide Building Society
 - Royal Bank of Scotland
 - Santander UK plc (recently reinstated)
 - HSBC Bank (not actively used)
 - *Clydesdale Bank (currently suspended from use)*
- 9.4 Santander UK plc had been suspended from the lending list due to concerns about the downgrading of the sovereign ratings of Spain, where their parent owner is based. However Arlingclose have reviewed the bank and concluded that as they are a UK bank, they are comfortable with recommending to the Council that they use them for short term deposits. As a result, written permission was sought and given by the Leader of the Council and the Chair of General Purposes Committee to re-instate Santander UK plc. Their instant access call account is now being used again.
- 9.5 Although HSBC is on the list, it has not been actively used as they generally do not accept deposits for less than one year. However officers are currently investigating the possibility of an instant access call account they may be offering.
- 9.6 Clydesdale Bank is currently suspended from the lending list due to concerns about the sovereign rating of Australia where their owner, National Australia Bank, is based. However Arlingclose have reviewed the situation and as the Australian economy avoided recession and Clydesdale is registered as a UK bank with good ratings, they are now recommending the Council reinstates the bank. Therefore it is recommended that Clydesdale Bank is re-instated onto the lending list with a restricted maturity limit of up to 6 months only.
- 9.7 Three AAA rated money market funds were selected for use by the Council following a selection exercise in November 2009. These funds have been used extensively due to the instant access they offer and the reasonable rate of return. When it has not been possible to deposit elsewhere, funds have been deposited with the Debt Management Office, which is a government guaranteed facility.

- 9.8 The Council has sought to minimise its security risk by setting limits on each institution on the lending list. The Council has complied with all these limits during the financial year to date. In addition officers have sought to spread the deposits across the available institutions to further minimise security risk. The table below shows the Council's deposits on 8th September 2010:

Institution	Long Term Credit Rating	Amount (£m)	% of total deposits
Lloyds Bank	A+	3.40	5.0
Royal Bank of Scotland	A+	4.20	6.2
Barclays Bank	AA-	5.60	8.3
Nationwide Building Society	A+	7.00	10.3
Santander UK plc	AA-	19.90	29.4
Henderson Money Market Fund	AAA	14.95	22.0
RBS Money Market Fund	AAA	12.72	18.8
Total		67.77	100.0

- 9.9 Arlingclose, the Council's treasury management advisers have devised a way of scoring the level of credit risk the Council is taking. The scores this produces have been reported to General Purposes Committee since early 2009/10. This measure scores credit risk on a scale of 0 to 10 on both a value weighted and a time weighted basis and the table below demonstrates how to interpret the scores:

Above target	AAA to AA+	Score 0 - 2
Target score	AA to A+	Score 3 - 5
Below target	Below A+	Score over 5

- 9.10 The score for the latest quarter is shown below alongside the previous three quarters for comparison:

	Quarter 3 2009/10	Quarter 4 2009/10	Quarter 1 2010/11	Quarter 2 2010/11
Value weighted	3.5	3.5	2.3	2.7
Time weighted	4.0	4.2	3.6	4.2

This shows that the Council still remains within the target score range and that there has been a slight increase in the score since the first quarter. This is due to the reinstatement of Santander UK plc in September and less use of the Debt Management Office as a result.

10. Treasury Management Activity and Performance: Liquidity

- 10.1 Once the Council is satisfied that security risk is being managed, the next consideration in treasury management is liquidity. The Council has a number of inflows and outflows every month and it is important that the Council's funds are managed to ensure there is sufficient liquidity when it is required.

- 10.2 The tool which officers use to ensure that liquidity is maintained is cash flow forecasting. Work has been done to develop the forecasting and officers now have a clearer picture of day to day liquidity requirements.
- 10.3 Officers have maintained liquidity throughout the quarter. This has been achieved because no long term investments have been entered into and the AAA rated money market funds have been used extensively, as they provide the Council with instant access and a reasonable return. The average balance in these funds during the quarter was £24.4m. As set out in paragraph 9.2, £20m of borrowing was taken at the end of August to take advantage of very low rates and to maintain liquidity when £40m of long term borrowing matures in October.
- 10.4 The table below shows the Council's deposits at 8th September 2010, the term of each of the deposits and calculates the weighted average maturity of the portfolio.

Institution	Term of deposit (days)	Amount (£m)
Lloyds Bank	45	3.40
Royal Bank of Scotland	56	4.20
Barclays Bank	41	3.90
Barclays Bank	35	1.70
Nationwide Building Society	40	7.00
Santander UK plc	1	19.90
Henderson Money Market Fund	1	14.95
RBS Money Market Fund	1	12.72
Weighted Average Maturity	13.8	

11. Treasury Management Activity and Performance: Yield

- 11.1 Only once security and liquidity have been considered and the Council is satisfied it has taken all steps to minimise these risks, should yield be a factor. Base rate has remained at 0.5% throughout the financial year to date and Arlingclose's forecast is that it will remain at this rate until at least the end of 2011 when it will start to rise slowly.
- 11.2 The Debt Management Office is still paying 0.25% for all deposits, regardless of the length of the fixed term. The money market funds are paying between 0.4% and 0.6%. Banks are paying a variety of rates up to 1% depending on the length of time funds are deposited for.
- 11.3 By the end of the first half of the financial year, it is expected that interest of £155k will have been earned on the Council's deposits at an average rate of 0.58%. The interest payable on borrowing during the first half of the year was £22.2m. The budget for interest earned in 2010/11 is £500k and the budget for interest payable is

£44.57m. It is anticipated that the budget will be achieved on a net basis by the end of the financial year.

12. Prudential Indicators

- 12.1 The Council set prudential indicators for 2010/11 in February 2010. The set of indicators is made up of those which provided an indication of the likely impact of the planned capital programme and those which are limits set on treasury management activity. Appendix 2 sets out the original indicators, the current forecast for each of the capital indicators and the current position on each of the treasury management limits.
- 12.2 Forecast capital expenditure has increased since the original indicator was set due to the addition of carry forwards from 2009/10. The incremental impact of capital expenditure indicators are showing much lower levels than originally set. The original indicators showed the total Band D Council Tax and weekly housing rent, rather than only the portion related to capital expenditure not supported by grants.
- 12.3 None of the limits on treasury management have been breached in the year to date. Borrowing is well within the operational and authorised limits set due to the policy of using internal cash balances to fund the capital programme. Borrowing is expected to increase further in the second half of the financial year, but will remain well within the limits set.

13. Extending the lending list

- 13.1 As stated in paragraph 9.3, only six of the banks on the list are currently actively used and although not specifically stated in the Treasury Management Strategy Statement, the Council's treasury management advisers recommend that the Council invests no more than 15% with any one counterparty to ensure that the portfolio is suitably diversified to reduce risk. Officers apply this recommendation to the sum of the Council and Pension Fund's deposits. The result of this is that the Council has had to make use of the Debt Management Office. Although this is government guaranteed and therefore has no credit risk, it only pays 0.25% for deposits. Extending the lending list will provide more capacity and reduce the need for the Council to use the Debt Management Office. There are two ways of doing this:
- 13.2 Add a number of non UK banks to the lending list
The first proposal is to add non UK banks to the list to enable fixed term deposits to be placed with them. The criteria for the banks to be on the list are suggested to be:
- Sovereign ratings of the country in which the bank is based are AAA from all three credit rating agencies
 - Minimum long term credit rating of A+ for the bank from all three credit rating agencies

- Recommended by the Council's treasury management advisers, who regularly review credit default swap rates, share prices and other market intelligence about the banks. They also review the economies of the countries in which the banks are based including the support they offer to their banks, the level of debt compared to their GDP and other key economic indicators.

13.3 It is proposed that the lending limit with each bank would be £15m. It is also proposed that no more than 10% of the Council's funds are placed with any one Eurozone country, that no more than 7.5% is placed with any one non Eurozone country (other than the UK) and that no deposits are placed with non UK banks for more than 6 months. The banks which would be included are:

Region	Country	Banks
Eurozone	Finland	Nordea Bank
Eurozone	France	BNP Paribas, Credit Agricole CIB, Credit Agricole SA
Eurozone	Germany	Deutsche Bank
Eurozone	Netherlands	Rabobank
Non Eurozone	Canada	Bank of Montreal, Bank of Nova Scotia, Royal Bank of Canada, Canadian Imperial Bank of Commerce, Toronto Dominion Bank
Non Eurozone	Switzerland	Credit Suisse
Non Eurozone	USA	JP Morgan Chase Bank

13.4 Extend the limits for money market funds

Money market funds are AAA rated vehicles which allow investors a share of a large fund which invests in a wide range of underlying investments. The funds invested are available on an instant access basis and so can be withdrawn at any time up to the cut off time on the day – usually around lunchtime. There are rules in place concerning which institutions the funds can invest in and for how long to enable the funds to maintain their AAA rating. The second proposal is to increase two limits:

- Increase the individual limits for money market funds from £15m each to £20m each. Some of the UK banks currently on the list with limits of £20m are A+ rated whereas the AAA rated money market funds have lower limits of £15m. This proposal would remove this inconsistency.
- Increase the group limit for money market funds from £45m to £100m.

13.5 In proposing this option the following controls are recommended:

- Only money market funds recommended by the Council's treasury management advisers are used;
- Additional money market funds are only used following a selection procedure involving officers and the Council's treasury management advisers;
- No more than 15% of the Council's portfolio is invested in any one money market fund at any time.

- 13.6 The table below provides a summary of the two proposals using the key treasury criteria:

	Non UK Banks	Money Market Funds
Security	<p>Small range of banks providing limited diversification</p> <p>All banks are individually researched and then monitored</p>	<p>Wide range of underlying investments provides significant diversification</p> <p>Not all underlying investments individually selected or monitored, although overall exposure is monitored</p>
Liquidity	<p>Can invest for periods from overnight to 6 months</p> <p>If remove from the list, cannot recall funds</p>	<p>Instant Access only</p> <p>If remove from the list, can recall funds immediately</p>
Yield	<p>Range from 0.4% for overnight to 0.8% for 6 months</p>	<p>On average 0.55% after fees</p>

14. Treasury Management Practices

- 14.1 The CIPFA Treasury Management Code of Practice requires local authorities to produce and maintain a document of Treasury Management Practices. It is recommended that the document is approved by members and so this document is attached at Appendix 4. The words provided by CIPFA have been used and only changed where necessary to make them relevant to Haringey. A statement of how each area is applied by the Council is provided underneath. The Code of Practice also requires that the document is subject to scrutiny and so it will be taken to Audit Committee in November for this purpose.
- 14.2 The document is supplemented by a systems document covering the detail of how to apply the practices for use by officers in their day to day work on treasury management.

15. Recommendation

- 15.1 That members note the Treasury Management activity undertaken during the first half of 2010/11 and the performance achieved.

- 15.2 That General Purposes Committee recommend the proposed extension to the lending list to include non UK banks and an extended use of money market funds, set out in Appendix 3, to Cabinet and Council.
- 15.3 That members agree the reinstatement of Clydesdale Bank and note the reinstatement of Santander UK Bank to the lending list.
- 15.4 That members approve the Treasury Management Practices document set out in Appendix 4.

Appendix 1: Summary of Treasury Management Activity and Performance

1. Treasury Portfolio

	Position at Q2 2010/11 £000	Position at Q1 2010/11 £000
Long Term Borrowing PWLB	520,806	510,811
Long Term Borrowing Market	125,005	125,005
Short Term Borrowing	0	0
Total Borrowing	645,811	635,816
Investments: Council	67,770	87,934
Investments: Icelandic deposits in default	28,788	30,030
Total Investments	96,558	117,964
Net Borrowing position	549,253	517,852

2. Security measure

	Quarter 2 2010/11	Quarter 1 2010/11
Credit score – Value weighted	2.7	2.3
Credit score – Time weighted	4.2	3.6

3. Liquidity measure

	Quarter 2 2010/11	Quarter 1 2010/11
Weighted average maturity – deposits (days)	13.8	41.3
Weighted average maturity – borrowing (years)	22.6	21.6

4. Yield measure

	Quarter 2 2010/11	Quarter 1 2010/11
Interest rate earned	0.54%	0.66%
Interest rate payable	6.78%	7.00%

Appendix 2: Prudential Indicators

No.	Prudential Indicator	2010/11 Original Indicator		2010/11 Position/Forecast at Quarter 2
CAPITAL INDICATORS				
1	Capital Expenditure	£148,598k		£163,274k
2	Ratio of financing costs to net revenue stream			
	General Fund	4.67%		5.65%
	HRA	33.39%		32.22%
3	Capital Financing Requirement	£718,766k		£749,706k
4	Incremental impact of capital investment decisions			
	Band D Council Tax	£1,184.32		£4.18
	Weekly Housing rents	£83.20		£0.00
TREASURY MANAGEMENT LIMITS				
5	Authorised Limit	£900,000k		£645,811k
	Operational Boundary	£875,000k		£645,811k
6	Upper limit – fixed rate exposure	100%		99.9%
	Upper limit – variable rate exposure	40%		0.1%
7	Maturity structure of borrowing (U: upper, L: lower)	L	U	
	under 12 months	0%	25%	8.1%
	12 months and within 2 years	0%	25%	9.5%
	2 years and within 5 years	0%	50%	14.7%
	5 years and within 10 years	0%	75%	15.7%
	Over 10 years	0%	100%	52.0%
8	Sums invested for more than 364 days	£60,000k		£0
9	Adoption of CIPFA Treasury Management Code of Practice			√

Appendix 3: Revised lending list for specified investments

Instrument	Country	Counterparty	Maximum Limit of Investments in Group (where applicable)	Maximum Term of Investment
Term Deposits	UK	DMO's Debt Management Account Deposit Facility	No limit	6 months
Term Deposits	UK	Other UK Local Authorities	£30m (per Local Authority)	364 days
Term Deposits/ Call Accounts	UK	Santander UK Plc	£20m	364 days
Term Deposits/ Call Accounts	UK	Lloyds TSB Bank Plc (Lloyds Banking Group)	£20m	364 days
Term Deposits/ Call Accounts	UK	Bank of Scotland Plc (Lloyds Banking Group)	£20m	364 days
Term Deposits/ Call Accounts	UK	Barclays	£20m	364 days
Term Deposits/ Call Accounts	UK	Clydesdale	£20m	364 days
Term Deposits/ Call Accounts	UK	HSBC	£20m	364 days
Term Deposits/ Call Accounts	UK	Nationwide	£20m	364 days
Term Deposits/ Call Accounts	UK	Royal Bank of Scotland*	£20m	364 days
Term Deposits/ Call Accounts	Finland	Nordea Bank	£15m	6 months
Term Deposits/ Call Accounts	France	BNP Paribas	£15m	6 months
Term Deposits/ Call Accounts	France	Credit Agricole CIB	£15m	6 months
Term Deposits/ Call Accounts	France	Credit Agricole SA	£15m	6 months
Term Deposits/ Call Accounts	Germany	Deutsche Bank	£15m	6 months

Instrument	Country	Counterparty	Maximum Limit of Investments in Group (where applicable)	Maximum Term of Investment
Term Deposits/ Call Accounts	Netherlands	Rabobank	£15m	6 months
Term Deposits/ Call Accounts	Canada	Bank of Montreal	£15m	6 months
Term Deposits/ Call Accounts	Canada	Bank of Nova Scotia	£15m	6 months
Term Deposits/ Call Accounts	Canada	Royal Bank of Canada	£15m	6 months
Term Deposits/ Call Accounts	Canada	Canadian Imperial Bank of Commerce	£15m	6 months
Term Deposits/ Call Accounts	Canada	Toronto Dominion Bank	£15m	6 months
Term Deposits/ Call Accounts	Switzerland	Credit Suisse	£15m	6 months
Term Deposits/ Call Accounts	USA	JP Morgan Chase Bank	£15m	6 months
AAA rated Money Market Funds (MMFs)	UK/Ireland/ Luxembourg	Constant Net Asset Value Money Market Funds recommended by the Council's treasury management advisers.**	£20m in any one MMF, subject to an MMF total limit of £100m.	Instant access

* Approval of this bank also approves the use of the Council's current banker which is Nat West Bank, part of the Royal Bank of Scotland Group. Therefore, when maximum deposits with RBS are made (£20m) this group limit could be exceeded temporarily by the current account credit balance remaining overnight with Nat West Bank. There will also be the usual daylight exposure.

** Funds to be selected by officers and the Council's Treasury Management advisers. Funds currently selected are:

- Henderson Liquid Assets Sterling Fund
- Goldman Sachs Liquid Reserves Fund
- RBS Global Treasury Fund

Other Limits to be applied

- Country limit of 10% of portfolio for countries within the Eurozone – this includes Finland, France, Germany and Netherlands
- Country limit of 7.5% of portfolio for countries outside the Eurozone – this includes Canada, Switzerland and USA

Appendix 4: Treasury Management Practices

TREASURY MANAGEMENT PRACTICE 1: RISK MANAGEMENT

All treasury management activities involve both risk and the pursuit of reward or gain for the Council. The Council's policies and practices emphasise that the effective identification, management and containment of risk are the prime objectives of treasury management activities.

The Director of Corporate Resources will design, implement and monitor all arrangements for the identification, management and control of treasury management risk, will report at least annually on the adequacy/suitability thereof, and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the organisation's objectives in this respect, all in accordance with the procedures set out in *TMP6 Reporting requirements and management information arrangements*. In respect of each of the following risks, the arrangements which seek to ensure compliance with these objectives are set out below.

1.1 Credit and Counterparty Risk Management:

Definition

Credit and counterparty risk is the risk of failure by a counterparty to meet its contractual obligations to the Council under an investment, borrowing, capital, project or partnership financing, particularly as a result of the counterparty's diminished creditworthiness, and the resulting detrimental effect on the Council's capital or revenue resources.

CIPFA Principle

The Council regards a key objective of its treasury management activities to be the security of the principal sums it invests. Accordingly, it will ensure that its counterparty lists and limits reflect a prudent attitude towards organisations with whom funds may be deposited, and will limit its investment activities to the instruments, methods and techniques referred to in *TMP4 Approved instruments, methods and techniques* and listed in the annual Treasury Management Strategy Statement. It also recognises the need to have, and will therefore maintain, a formal counterparty policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing arrangements.

Application in Haringey

The Council's counterparty list is drawn up with the advice of the Council's Treasury Management advisers and reflects the Council's cautious risk averse approach. It is approved annually as part of the Treasury Management Strategy Statement.

1.2 Liquidity Risk Management

Definition

Liquidity risk is the risk that cash will not be available when it is needed, that ineffective management of liquidity creates additional unbudgeted costs, and that the Council's business/service objectives will be compromised.

CIPFA Principle

The Council will ensure it has adequate though not excessive cash resources, borrowing arrangements, overdraft or standby facilities to enable it at all times to have the level of funds available to it which are necessary for the achievement of its business/service objectives.

The Council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme or to finance future debt maturities.

Application in Haringey

The Council states in its Treasury Management Strategy Statement its borrowing strategy including whether it intends to borrow in advance of need. Officers maintain a cashflow forecast to ensure that adequate cash balances are available to meet the Council's obligations.

1.3 Interest Rate Risk Management

Definition

Interest Rate risk is the risk that fluctuations in the levels of interest rates create an unexpected or unbudgeted burden on the Council's finances, against which the Council has failed to protect itself adequately.

CIPFA Principle

The Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with *TMP6 Reporting requirements and management information arrangements*.

It will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, primarily to create stability and certainty of costs and revenues, but at the same time retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates. This should be subject to the consideration and, if required, approval of any policy or budgetary implications.

Application in Haringey

The Council has access to information from its Treasury Management advisers and other financial commentators about the likely future course of interest rates to enable it to assess future treasury risks. The majority of the Council's loans and investments are fixed rate and the proportion of those which can be variable is set out in the Treasury Management Strategy Statement annually.

1.4 Exchange Rate Risk Management

Definition

Exchange rate risk is the risk that fluctuations in foreign exchange rates create an unexpected or unbudgeted burden on the Council's finances against which the Council has failed to protect itself adequately.

CIPFA Principle

The Council will manage its exposure to fluctuations in exchange rates so as to minimise any detrimental impact on its budgeted income/expenditure levels.

Application in Haringey

Currently the Council does not have any significant transactions in foreign currencies, so exchange rate risk is not an issue for the Council.

1.5 Refinancing Risk Management

Definition

The risk that maturing borrowings, capital, project or partnership financings cannot be refinanced on terms that reflect the provisions made by the Council for those refinancings, both capital and current (revenue), and/or that the terms are inconsistent with prevailing market conditions at the time.

CIPFA Principle

The Council will ensure that its borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies so raised are managed, with a view to obtaining offer terms for renewal or refinancing, if required, which are competitive and as favourable to the Council as can reasonably be achieved in the light of market conditions prevailing at the time.

The Council will actively manage its relationships with its counterparties in these transactions in such a manner as to secure this objective, and will avoid over reliance on any one source of funding if this might jeopardise achievement of the above.

Application in Haringey

The Council monitors its maturity profile to ensure it is as even as possible to avoid substantial refinancing in any one year. Targets for the maturity profile are set as a prudential indicator in the Treasury Management Strategy Statement annually. When borrowing decisions are being made, the maturity profile is one of the factors considered when determining the length of time to borrow for.

1.6 Legal and Regulatory Risk Management

Definition

The risk that the Council itself, or an organisation with which it is dealing in its treasury management activities, fails to act in accordance with its legal powers or regulatory requirements, and that the Council suffers losses accordingly.

CIPFA Principle

The Council will ensure that all of its treasury management activities comply with its statutory powers and regulatory requirements. It will demonstrate such compliance, if required to do so, to all parties with whom it deals in such activities. In framing its credit and counterparty policy it will ensure that there is evidence of counterparties' powers, authority and compliance in respect of the transactions they may effect with the Council, particularly with regard to duty of care and fees charged.

The Council recognises that future legislative or regulatory changes may impact on its treasury management activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely on the Council.

Application in Haringey

The Council's Financial Regulations, which form part of the Council's Constitution, contain evidence of the power to act as required by section 151 of the Local Government Act 1972.

The Council will confirm, if requested to do so by counterparties, the powers and authorities under which the Council effects transactions with them. Officers establish the powers of those with whom they enter into transactions for the first time, including any compliance requirements in respect of a duty of care and best practice.

1.7 Fraud Error and Corruption and Contingency Management

Definition

This is the risk that the Council fails to identify the circumstances in which it may be exposed to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings, and fails to employ suitable systems and procedures and maintain effective contingency management arrangements to these ends. It includes the area of risk commonly referred to as operational risk.

CIPFA Principle

The Council will ensure that it has identified the circumstances which may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements, to these ends.

Application in Haringey

The Council has in place a Scheme of Delegations to ensure that only authorised officers can carry out transactions on behalf of the Council. A systems document is in place which details all the procedures to be followed by officers.

1.8 Market Risk Management

Definition

This is the risk that, through adverse market fluctuations in the value of the principal sums the Council borrows and invests, its stated treasury management policies and objectives are compromised, against which it fails to protect itself adequately.

CIPFA Principle

The Council will seek to ensure that its stated treasury management policies and objectives will not be compromised by adverse market fluctuations in the value of the principal sums it invests, and will accordingly seek to protect itself from the effects of such fluctuations.

Application in Haringey

The Council does not currently invest in instruments whose market value can vary, so it is not exposed to this risk.

TREASURY MANAGEMENT PRACTICE 2 - PERFORMANCE MEASUREMENT

CIPFA Principle

The Council is committed to the pursuit of best value in its treasury management activities, and to the use of performance methodology in support of that aim, within the framework set out in its treasury management policy statement.

Accordingly the treasury management function will be the subject of ongoing analysis of the value it adds in support of the Council's stated business or service objectives. It will be the subject of regular examination of alternative methods of service delivery, of the availability of fiscal or other grant or subsidy incentives, and of the scope for other potential improvements.

Application in Haringey

The Council measures the performance of its treasury portfolio on a quarterly basis using the following measures:

- Value weighted credit score
- Time weighted credit score
- Weighted Average Maturity
- Interest rate payable
- Interest rate earned

Value for money from service providers is tested regularly through tendering processes.

TREASURY MANAGEMENT PRACTICE 3 - DECISION MAKING AND ANALYSIS

CIPFA Principle

The Council will maintain full records of its treasury management decisions, and of the processes and practices applied in reaching those decisions, both for the purposes of learning from the past, and for demonstrating that reasonable steps were taken to ensure that all issues relevant to those decisions were taken into account at the time. The issues to be addressed and processes and practices to be pursued in reaching decisions are detailed in the officers' detailed systems document.

Application in Haringey

The Council's treasury management team maintain a complete audit trail of all decisions taken within the limits set out in the annual Treasury Management Strategy Statement approved by the Council.

TREASURY MANAGEMENT PRACTICE 4: APPROVED INSTRUMENTS, METHODS AND TECHNIQUES

CIPFA Principle

The Council will undertake its treasury management activities by employing only those instruments, methods and techniques detailed in the Treasury Management Strategy Statement, and within the limits and parameters defined in *TMP1 Risk Management*.

Application in Haringey

The Treasury Management Strategy agreed by the Council on an annual basis sets out the approved instruments, methods and techniques to be used in treasury management. The Council's treasury management team undertake activities within the limits of the current strategy.

TREASURY MANAGEMENT PRACTICE 5: ORGANISATION, CLARITY AND SEGREGATION OF RESPONSIBILITIES AND DEALING ARRANGEMENTS

CIPFA Principle

The Council considers it essential, for the purposes of the effective control and monitoring of its treasury management activities, for the reduction of the risk of fraud or error, and for the pursuit of optimum performance, that these activities are structured and managed in a fully integrated manner, and that there is at all times a clarity of treasury management responsibilities.

The principle on which this will be based is a clear distinction between those charged with setting treasury management policies and those charged with implementing and controlling these policies, particularly with regard to the execution and transmission of funds, the recording and administering of treasury management decisions, and the audit and review of the treasury management function.

If and when the Council intends, as a result of lack of resources or other circumstances, to depart from these principles, the Director of Corporate Resources will ensure that the reasons are properly reported in accordance with *TMP6 Reporting requirements and management information arrangements*, and the implications properly considered and evaluated.

The Director of Corporate Resources will ensure that there are clear written statements of the responsibilities for each post engaged in treasury management, and the arrangements for absence cover. The Director of Corporate Resources will also ensure that at all times those engaged in treasury management will follow the policies and procedures set out.

The Director of Corporate Resources will ensure there is proper documentation for all deals and transactions, and that procedures exist for the effective transmission of funds.

The Director of Corporate Resources will fulfil all responsibilities delegated to them in accordance with the Council's policy statement and TMPs and, if a CIPFA member, the Standard of Professional Practice on Treasury Management.

Application in Haringey

The officers carrying out treasury management activity have clear roles and limits of responsibilities and embedded in these is the principle of segregation of duties. These arrangements are subject to an annual internal audit to ensure the controls in the procedures are sufficient.

TREASURY MANAGEMENT PRACTICE 6: REPORTING REQUIREMENTS AND MANAGEMENT INFORMATION ARRANGEMENTS

CIPFA Principle

The Council will ensure that regular reports are prepared and considered on the implementation of its treasury management policies; on the effects of decisions taken and transactions executed in pursuit of those policies; on the implications of changes, particularly budgetary, resulting from regulatory, economic, market or other factors affecting its treasury management activities; and on the performance of the treasury management function.

As a minimum:

The Council will receive:

- an annual report on the strategy and plan to be pursued in the coming year
- a mid-year review
- an annual report on the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and on any circumstances of non-compliance with the organisation's treasury management policy statement and Treasury Management Practices.

The General Purposes Committee will receive regular monitoring reports on treasury management activities and risks.

The Audit Committee will have responsibility for the scrutiny of treasury management policies and practices.

Application in Haringey

The draft annual Treasury Management Strategy is reported initially to General Purposes Committee. It is then presented to Audit Committee for scrutiny before Cabinet and final approval by full Council in February each year in time for the new financial year.

The mid-year report and out-turn reports are presented to General Purposes Committee, Cabinet and full Council.

General Purposes Committee are responsible for monitoring treasury management activity and this is carried out through the production of quarterly reports.

TREASURY MANAGEMENT PRACTICE 7: BUDGETING, ACCOUNTING AND AUDIT ARRANGEMENTS

CIPFA Principle

The Director of Corporate Resources will prepare, and the Council will approve and, if necessary, from time to time will amend, an annual budget for treasury management, which will bring together all of the costs involved in running the treasury management function, together with associated income. The matters to be included in the budget will at a minimum be those required by statute or regulation, together with such information as will demonstrate compliance with *TMP1 Risk management*, *TMP2 Performance measurement*, and *TMP4 Approved instruments, methods and techniques*. The Director of Corporate Resources will exercise effective controls over this budget, and will report upon and recommend any changes required in accordance with *TMP6 Reporting Requirements and management information arrangements*.

The Council will account for its treasury management activities, for decisions made and transactions executed, in accordance with appropriate accounting practices and standards, and with statutory and regulatory requirements in force for the time being.

Application in Haringey

The costs of the staff working on treasury management are shown in the Corporate Finance budget and the interest earned and payable are shown in the Non Service Revenue budget. These expenditure and income budgets will be brought together and reported when setting the Treasury Management Strategy.

The Council accounts for all its treasury management transactions in accordance with CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom.

TREASURY MANAGEMENT PRACTICE 8: CASH AND CASH FLOW MANAGEMENT

CIPFA Principle

Unless statutory or regulatory requirements demand otherwise, all monies in the hands of the Council will be under the control of the Director of Corporate Resources, and will be aggregated for cash flow and investment management purposes. Cash flow projections will be prepared on a regular and timely basis, and the Director of Corporate Resources will ensure that these are adequate for the purposes of monitoring compliance with *TMP1.2 Liquidity risk management*.

Application in Haringey

All the Council's funds are aggregated for cash flow and investment management arrangements. The only exception to this is pension fund monies, which are invested separately in accordance with the requirements of the Local Government Pension Scheme (Management & Investment of Funds) Regulations 2009.

A cash flow forecast is prepared at the beginning of the financial year and maintained on a regular basis to manage the Council's liquidity risk.

TREASURY MANAGEMENT PRACTICE 9: MONEY LAUNDERING

CIPFA Principle

The Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. Accordingly, it will maintain procedures for verifying and recording the identity of counterparties and reporting suspicions, and will ensure that staff involved in this are properly trained.

Application in Haringey

In accordance with recommended practice the Council maintains an anti money laundering policy. The policy is to prevent, wherever possible, the organisation and its staff being exposed to money laundering, to identify the potential areas where it may occur and to comply with all legal and regulatory requirements, especially with regard to the reporting of actual or suspected cases. The Council has nominated the Head of Internal Audit & Risk Management to be the responsible officer to whom any suspicions relating to transactions involving the Council will be communicated. The responsible officer is conversant with the requirements of the Proceeds of Crime Act 2002 and ensures relevant staff are appropriately trained and informed so they are alert for suspicious transactions. The responsible officer has made arrangements to receive and manage the concerns of staff about money laundering and their suspicion of it, to make internal enquiries and to make reports, where necessary, to National Criminal Intelligence Services (NCIS).

The officers carrying out treasury management have clear procedures to identify the borrowers and lenders they deal with. The procedures specify the authentication process which must be followed when dealing with a lender or borrower for the first time.

TREASURY MANAGEMENT PRACTICE 10: TRAINING AND QUALIFICATIONS

CIPFA Principle

The Council recognises the importance of ensuring that all staff involved in the treasury management function are fully equipped to undertake the duties and responsibilities allocated to them. It will therefore seek to appoint individuals who are both capable and experienced and will provide training for staff to enable them to acquire and maintain an appropriate level of expertise, knowledge and skills. The Director of Corporate Resources will recommend and implement the necessary arrangements.

The Director of Corporate Resources will ensure that Council members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities. Those charged with governance recognise their individual responsibility to ensure that they have the necessary skills to complete their role effectively.

Application to Haringey

All Council members are invited to attend training on treasury management when they are elected and on a regular basis to keep their knowledge and skills up to date.

Officers' training needs are reflected in their development plans and they keep their knowledge and skills up to date through information and events from the Council's treasury advisers and CIPFA.

TREASURY MANAGEMENT PRACTICE 11: USE OF EXTERNAL SERVICE PROVIDERS

CIPFA Principle

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times. It recognises that there may be potential value in employing external providers of treasury management services, in order to acquire access to specialist skills and resources. When it employs such service providers, it will ensure it does so for reasons which have been submitted to a full evaluation of the costs and benefits. It will also ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review. And it will ensure, where feasible and necessary, that a spread of service providers is used, to avoid over reliance on one or a small number of companies. Where services are subject to formal tender or re-tender arrangements, legislative requirements will always be observed. The monitoring of such arrangements rests with the Director of Corporate Resources.

Application in Haringey

Contracts are in place with the Council's bankers and treasury management advisers. These are subject to regular review and re-tender in accordance with the Council's Contract Procedure Rules, which form part of the Council's Constitution.

TREASURY MANAGEMENT PRACTICE 12: CORPORATE GOVERNANCE

CIPFA Principle

The Council is committed to the pursuit of proper corporate governance throughout its businesses and services, and to establishing the principles and practices by which this can be achieved. Accordingly, the treasury management function and its activities will be undertaken with openness and transparency, honesty, integrity and accountability.

The Council has adopted and has implemented the key recommendations of the Code. This together with the other arrangements detailed in this document, are considered vital to the achievement of proper corporate governance in treasury management, and the Director of Corporate Resources will monitor and, if and when necessary, report upon the effectiveness of these arrangements.

Application in Haringey

The Director of Corporate Resources ensures that systems are in place to deliver proper financial administration and holds monthly meetings with officers responsible for treasury management to review the operation of the function. The annual Treasury Management Strategy Statement and quarterly reports are published on the Council's website, along with the annual Statement of Accounts to ensure transparency.



Haringey Council

Agenda item:

[No.]

GENERAL PURPOSES COMMITTEE

On 23rd September 2010

Report Title. Feedback following consultation on the revised draft Statement of Licensing Policy for the Licensing Act 2003	
Report of Niall Bolger – Director of Urban Environment	
Signed : <i>Niall Bolger</i> . 14 th Sept. 2010	
Contact Officer :Daliah Barrett – Lead Officer for Licensing (Tel 020 8489 8232) (daliah.barrett@haringey.gov.uk)	
Wards(s) affected: All	Report for: Key Decision
<p>1. Purpose of the report</p> <p>1.1.To report back to Members on the consultation responses received and to show where proposed changes have been made to the draft policy.</p> <p>1.2.To seek agreement for the draft policy to passed to Full Council for adoption.</p>	
<p>2. Link with Council Plan Priorities and actions and /or other Strategies:</p> <p>The Statement of Licensing policy links into the overall Council priorities for a 'Safer Haringey', by working with local communities to reduce crime and antisocial behaviour that can be associated with alcohol consumption..</p>	
<p>3. Recommendations</p> <p>3.1.That member note the outcomes of the consultation and proposed changes to the draft statement of Licensing Policy. The list of responses and guidance if they affect the policy are contained in Appendix 1.</p> <p>3.2.That members agree to the policy as detailed in Appendix 2 being reported to Full Council for adoption.</p>	

4. Reason for recommendation(s)

4.1. We are obliged to review the Statement of Licensing Policy every three years and to reflect changes to statutory guidance and relevant legislation.

5. Other options considered

5.1. None appropriate

6. Summary

6.1. The consultation was undertaken for a period of 12 weeks which ended on 8th September 2010. The comments and requests submitted are detailed at Appendix 1, with comments as to whether or not they warrant changes to the draft policy. Some minor changes have been made to the draft.

7. Chief Financial Officer Comments

There will be financial implication arising from the recommendation in this report, as it is a statutory requirement to publish a notice for two weeks in a local newspaper once the Full Council has passed the resolution to adopt. Any costs associated with this will be met from the budget for Enforcement Services.

8. Head of Legal Services Comments

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

9. Equalities & Community Cohesion Comments

9.1 Consultation in respect of this policy has included those organisations and bodies who have responsibilities to protect the young, the elderly, and other groups within our authority. A revised Equalities Impact Assessment will be undertaken.

10. Consultation

10.1 The revised draft statement was placed on the Council's website together with supporting explanation and guidance. Comments received will be fed back to those taking part, and will be published on our Licensing webpage.

11. Service Financial Comments

11.1 There will be financial implication arising from the recommendation in this report, as it is a statutory requirement to publish a notice for two weeks in a local newspaper once the Full Council has passed the resolution to adopt. Any costs associated with this will be met from the budget for Enforcement Services.

12. Background

12.1 The Licensing Act 2003 (the '2003 Act') introduced the 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.

12.2 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.

12.3 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

12.4 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.

13. Policy Statement changes

13.1 The main areas of the policy which have been revised reflect changes to legislation and service improvements. The key changes to the Policy are as follows:

- Clarification on Minor Variations- this is a simplified application for licences to allow them to make minor changes to their licences that will not impact on the community. It can not be used to increase the sale of alcohol beyond midnight as we know that the late availability of alcohol increases the possibility of crime and disorder in the late night economy.

- Members as Interested Parties – Councillors are now able to make representation and request review in their own right. They are not restricted to only matters in their wards.
- Specific guidance and suggested conditions that could be included in operating schedules. We have offered further possible conditions for applicants to consider and asked them to fully consider the knock on effect of their intended business may have on the immediate vicinity.
- Clarity of the role of the Designated Premises Supervisor.
- The introduction of Licensing Panels and the use of yellow Card Red Cards as means of managing problem premises in partnership with other Responsible Authorities.
- The introduction of a Responsible Licensee Scheme for new and existing premises. This would be a voluntary scheme and would seek to promote positive behaviours and celebrate premises that demonstrate that are good neighbours.
- More supportive information in relation to the Protection of Children from Harm Objective.
- The Policing and Crime Act 2009 introduces 5 new mandatory codes into the Act which apply to all licensed premises. We have given guidance as to what constitutes an irresponsible drinks promotions.
- Clarity on the Licensing Authority view of garages needing to give supporting evidence that their primary use is that of a grocery shop rather than a petrol station, which would be exempt premises.
- Adult entertainment has now been re-classified but premises are able to offer adult entertainment 11 times a year without permissions, we could as the Licensing Authority condition new licences to state 'no adult entertainment' this will give a clear message that not even the slip rule permitted could be used to offer this entertainment and licensees would therefore have to make an application for a new Sex Entertainment venue under the Local Government Miscellaneous Provision act 82 as amended by the Policing and Crime Act. 2009.
- The Greater London Authority have approached all local authorities requesting that we sign up through our policy that we will work with them for the duration of the Olympic Games in 2012. They have requested that boroughs liaise with them in terms of any large events taking place during

this time so that there can be a co-ordinated approach to the way in which the emergency services are deployed during this time.

14 Rebalancing the Licensing Act

14.1 A Government recent consultation by the Home Office has proposed options for “empowering individuals, families and local communities to shape and determine local licensing” has been undertaken. It is likely that this will result in changes that will further address concerns raised in this consultation. Specifically this consultation proposes -

- overhauling the Licensing Act to give local authorities and the police much stronger powers to remove licences from, or refuse to grant licences to premises that are causing problems
- allowing councils and the police to permanently shut down any shop or bar that is repeatedly selling alcohol to children
- doubling the maximum fine for those caught selling alcohol to minors to £20,000
- allowing local councils to charge more for late-night licences, which will help pay for additional policing
- banning the sale of alcohol below cost price

14.2 It seems likely that any changes arising from this consultation will require further revision to this policy statement in due course.

15 Timetable for introduction

15.1 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 :

- 28th June 2010 –GPC for permission to consult.
- 23rd September 10 – GPC for approval of final draft policy.
- 18th October Full Council to adopt
- Public notice to be given for 28 days

16 Use of Appendices

Appendix 1 – Consultation Feedback Table

Appendix 2 - Proposed Statement of Licensing Policy

Licensing Act 2003 Policy Statement Consultation Responses

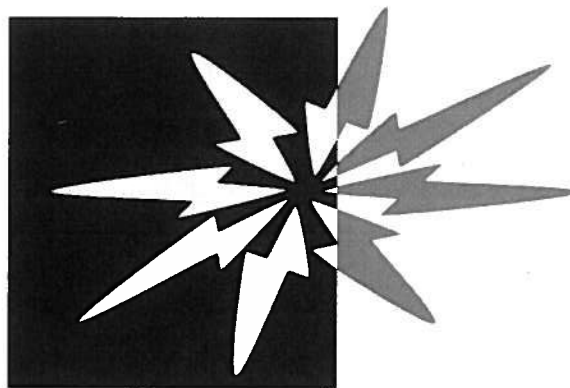
Name of person	Organisation	matters raised Asked for wording the policy to be changed in relation to:	affect Policy or not
<p>Mr Peter Thompson – Haringey Federation of Residents Associations</p> <p>Peter Thompson –Muswell Hill and Fortis Green Association</p>	<p>Residents Association</p>	<p>Street drinking- say the council only consults with the police and not residents</p> <p>Saturation- the Council should not act on the police wishes alone but in the views of residents also.</p> <p>Operating schedules – no requirement at present for the applicant to consult those living within the vicinity.</p> <p>Management of hearings – residents should be advised prior to hearing that late documents will not be accepted and that time limits may apply .</p> <p>Provision of information – request that details of licences are available to view online..</p> <p>Requiring applicant licensees to commit to regular and meaningful consultations with</p>	<p>This is not the case the Street Enforcement Team carry out Consultation with residents and businesses in the areas affected. Street Drinking regulations does not fall under the Licensing Act 2003. – no changes required to policy</p> <p>The Act requires that evidence of the requirement is submitted this needs to be evidenced through police records. The Government have raised this matter in the new consultation document and has asked the question if the test is too evidential at the moment. We are not able to alter the criteria until the Government makes changes to the primary legislation. – no changes required to the policy</p>
			<p>This is not the case, the applicants put up a blue notice and a notice in a local newspaper that is what the Act currently requires. This is also being re-evaluated by the Government in the proposals currently being consulted on. As a Council we put the list of current applications on the Licensing web pages. - no changes required to policy</p>
<p>Peter Thompson- Hillfield and St James residents Association</p>			<p>Letters advising of committee hearings notify residents of these matters. The limitation on time to speak only comes in if there are many people wishing to address the panel on a particular matter. These rules form part of the Council Constitution on hearing regulations- no changes required to policy</p> <p>We are working towards having a document on line to show the list of premises and personal licences. We have had it available in the past but it goes out of date the next day and there was a cost for IT to keep on updating the information, as there is always a constant stream of changes being applied for to licences. – no changes required to the policy</p> <p>This is a condition that has to be requested and then considered if it is relevant and proportionate to what is being applied for – no changes required to the</p>

Appendix 1

		local residents.	policy
Linda Somerville PH Strategist in Addictions Haringey DAAT		Request that health matters be considered, and that a Health representative be part of a licensing panel. Is a responsible drinking promotion defined? The list of sensitive areas could have drug and alcohol services added if we were to ever open an inpatient alcohol detox unit?	The Government has picked up on the health issue during the current consultation on proposed changes to the primary legislation. We are advised by LGG to not incorporate any of the new proposals into our current revision of policy until the Government has given clear instructions on new regulations going forward. – no changes required to the policy The Government guidance states: 2 for 1 offers, Happy Hours, drinking competitions as irresponsible drinks promotions. This is stated in the policy This can be addressed if and when that happens. – no changes required to policy
Ingrid Honderich	Resident	The Act is too restrictive and does not allow any differentiation to be made between an application for a pub in the High Street or a nature reserve with residential housing nearby	No changes required to policy. The 4 objectives underpin the Act and they are what is used to determine each application.
Geoff & Enid Hunt	Connaught Gardens and Area Residents Assoc.	Lack of information , unsatisfactory management of hearings, insufficient time to register an appeal, protracted proposed monitoring	The requirement to advertise the applications are stipulated in the Act, this covers the size and the format the applicant must adhere to. A list of all current applications are available on the website at any given time. Representations are made available at the end of a consultation period once the report is signed off. There is no requirement to share letters with other residents only with the applicant. If there are large numbers of speakers the Chair of the Licensing Sub Committee is at liberty to manage the process.

			<p>The 21 days to lodge an appeal is stipulated in the Act.</p> <p>The Red card Yellow Card approach is to enable and assist licensees to better manage their establishments. There are already provisions in the Act to carry out an emergency closure of any licensed premises if there is serious disorder.</p> <p>The Government is currently looking at proposals to redress some of the concerns in terms of the notification given to residents, the fact that licence holders can continue to trade for a period of time pending appeals following a review. We are advised to not make any changes to our policy until the proposals are made law, at which time we will need to review our policy.</p> <p>No changes required to policy</p>
David Dell	Resident –Muswell Hill	Reduce anti social behaviour from the late night economy	The policy has been strengthened in this regard – we have inserted further considerations as a guide to would be applicants and asked that consideration is given to the impact of their proposed business on the vicinity- this is already in the policy.
Robert Faux	Greater London Authority	Request to insert a paragraph about the Olympic games to say that we will consult with the GLA and police within a given period in relation to large events taking place in out borough that may impact on policing and other blue light agencies during this time	This is included in the policy
Jane and Kevin Price	Residents	<p>It is wrong that a handful of shops be allowed to override the wishes of a large number of local residents.</p> <p>That the SNT Officers be made to give a local perspective on applications.</p> <p>Inadequate means of notifying residents</p>	<p>Provision is there for residents to attend hearings and have matters decided by the Sub committee.</p> <p>We cannot impose this in the policy, our understanding is the Police licensing officer request the views of the SNT sergeants for applications in their respective wards.</p> <p>The process of notifying residents is set in the legislation, we have offered in the policy to write to residents, but we will need to withdraw this as there is a substantial financial impact on resources if we started to do this for each application. – changes to be made to policy to remove this</p> <p>There is no requirement under the act to show need or demand, so we are unable to include this in the policy. – no changes to policy</p>
Sandjea Green	Resident	Request that we limit the access to alcohol by not allowing so many shops	

<p>Ian Sygrave -LCSP</p>	<p>Residents association</p>	<p>to sell alcohol That we list what constitutes irresponsible drinks promotions Remove the specific reference to Green Lanes. Clarify date policy will come into effect Clarity on trading standards role with the new mandatory conditions Request for objectors to be consulted on dates for hearing and not just the applicants Numbering and various phrasing</p>	<p>This is stated at We have removed the reference to Green Lanes from the document It will come into effect on 7th Jan 2011 We have added in some explanation at The reason for this is that we are held to time constraints prescribed in the legislation, if we do not the applicant will have the right to appeal. There will be no change to policy in this regard We will make any corrections deemed necessary</p>
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Haringey Council

The London Borough of Haringey
Statement of Licensing Policy

January 2011-14

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The London Borough of Haringey

Statement of Licensing Policy

1.0 Introduction

- 1.1 The Licensing Act 2003 (“2003 Act”) sets out the way licensed premises are regulated. Licensing authorities must also have regard to Guidance (“S.182 Guidance”) issued under Section 182 of the 2003 Act by the Department for Culture, Media, and sports (“DCMS”). The London Borough of Haringey (“LBH”) published its first Statement of Licensing Policy (“SoLP”) under the 2003 Act in January 2005. The law prescribes that a new SoLP must be published every three years. This SoLP (subject to consultation) will come into effect on 7th January 2011 and apply until 6th January 2014.
- 1.2 The SoLP satisfies the requirements of Section 5 of the 2003 Act and sets out the framework within which LBH will discharge its duties under the Act in promoting the four licensing objectives, namely:
- the prevention of crime and disorder;
 - public safety;
 - the prevention of public nuisance;
 - the protection of children from harm.
- 1.3 LBH will have regard to the SoLP when determining applications under the 2003 Act. LBH is responsible for granting Premises Licenses, Club Premise Certificates, Temporary Event Notices and Personal Licenses 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 provides information and guidance to Applicants, Interested Parties, and Responsible Authorities on the approach LBH will take when determining licensing applications. LBH will apply the standards and policies set out in the SoLP unless there is good reason not to. In such cases, full reasons will be given. The S.182 Guidance recognises that Licensing Authorities may depart from its own policy if the individual circumstances of any case merit such a decision in the interests of the promotion of the licensing objectives. Each application will be considered on its own merits and all parties involved will be treated fairly and openly.
- 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.

In determining applications under the Act, the Licensing Authority shall consider:

- The promotion of the four licensing objectives;
- Representations and evidence presented by all parties, together with any relevant supporting documentation;
- Any Guidance issued by the Government;
- The Licensing Authority's own Statement of Licensing Policy.

- 1.6 The licensing policy will not undermine an 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 SoLP seeks to encourage responsible licensees with restrictions only relating directly to the four licensing objectives.
- 1.8 In drawing up this SoLP, LBH 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.
- 1.9 With the introduction of the Policing and Crime Act 2009, the Licensing Authority further acknowledges and supports that this legislation has been introduced against a background of increasing alcohol related anti-social behaviour and subsequent hospital admissions that has led to criticism due to the increased cost to local residents. The Policing and Crime Act 2010 introduced a set of additional mandatory licence conditions, affecting the way that premises and clubs that sell alcohol are allowed to operate. The new

mandatory conditions apply to all premises licences and club premises certificates that authorise the sale or supply of alcohol on the premises. The following three conditions apply to all “on” premises licences and club premises certificates

- Certain “irresponsible” drinks promotions are banned. This includes 2 for 1 promotions, happy hours and drinking games such as ‘Dentist Chair’
- Tap water must be made available free of charge to customers on request.
- Alcohol may not be directly dispensed into another person’s mouth (unless that person is disabled).

From 1st October 2010, the following conditions will also apply:

- Require an age verification policy to be in place to prevent underage sales; and
- Ensure that customers have the opportunity to choose small measures of beers, ciders, spirits and wine.

1.10 There is no obligation for the licensing authority to re-issue licences. As a matter of good practice, however, this Authority has sent notification to the local licensed trade of the new conditions. The introduction of this legislation signals a shift back from deregulation towards offering greater support for communities being adversely affected.

1.11 The Licensing Authority also acknowledges the affect of this legislation in expanding the definition of the term ‘Interested Parties’ to now include elected members of the local authority. Elected councillors of the licensing authority may now make representations or seek a review in their own right. Councillors do not sit on Licensing Sub Committees dealing with applications within a Councillor’s own ward.

1.12 The Licensing Authority has put in place a Licensing Panel which is made up of a group of Senior level Officers from Environmental Health, Enforcement Services, the Metropolitan Police, the Fire Officer and Trading Standards who will deal with premises that are a cause for concern but not yet at the point of being reviewed. This Authority will therefore make use of the “Yellow Card Red Card Approach” issued by the DCMS in a Ministerial Statement entitled; “Problem Premises on probation” – Red and Yellow Cards: How it would work”. guidance issued by the home Secretary in relation to Red Card - Yellow Card. The Licence holder will initially be called in for an interview and be given a number of remedial steps by way of written agreement to improve the current situation, this will be viewed as the “Yellow Card”. If after a specified period of time and monitoring if there has been no sign of improvement the premises will be issued with a “Red card” which will mean the matter will be put forward to a Review hearing.

This process does not however stop any Interested Party or Responsible Authority from applying for a review at any time.

The Licensing Authority will continue to recognise its duty under Section 17 of the Crime and Disorder Act 1998 when carrying out its function under the Licensing Act 2003. The Licensing Authority will seek to support strategies where they are allied to the licensing objectives such as Safer Communities Partnership, Alcohol Harm Reduction Strategy and any other relevant strategies and policies.

1.13 Sexual Entertainment Venues

This Authority also recognises the changes set out in the Policing and Crime Act 2009, which includes an amendment to the Local Government (Miscellaneous Provisions) Act 1982 which introduces a new category of sex entertainment called a "sexual entertainment venue. In summary, this will cover lap dancing / pole dancing and similar venues currently regulated less onerously under the Licensing Act 2003. This particular provision must be adopted by LBH to take effect. Further considerations are given at 13.4.

1.14 EU Services Directive

The EU Services Directive is intended to develop a single market for services by breaking down barriers to cross border trade within the EU and making it easier for service providers within scope to set up businesses or offer their services in other EU countries. In light of the changes to the law regarding the EU Services Directive for online applications the Licensing Authority will accept online and electronic applications, however all relevant documents must be supplied together with the appropriate fee. All hard copy applications will be treated in line with the relevant regulations and all applications and relevant documentation must continue to be submitted in their entirety and not in stages to avoid the potential for any errors.

This Authority will continue to assist the applicant in correcting any minor factual errors in their applications. However, the Licensing Authority shall not consider errors to fall within this category which, if permitted could potentially breach relevant regulations nor errors which could result in changes to consultation dates. The interpretation of obvious factual errors shall rest with the Licensing Authority.

1.15 Minor Variations

Applicants now have the ability to apply for "minor variations" to their licences under a simplified procedure, which would generally fall into four categories:

- Minor changes to the structural layout of the premises

- Small adjustments to licensing hours
- Removal of out of date, irrelevant or unenforceable conditions or the addition of volunteered conditions
- The addition of certain licensable activities.

In all cases concerning minor variations the overall test is whether the proposed variation would impact adversely on any four licensing objectives. Further information can be found at section 22.3.

1.16 The Olympics and Para- Olympic Games 2012

'The Council is fully committed to a safe and successful Olympic and paralympic games in London in 2012. The Council recognises that the resources of the police and emergency services will be planned out and prioritised for the security of major events before, during and after the games from May 1 2012 until October 31 2012. Due consideration will be given by the Council to representations from the Police in relation to licence applications for activity during the games time on the grounds of public safety and security when police and other emergency services resources are insufficient to deal with the risks presented. Where, as a result of representations from a responsible authority, it is identified that a licence or proposed event presents a risk that the licensing objectives will be compromised, it is Haringey's Council's policy, likely that such applications will not be granted.'

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.

2.4 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

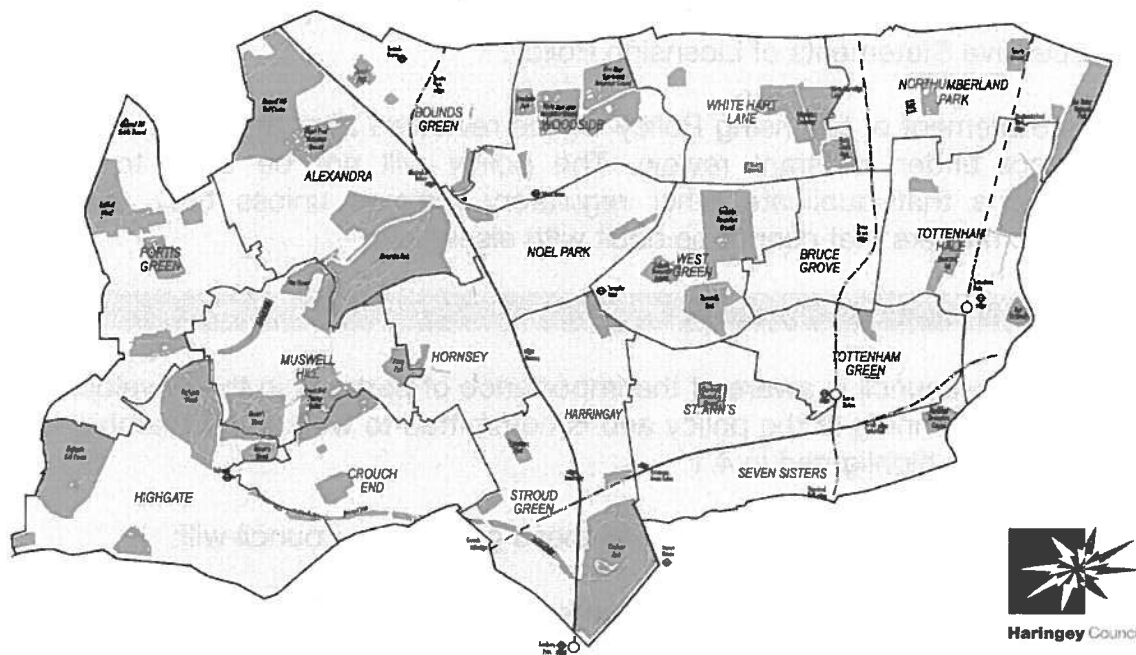
However, the Council nonetheless considers that licensing law plays a key role in both preventing and controlling alcohol related crime and anti-social behaviour by ensuring that the licensing objectives are promoted through well-managed premises and where appropriate by regulating and applying conditions to affect the number (if necessary through a cumulative impact policy), location and hours of premises.

The Council also operates a Responsible Licensee Scheme aimed at encouraging best practice and community pride, by encouraging licensees to 'Show You Care' by providing rubbish bins, sweeping outside their premises and being good neighbours.

3.0 The London Borough of Haringey

This section provides a brief description of the London Borough of Haringey and the various initiatives and strategies that impact on licensed activities in the borough.

- 3.1 Haringey is located in the north of the capital and is more than 11 square miles in area.
- 3.2 The borough is the home of Alexandra Palace, where public television was born and of Tottenham Hotspur Football Club based at White Hart Lane.
- 3.3 It is one of the most culturally diverse areas in the country with over half of its 226,000 people from ethnic minority backgrounds. The food, tobacco and drinks sector makes the second highest contribution to the local economy behind manufacturing.
- 3.4 The borough is well served by public transport with extensive bus and underground coverage
- 3.5 There are numerous parks and open spaces such as Finsbury Park which host major outdoor concerts and events year after year.



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

- Local Safeguarding Children Board
- relevant Council Departments
- Relevant Authorities

4.2 Additional consultation has been carried out with the following parties

- Ward Councillors
- Faith groups
- Community associations and centres
- Neighbouring boroughs
- Alcohol Strategy Group
- Greener Borough Strategy Group
- Primary Care Trust
- Community Safety Team
- Regeneration Team
- Chambers of Commerce

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

This Statement of Licensing Policy will be reviewed after three years but will be kept under constant review. The policy will not be used to attach conditions that duplicate other regulatory regimes unless they relate to specific matters that cannot be dealt with elsewhere.

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 7th January 2011. 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 may 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.

Greener Borough Strategy

- 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

- 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.

Safer For All - The Safer Communities Partnership Strategy

- 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 for 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.
- 7.11 The areas of the strategy particularly relevant to licensing are:
- Using data analysis and problem solving approaches to get behind crime figures and understand where and why crime is committed and the possible options to intercede.
 - Focus on the drivers of crime, such as drug and alcohol misuse and supportive interventions to reduce crime and anti social behaviour.
 - Create a sense of safety and community confidence across the borough
 - Reducing alcohol related hospital admission rates
 - Work with businesses and the Police to design out crime
 - Work with licensed premises to reduce underage sales of alcohol

- Share data and intelligence to inform licensing enforcement operation, concentrating on high risk premises.

Neighbourhood Renewal Strategy 2002-2012

- 7.12 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

- 7.13 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

- 7.14 The council has produced an Alcohol Strategy in collaboration with its partners in the Primary Care Trust and others. This Statement of Licensing Policy will aim to be supportive and have a degree of consistency between the two policies.

Alcohol Harm Reduction Strategy

- 7.15 LBH has introduced its local Alcohol Strategy, namely the Haringey Alcohol Harm Reduction Strategy 2008-2011 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.

"Better Futures" - The Children & Young People's Plan

- 7.17 The recently formed 'Children's Trust' brings together key agencies including the Police, NHS Services as well as the Council that all provide services for children and young people living in Haringey. Together they have set a long term vision for children and young people and through the Children and Young People's Plan have established the priorities.

The Children and Young People's **Strategic Plan 2009 – 2020** includes the Children's Trust vision and the Every Child Matters (ECM) outcomes, together with Haringey's priorities to tackle each outcome.

ECM five outcome areas are:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well-being

Changing Lives' was a three year plan developed by the Children & Young People Strategic Partnership after extensive consultation - to help Haringey children & young people to be happy, healthy and safe with a bright future. The Children and Young Peoples Plan contains the five outcomes identified by the government in its *Every Child Matters* agenda.

- 7.18 Priorities grouped under the outcome 'Be Healthy' are designed to help children and young people to be physically, mentally, emotionally and sexually healthy, to have healthy lifestyles, enjoy sport and recreation and to choose not to take illegal drugs. An effective licensing policy is crucial to the achievement of these goals.
- 7.19 Priorities grouped under outcome 'Stay Safe' are designed to help children and young people to be safe from maltreatment, neglect, violence and sexual exploitation, safe from accidental injury and death, from bullying and discrimination, from crime and anti-social behaviour in and out of school. Again, an effective licensing policy is a key part of the achievement of the majority of these goals.

Safer Clubbing

- 7.20 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 1976

- 8.3 The Race Relations Act 1976 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 a 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 falls to the relevant Licensing Authority 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 smoke free 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 Classes) 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 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.

Environmental Health Noise Team

- 10.4 The Noise Team has powers under the EPA 1990 to investigate reports of noise nuisance in any licensed premises.

10.5 Trading Standards

Trading Standards as Responsible Authorities will carry out test purchasing for underage sales in licensed premises and will be able to invoke any action required to ensure compliance with the mandatory code in relation to persistently selling alcohol to underage.

10.6 Environmental Health – Food Team

The Food Team will inspect all food premises and are able to take action in relation to any contraventions found under the Food Safety Act 1990.

11.0 Operating Schedule and Risk Assessments

- 11.1 The Act itself does not state that a risk assessment is mandatory, but this Licensing Authority encourages applicants to complete a risk assessment. Applicants should remember that any risk assessment must be followed by implementation of operating procedures and staff trained in these procedures to minimise and mitigate the risks identified. These procedures should be detailed through the operating schedule accompanying the application. This will be specific to the premises, the proposed licensable activities and hours of trading, the risk assessment will have regard to:

- The location of the premises, e.g. the nature of nearby premises, the times they area used, what they are used for, whether that use could affect the proposed activities at the licensed premises.
- If you had a pub which finished earlier than the adjacent nightclub, is there the risk of large numbers of people trying to gain access to the nightclub to continue their nights dinking?
- Are the surrounding properties residential, what steps can be taken to reduce the risk of nuisance to local residents.
- Is the premises adapted for purpose, does it have double glazing to minimise noise break out? Is there adequate means of ventilation without the need for windows and doors to be propped open?
- Are the means of escape in case of a fire adequate? Has the fire risk assessment been carried?
- If customers are required to queue to gain entry are they able to do so without causing an obstruction or putting themselves in harms way.
- The proposed licensable activities and use,
- The proposed hours of operation
- The capacity of the venue, the customer profile, the kind of people the operation of the premises is likely to attract.
- Consider the likely behaviour of the people while on the premises and the if this is likely to change at different times of the day or on specific days dependant on what is taking place on the premises.
- Consider the potential for public nuisance arising from customers smoking, eating and drinking in outdoor areas and on the public highway outside the premises

The operating schedule forms part of the completed application form for a premises licence. It sets out the type of licensable activity to be provided, the times during which the activity will take place and the times the premises is proposed to be open. The schedule needs to contain the information necessary to enable the Licensing Authorities, Responsible Authority or Interested Parties to assess whether the steps to be taken to promote licensing objectives are satisfactory. Applicants should therefore make informed judgements as to the steps that may need to be undertaken to promote the licensing objectives. Applicants are advised to volunteer conditions they are willing and able to comply with.

- 11.2 The steps set out in the Operating Schedule will form the basis of the conditions that are then attached to any licence granted.

If no relevant representations are made, the application will be granted in accordance with the application and be subject to conditions consistent with the Operating Schedule and the relevant mandatory conditions. If representations are received the Licensing Authority will hold a hearing. The Licensing Authority in determining the application at the hearing will have regards for the steps put forward in the operating schedule, and considers whether the proposed conditions adequately suit the proposed activities. Conditions should be expressed clearly, meaningfully and without ambiguity. The Authority will reword meaningless unenforceable or ambiguous conditions in Operating Schedules where necessary in order to ensure the objectives are promoted. Contact with applicants will be made as early as possible to clarify any questionable conditions offered.

With regard the licensing of garages and or filling stations, Section 176 of the 2003 Act prohibits the sale or supply of alcohol from premises that are used primarily as a garage. However, the Licensing authority approach these based on intensity of use, to establish primary use. Where such applications are submitted, the licensing authority will expect relevant evidence to accompany the application form and where there is any doubt the Licensing sub Committee will decide whether or not any premises is used primarily as a garage.

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 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. It is acknowledged generally 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 had contributed to the increase of crime and disorder in the borough with young men being of particular concern. Alcohol has also been shown to be a factor in occurrences of domestic violence. The Council works with partners to reduce crime and the fear of crime for the communities we serve.

Crime and Disorder Risks

12.2 Good management, best practices and sound procedures in licensed premises do and can make an important difference to the level of alcohol related crime. When preparing the Operating Schedule there are various conditions that are considered best suited to promote the licensing objectives. Applicants for premises offering the sale of alcohol should pay close attention to this and fully consider the physical environment of the premises when proposing conditions,

Factors for consideration include, for example, what measures are necessary to prevent underage sales? what measures are necessary to prevent alcohol from being sold outside of permitted hours? will there be procedures in place to prevent sales of alcohol to intoxicated persons especially in areas with street drinking problems?.

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. Carrying out licensable activities may involve potential risks to the safety of performers and the public attending licensed premises. This does not refer to public health, which is covered by other legislation. Accordingly, where other legislation fails to make suitable provisions to ensure public safety, the Licensing Authority will exercise its licensing functions to secure the safety of members of the public and performers. Public safety varies according to the individual style and characteristics of the premises, the nature of the proposed licensable activities/ regulated entertainment to be provided at the premises and the anticipated number of persons attending the premises. In considering Public Safety the Licensing Authority may not consider issues covered by other legislation such as the Fire Safety Regulatory Reform Order, or the Health and Safety at Work Act. Where other legislation does not address specific risks they may be addressed by the licensing regime.

The Licensing Authority will expect applicants to consider the following matters, this is not an exhaustive list:

The blocking of public areas – this will apply both inside and outside areas. Applicants should consider the impact of patrons congregating in areas in close proximity to the premises and the possible safety issues arising from patrons or others being forced to walk in the road as a result.

Emergencies – means of escape in case of fire, bomb threats, emergency management, contingency planning and evacuation.

Environment – premises should be adequately ventilated. If premises are in residential areas keeping doors and windows open is not recommended as a means of ventilation due to public nuisance considerations on the Premises Licence.

Safe Capacity – not all premises have “safe capacities” set by the Licensing authority. For many applicants, the question of how many people to accommodate at the venue is determined solely by a the

venue risk assessment. This risk assessment should consider factors such as floor space, number of toilets, potential queuing time and available fire exits. Consideration should be given to the level of staff necessary to deal with the needs of persons attending the premises. If the venue does have a capacity limit there should be systems in place to ensure it is not exceeded. This could be achieved by door supervisors using clicker devices to count customers in and out.

Special effects – the Licensing Authority must be informed if special effects such as flames, lasers, pyrotechnics, smoke, fog, foam or firearms are to be used on the premises. A risk assessment must be carried out in respect of each activity detailing the steps to be taken to prevent and control risk to patrons and staff.

- 13.2 In order to promote public safety responsible authorities may make representations on the grounds of public safety. The Licensing Authority will encourage those applying for a premises licence to undertake the necessary fire safety risk assessment and to be compliant with all relevant building control rules and regulations.
- 13.3 The Council recommends that the Metropolitan Police Promotion/ Event Risk Assessment and the After Promotion/ Event Debrief Risk assessment be used as an effective tool in this process.

Adult Entertainment

- 13.4 Nudity, striptease and other adult entertainment of a sexual nature no longer falls within the remit of the Licensing Act 2003. These premises are now regulated under the Local Government (Miscellaneous Provisions) Act 1982, which classify them as Sexual Entertainment Venues (subject to the Council's adoption of the amendment to Schedule 3 by the Policing and Crime Act 2009 Such adult entertainment is known as "relevant entertainment" In summary, this will cover lap dancing / pole dancing and similar venues
- 13.5 However, we must be aware that the Act allows for premises to offer adult entertainment up to 11 times in a calendar year without the need for a licence under the LGMP Act 82. In such circumstances the Licensing authority will pay attention to the conduct of the premises and the activities being offered and will enforce the law diligently. This Authority will seek to ensure that applicants applying for 'the performance of a dance' on their licence are able to make clear that it will not involve any adult entertainment as a condition on their licence..
- 13.6 This Authority recognises that the Indecent Displays (Control) Act 1981 prohibits the public display of indecent matter and the Licensing Authority shall not therefore seek to impose conditions concerning such displays inside or outside the premises. The Licensing Authority shall, however, consider imposing conditions if it considers it

necessary, in certain premises following a hearing. This could be requiring conditions for the exclusion of minors from the premises.

Tables and Chairs Policy

13.7 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 application is made to cover those areas. The Licensing Authority will liaise with the Enviro Crime/ Street Enforcement Teams about the grant of permission under Part 7A of the Highways Act 1980. However, when determining the permit the following matters will be considered:

- Whether the grant of the permit is likely to have an adverse impact on the safety and amenity of local residents.
- The history of the permit holder/premises, particularly in relation to past enforcement issues or complaints received.
- Whether the application receives any objections and the nature of those objections.
- Whether the grant of the permit is likely to conflict with conditions on any Premises Licence granted under the Licensing Act 2003 or meets the relevant planning requirements.
- Whether appropriate measures have been agreed and put into effect by the applicant to mitigate any adverse impacts that may arise as a result of being granted the permit.
- That the use of the tables and chairs will cease by 21.00 to minimise any late night noise that may arise.

Door Supervisors

13.8 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 Licensing Authority 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 Licensing Authority will expect applicants to address these issues under prevention of public nuisance when preparing the Operating Schedule:
 - Amplified music – noise from music played on the premises

- Customer noise – this may take many forms but of particular concern:
Customers queuing to enter or leave the premises
Customers loitering outside the premises waiting for transport
Alcohol related drunken behaviour and shouting
Customers eating, drinking, smoking in open air areas
Car horns/ car radios/slamming of car doors late at night in the vicinity of licensed premises.
- Deliveries – early morning deliveries and late night clearing up, e.g. the emptying of bottle bins
- Lighting – excessive artificial lighting in the vicinity of licensed premises
- Litter/waste – litter and waste generated by the carrying out of licensable activities, e.g. wrappers and cigarette butts. Where licensable activities give rise to the risk of customers dropping litter in the vicinity of the premises, whether adequate arrangements are in place to prevent littering and clearing it up
- Obstructions – the blocking of footpaths by customers eating, drinking and smoking in the vicinity of licensed premises. Is there an effective door and queuing policy to encourage good behaviour outside the premises.
- Plant and machinery – noise from plant and machinery, including air conditioning units, refrigeration units and kitchen extractors. This may include smell nuisance from ventilation ducting and kitchen extracts.

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.

Applicants in their Operating schedule should set the appropriate steps they will take to ensure proper protection of children from harm while licensable activities are taking place. When addressing the protection of children the applicant should initially identify any particular issues having regard to their particular type of premises and or activities that are likely to cause concern in relation to children.

These may include following:

A proof of age scheme and refusal book. Licensees may consider adopting a challenge 21 Policy. Displaying the Challenge 21 posters

throughout the premises. It is recommended that applicants, particularly supermarkets small retailers and off licences obtain best practice advice on 'No Proof No Sale' from Trading Standards Officers to ensure alcohol is not being sold to under 18's. Retailers who use price/code scanning devices may wish to consider the use of a till prompting mechanism on the tills and regular staff training on the laws relating to children and alcohol. The operating schedule should also state how the Licensee will discourage the sale of alcohol to customers on behalf of children in the vicinity.

Where appropriate and particularly with regard to late public events, the Licensing Authority advises licensees to include in the Operating Schedule s procedures for lost and found children.

In cases of under 18 events the Licensing Authority strongly recommends that applicants adopt a Code of Conduct/policy for these events to ensure the four Licensing Objectives are complied with. This could include;

- Searches on entry to prevent alcohol being brought onto the premises
- Policy to prevent under aged persons leaving and returning to the premises in order to consume alcohol outside
- Where there is normally a bar, ensuring that alcohol is not on display and is locked away
- Ticketed events to monitor capacity
- No adult entertainment
- CRB check staff assisting at the event and at the end of the event
- Sufficient stewards monitoring the event
- Ensure an efficient dispersal at the end of the event and the young people are not left hanging around outside the premises

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 specified in the Licensing Act 2003 or considered necessary to do so in order to protect them from harm.

The Licensing Authority encourages licensees to demonstrate in the Operating Schedule that they have considered guidance from the Portman Group Code of Practice on the naming, packaging and promotion of alcohol drinks to prevent children from being enticed into purchasing these products.

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. In appropriate cases and where relevant the Licensing Authority will expect the licence to show how they intend to provide for the supervision of children as customers or as performers providing regulated entertainment. Licensees will have to demonstrate that consideration has been given to the welfare of children as performers or customers
- 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)

- 15.12 Measures will need to be in place to ensure the exclusion of persons under 18 from the premises when entertainment of an adult or sexual nature is taking place.

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.

18.7 Street Drinking Zones

Anti-social drinking in the streets can intimidate members of the public, cause disorder and nuisance, and generally degrade a public space. This can range from groups of street drinkers, to general drunken or rowdy behaviour as part of the night-time culture.

Street drinking can be perceived as intimidating by others. Alcohol misuse is linked to disorder and contributes to an increase in people's fear of crime; there is a perception that alcohol-related violence on the

streets is increasing, and some members of the public see drinking on the street as a problem.

People who are drunk and causing anti-social behaviour can also be arrested as drunk and disorderly, drunk in a highway or causing harassment, alarm or distress.

Haringey has a number of areas that are designated as controlled zones for street drinking. Police have additional powers in these areas to prevent street drinking where it causes a public nuisance or leads to antisocial behaviour.

The areas affected are listed below.

- Bounds Green ward
- Bruce Grove ward
- Harringay ward
- Noel Park ward
- Northumberland Park ward
- Seven Sisters ward
- St. Ann's ward
- Tottenham Green ward
- Tottenham Hale ward
- West Green ward
- Woodside ward

Designated Public Place Orders (DPPOs) under the Criminal Justice and Police Act 2001, give local authorities powers to designate places where restrictions on public drinking will apply. These are available in areas that have experienced alcohol-related disorder or nuisance. Once a DPPO is in place, the police can use their confiscation powers to enforce these restrictions.

18.8 Alcohol disorder zones

The Violent Crime Reduction Act 2006 introduced new Alcohol Disorder Zones. These build on the existing powers that allow police and local authorities to use a DPPO to confiscate alcohol containers within a certain area. The new Alcohol Disorder Zones cover licensed premises in areas that experience alcohol-related disorder. Before such a zone could be designated, licensed premises would be warned to take their own steps to reduce alcohol disorder, otherwise a designation would be imminent. They would also be required to contribute towards the policing and other local costs of dealing with the disorder in this area.

18.9 Directions to leave a locality

Section 27 of the Violent Crime Reduction Act 2006 provides a constable in uniform with the power to issue a direction to an individual aged 16 years or over, to leave a locality. The constable can apply the direction if they are satisfied that the individual's presence is likely to contribute to the occurrence, repetition or continuance of alcohol-related crime and disorder. The direction can prohibit their return for up to 48 hours.

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 this process 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 7th January 2011.

21.0 The Types of Licences

Under these provisions, licences are granted unless there are relevant representations (objections) made to them. The Government has 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.

Applicants for Personal Licences with relevant unspent criminal convictions are required to notify the Licensing Authority of the nature of those convictions upon application. In such cases if the Metropolitan Police make an objection to the granting of the licence on the crime prevention grounds, a hearing will be held to determine whether or not a licence should be granted.

Where a personal licence Holder appears before a Magistrates Court for a relevant offence, the licence Holder must produce his licence to the court at the first hearing or provide the court with a valid reason why they are unable to produce the licence. The magistrates and or the crown court will then decide on what action if any to take.

Where an applicant for a personal licence is convicted of a relevant offence as listed in the Licensing Act 2003 the applicant is required to advise the Licensing Authority as soon as reasonably practicable so that the licence can be amended. All offences under the Licensing Act 2003 are considered summary offences that normally have to be prosecuted within 6 months of the offence. However, by virtue of

Section 186(3) the time limit for laying information has been extended from 6 months from the date of the offence.

Where a Premises Licence is in force authorising the supply of alcohol a DPS will need to be nominated. The main purpose of the DPS is to ensure there is always one specified individual who can be readily identifiable by Responsible Authorities as the individual who has day to day responsibility for running the business and who can therefore ensure that any problems are dealt with swiftly, As such the DPS plays an important role. In some cases the Premises Licence Holder has employed a DPS who is remote from the premises and therefore not involved in the day to day running of that premises. In these cases where there is no individual readily identifiable by Responsible authorities the Licensing Authority will therefore pay particular attention to those premises where the DPS is remote and not the person responsible for the daily running of the premises.

This Authority recognises that a DPS may supervise more than one premises, the DPS must be able to ensure that the four Licensing Objectives are promoted and that the licensing law and licensing conditions are complied with. Where the DPS is not available at the premises The Licensing Authority recommends a responsible individual be nominated who can deal with matters in the absence of the DPS, and written dated consent be given to that nominated person. If there are concerns that a DPS is repeatedly absent, the Police may review the Premises Licence or refer the matter to the Licensing panel if this gives rise to concerns about the operation of the premises and its impact on the licensing objectives.

- 21.2 Where a personal licence authorises the supply of alcohol, every supply of alcohol must be made or authorised by a Personal Licence Holder. This does not mean the Personal Licence holder must be present at every sale of alcohol or directly supervise each sale authorisation should be meaningful and properly managed. Whilst the Licensing Authority recognises that it is not a requirement of the Act it would be considered good practice for the personal Licence holder to give written and dated authorisation to individuals to carry out the sale of alcohol and it would also demonstrate due diligence. It should be noted that whilst the Designated Premises Supervisor (DPS) and personal Licence holder may authorise sales in their absence they still remain responsible for those sales. Similarly, the Premises Licence Holder also remains responsible for ensuring that the licensing laws and conditions are complied with at all times on the premises.
- 21.3 In circumstances where the DPS had delegated the responsibility for the sale of alcohol they will still have responsibility for the actions of those they have authorised to make those sales.

This Authority recognises that the legislative Reform Order provides that certain community premises may apply for an exemption from the requirement to give a DPS but the Licensing Authority must be satisfied that arrangements for the management of the premises by their Committee or Board of individuals are sufficient to ensure the adequate supervision of the supply of alcohol on the premises. The licensing Authority will need to be notified if there are any key changes in the committee composition as this committee will be responsible for ensuring compliance with licence conditions and licensing law.

Personal licences are valid for 10 years and are '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.

- 21.4 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

- 21.5 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.

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

- 21.7 Applications are required to be advertised at the premises for a period during which representations can be made, and details will be shown on the website.

- 21.8 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

Application time
6 weeks

2000+

3 months

Club Premises Certificate

- 21.9 A Club Premises Certificate is required when qualifying clubs want to supply alcohol and provide other activities on club premises.
- 21.10 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.
- 21.11 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

- 21.12 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.
- 21.13 Temporary events involving activities may be undertaken with a Temporary Events Notice subject only to:
- up to 499 persons at the event at any one time;
 - No longer than 72 hours duration;
 - With 24 hours between events.
- 21.14 A Temporary Event Notice may be given for any part of a building such as a single room within a village hall, a plot within a larger area of land or a discrete area within a marquee, as long as the Notice clearly describes the area where the event is to be held and the premises user intends to restrict the number of people present.

- 21.15 A Temporary Event Notice does not relieve the premises user from any requirements under the planning law for the appropriate planning permission, the licensing Authority recommends that the user contact the planning Authority, Highways and any other relevant authority will in advance of the event to avoid any disappointment.

Applicants are required to prepare Health and Safety and Fire Risk assessments with regard to their event. Assistance in doing this can be obtained from the relevant enforcing authority. This Authority serves a copy of all Temporary Event Notices submitted to the Fire Authority so that they can offer advice to event organisers as necessary.

In the event of a relevant notice of objection from the Police, the Licensing authority will hold a hearing and publish their decision not less than 24 hours before the event is due to take place. The police have powers to close down an event without notice on the grounds of disorder, the likelihood of disorder or public nuisance. The Licensing Authority therefore, expects organisers to be aware of the relevant offences under the Licensing Act 2003, for example sales of alcohol to children or to drunken individuals.

Applicants must ensure the minimum statutory time of 10 working days to submit the form is adhered to, this does not include the day the application was submitted or the actual day of the proposed event.

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 Licence Variations

An applicant who wishes to make changes to an existing Premises Licence or Club Premises Certificate must do so by making an application to vary the existing authorisation.

A full variation should be used to:

- Extend the hours during which licensable activities can take place
- Add licensable activities that may impact on one or more of the licensing objectives

- Remove or amend conditions that may impact on one or more of the licensing objectives
- Remove or amend conditions that may impact on one or more of the licensing objectives.

A variation should not be used where changes are being made to the building such as using previously unlicensed parts of a building, this could result in an increase to the capacity of the licensed premises, In such instances the Licensing authority will expect a new application to be submitted for a grant of a new authorisation.

The Authority would also expect a new application to be submitted where the nature of the licensed premises is being substantially changed e.g. a restaurant being converted to a nightclub.

22.4 Minor Variations

The minor variations process allows licensees to make application to the Licensing Authority to make certain minor changes to an existing licence, without the need for a full application to vary the existing authorisation. Minor variations do not have to be copied to the Responsible Authorities and are only advertised by way of a white notice displayed at the premises for a period of ten working days starting on the first working day after the application was given to the Licensing Authority.

Minor variations can only be used in cases where the variation sought shall not impact adversely on the licensing objectives. There is no right to a hearing to take place to consider minor variations. The decision as to whether or not a minor variation is appropriate will be made by the officers of the Licensing Authority, and this decision shall be final. In making such decision, officers must have regard to any relevant representations received from interested parties within the statutory time limit. Representations must be relevant where they relate to the likely effect of the grant of the application on one or more of the licensing objectives.

Officers shall consult when and if necessary with the relevant Responsible Authorities. If the Licensing Authority fails to respond to a request for a minor variation within fifteen working days, it is deemed refused.

A minor variation should only be used in the following circumstances:

- Reductions in the hours during which licensable activities may take place
- Reduction in opening hours
- Minor changes to the layout of premises that do not impact on the licensing objectives, such as moving the location display cabinets for alcohol within a supermarket or shop.

- The removal of licensable activity
- Variation to the times alcohol is sold, where those times are between 0700 hours and 2300 hours.
- Adding conditions that will assist in promoting the licensing objectives
- Amending conditions that are badly worded
- Removing or amending conditions that are unenforceable
- Removing conditions that are obsolete.

Relevant Considerations

- Whether the application increases the capacity for consuming alcohol on the premises
- Whether access to emergency exits or escape routes shall be blocked by the proposed changes
- Whether the alterations might affect the operation of noise reduction measures such as an acoustic lobby
- Whether the addition of a licensable activity might impact on the promotion of the licensing objectives, e.g. the addition of live or recorded music on the prevention of public nuisance objective.
- The proximity of the unlicensed premises to residential accommodation
- Conditions volunteered by the applicant to mitigate the effects of any changes
- The previous history of the premises
- The likely effect on surrounding premises

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, it is important for applicants to ensure that the notice can be viewed by passers by 24 hours a day during the consultation period.

22.7 Members as Interested Parties

The law has changed, giving elected members will be able to both make representations and potentially call for reviews of licences. There are some caveats, the foremost being evidence to support your case.

This is a significant change from the previous situation, where individual Members could only make such representations if they lived in or had a business in the vicinity of the premises, or had been specifically asked to represent a constituent at a hearing.

The statutory constraints on the reasons for representations or reviews still apply – they may only be made on the grounds of one or more of the licensing objectives, which are:

- the prevention of crime & disorder;
- the prevention of public nuisance;
- public safety;
- the protection of children from harm.

Representations or applications for review on other grounds cannot be considered. For instance, public health is not a statutory objective and cannot be considered.

All representations or reviews:

- must be in writing, showing the name and address of the writer (the representation/review application must be published as part of the process) – there is a prescribed form for reviews on the Licensing webpage;
- must clearly set out the likely effects the grant of the licence would have on the promotion of at least one of the licensing objectives;
- must present evidence in support of the representation or review.
- must clearly relate to the premises for which application is being made.

For example, representations on the basis of general noise and disturbance, without evidence of a link to specific premises, will carry little or no weight with the Sub-Committee.

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 The steps set out on the Operating Schedule will form the basis of conditions attached to any license granted. If no relevant representation is made, the application will be granted in accordance with the application and subject to conditions which are consistent with the Operating Schedule submitted by the applicant and the relevant mandatory conditions.
- 24.3 If relevant representations are made the Licensing Authority will hold a hearing unless there is agreement from all concerned that a hearing is not required. Where a hearing is held, the Licensing Authority has discretion whether or not to grant the application. If the application is granted, the Licensing Authority may attach or modify the conditions on the license to such extent as it considers necessary for the promotion of the licensing objectives
- 24.4 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 Protocol provides 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 with 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. The primary aim of enforcement is to achieve compliance, it may also include advice and support to businesses to achieve compliance.
- 25.6 Compliance may be achieved through encouraging a sense of community, improved communication, and proactive work with licensees and businesses. Such proactive work may include training, giving advice and information and initiatives and education, inform and encourage partners and stakeholders to work together efficiently and effectively. The aim is to take a holistic approach to managing the night time economy so as to prevent problems from occurring before they begin.
- 25.7 It is recognised that such aims cannot always be achieved and that active enforcement of the law may be the only effective means of securing compliance. To this end the following enforcement options are available to the Licensing Authority
- To take no action
 - Verbal or written advice
 - Written warning
 - Yellow Card / Red Card Enforcement tool

- Mediation between licensees and residents
- Simple caution
- Prosecutions

25.8 The Licensing Authority Enforcement Policy details 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.

25.9 The Council's licensing officers and Enforcement Response Team 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.

The Licensing Authority has produced a joint enforcement protocol in collaboration with the Police and London Fire & Emergency Planning Authority and Trading Standards. This details the role of these bodies in the monitoring and enforcement role and covers the powers available. The primary aim of the protocol are to:

- Promote the Licensing objectives
- Promote communication between agencies
- Provide clear guidance on the roles and responsibilities
- Share intelligence to enable effective enforcement of the law
- Establish a process for the Licensing Panel to be used to give warnings to problem premises
- Establish a process for Responsible Authorities and Elected members to call for reviews of licences

25.10 The Licensing Panels will be one of the key mechanisms that the Licensing Authority and its partners will use to manage alcohol related crime and disorder and public nuisance or non compliance in licensed premises. Partners will share and provide intelligence, complaints history and crime statistics in relation to problem premises. Problem premises will be interviewed and a process agreement signed stating the matters that have caused concerns and what steps have been agreed to mitigate the problems, this will be the Yellow card. If after a 4 week period the problems have not improved and or there is still non compliance at the premise, notice will be given for a review of the licence, this will be the Red Card. The Red Card will signal the start of a formal review which will be decided on by the Licensing Sub Committee. The Responsible Authority or Elected Member will be able to show the steps that were put in place under the Yellow Card/ Red Card regime and the outcomes from the stepped programme of change that would have been put in place.

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
- additional conditions being attached to the licence
- Removal of the DPS
- Revocation of the licence

25.11 In order to monitor and review the operation and enforcement of the 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

25.12 Appeals against the decision of the Licensing Authority are made to the Magistrates Court for the petty session's 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.

25.13 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.

25.14 It is important that the Licensing Authority gives 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 operations of licensing hearings are detailed in Government Regulation and in the Council's Local Licensing Procedure Rules.
- 26.9 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 as designated personal licence holder			All cases
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 Fee Structure

27.1 Fees – statement on setting and process

Fees for all Licensing Act 2003 permissions have been set by Central government. The fees were set with the aim of recovering the licensing authorities costs of administering, inspecting and enforcing the regime. Central Government have the power to make changes to the level of fees through regulations.

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 they will be used in the premises, what they will be asked to do and what they are 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, strobe lighting 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 PT1);
- Clear signage throughout the premises e.g. emergency exists, 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 e.g. cigarettes.

- 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.

Dispersal Policies



Agenda item:

[No.]**General Purposes Committee****On 23 September 2010**

Report Title. Census 2011.

Report of **Chief Executive**

Signed :

14.9.10

Contact Officer :George Cooper

Wards(s) affected: **All**Report for: **Non-key decision****1. Purpose of the report (That is, the decision required)**

1.1. To identify liaison and assistance arrangements in support of the Office for National Statistics' ten-yearly population Census to be held in 2011.

2. Introduction by Cabinet Member (if necessary)

2.1. n.a.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

3.1. Support for the Census, the most detailed "snapshot" analysis of local population, could be critical in furthering at least two of the Council's priorities for developing

a thriving Borough with High Quality services, as Census data is one of the key determinants informing Revenue Support Grant.

4. Recommendations

- 4.1. That the Committee support a positive programme of liaison and assistance as now detailed and ;
- 4.2. That Full Council receive a presentation by the ONS Census Area Manager at it's meeting on 18th October 2010.
- 4.3. That consideration be given to the establishment of an ad hoc Member Advisory Group in respect of supporting the Census.

5. Reason for recommendation(s)

- 5.1. The ONS requires a certain level of help and co-operation from local authorities for its census preparation and delivery to a greater extent than in 2001, the last census. This is in response to suggestions of significant undercount of population deriving from the last census, particularly in inner-urban areas.
- 5.2. Given the resource dimension of the Census, it is demonstrably in the interests of the residents served by Haringey to maximise the inclusiveness of the register.

6. Other options considered

6.1.n.a.

7. Summary

- 7.1. The desire by ONS to invite a greater measure of involvement in its delivery of the 2011 Census, scheduled for March 27th 2011 but continuing for some time after that, includes the following features:

- 7.2. An ongoing commitment to share property address datasets such as the Local Land and Property Gazette (LLPG), Electoral Register, Council Tax etc.
- 7.3. A commitment to help publicise the importance of the Census utilising material to be produced by ONS
- 7.4. Named officers of each Council, including hopefully a task group, with whom ONS officers and consultants, mainly through its Census Area Managers, can liaise to gain intelligence about each locale and both assistance in recruiting enumerators and physical support in terms of meeting rooms, basic storage facilities and the like for such staff.
- 7.5. A commitment to a Census Liaison Partnership Plan (CLPP) which encapsulates means of understanding the local area, of reaching its community to maximise returns, of maintaining the address register, and of identifying field operations and logistical support.
- 7.6. Some 180 Census Area Managers are being appointed so most serve more than one Borough or District. But Haringey has been allocated one Manager to serve it alone. Each Manager is appointed in August and, after training, has one month to submit "Version One" of the CLPP to the ONS.
- 7.7. Although the CLLP must be produced in September, it will be a live document and as such, will benefit enormously from the input of Elected Members, Officers and Community leaders as it develops. Local Representation and intelligence are seen as enormously important.
- 7.8. The Authority has sought to assist the Census get off to a good start by, for example:
- 7.9. Fully co-operating in information exchanges on matters such as the LLPG;
- 7.10. setting up, under the aegis of the Chief Executive, a task group representing all departments and including officers who can be of particular help in address checking, project management, recruitment and marketing.
- 7.11. finding office space for the Census Area Manager in the Civic Centre and giving him access to resources such as harinet
- 7.12. liaising not only with ONS but also with other authorities with common interests
- 7.13. An ONS "Councillor Handbook" has been distributed, identifying the vital role elected Members can have in ensuring a successful outcome. The Area Manager, Mr Simon McKeown will want to talk to as many Members as possible and it is recommended herein that he be invited to make a presentation to the Full Council.
- 7.14. The Authority's support role will continue to develop and Member support for this is sought.

8. Chief Financial Officer Comments

8.1. n.a.

9. Head of Legal Services Comments

9.1.n.a.

10. Head of Procurement Comments –[Required for Procurement Committee]

10.1. n.a.

11. Equalities &Community Cohesion Comments

11.1. n.a.

12. Consultation

12.1. It is explicit in this report that the Census requires the widest possible consultation and this is a key feature of the CLPP as it emerges.

13. Service Financial Comments

13.1. n.a.

14. Use of appendices /Tables and photographs

14.1. n.a.

15. Local Government (Access to Information) Act 1985

15.1. Census Act 2010

15.2.

REPORT OF THE AUDIT COMMITTEE 2009-10
FULL COUNCIL, 18 OCTOBER 2010

Chair:
Councillor Gmmh Rahman Khan

Vice-Chair:
Councillor Kaushika Amin

INTRODUCTION

1.1 This report covers matters considered by the Audit Committee during the municipal year 2009/10.

2. Background

2.1 The Terms of Reference of the Audit Committee require it to maintain an overview of the Council's arrangements for corporate governance and the regulatory framework; internal control; risk management; internal audit; external audit; and the accounts. This report has been produced to advise Full Council of the matters considered by the Audit Committee at its meetings during the municipal year 2009/10, in fulfilment of its Terms of Reference. It is presented to Full Council for information.

2.2 The Audit Committee is required to meet at least four times per year in accordance with the Council's reporting and financial cycles. During 2009/10, the Committee has met on five occasions and each meeting was quorate. Members' attendance is recorded in Appendix A attached to this report.

2.3 CIPFA best practice guidance recommends that the Council's Section 151 Officer (or his deputy) and Head of Audit and Risk Management should attend each meeting, with other Chief and Senior Officers attending as required. The Council's external auditors, Grant Thornton, also attended all meetings of the Committee during 2009/10. Appendix A identifies all the Council officers who attended the respective committee meetings during 2009/10.

3.. Summary

3.1 The Audit Committee takes its responsibilities very seriously and considers its role in enhancing the Council's internal control environment to be significant in assisting the Council to achieve the highest possible rating as part of the previous Comprehensive Performance Assessment (CPA) process. During 2009/10, key achievements for the Committee were:

- Contributing to the CAA assessment for 2008/09 and assisting the Council achieve a score of 3 out of 4 for Internal Control, as part of the Use of Resources assessment;
- Providing input into to the Internal Audit function thorough review and approval of the annual audit plan and quarterly review process. This included monitoring implementation of audit recommendations as part of the formal follow up reporting process, resulting in 95% of all high priority recommendations being fully implemented at the time of the follow up audit;
- Reviewing the Council's responses to external inspections in a number of key areas and providing independent challenge to the agreed action plans; and
- Contributing to and approving the Council's Annual Governance Statement for 2008/09.

- 3.2 The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process. Over the last year the Audit Committee has fulfilled its purpose and terms of reference and presented a challenge in relation to the Council's system of internal control and financial reporting arrangements.
- 3.3 The following sections describe the work of the Audit Committee in relation to the key tasks identified within the committee's agreed Terms of Reference which were in effect during 2009/10. The Audit Committee agrees and maintains a work programme for its main areas of activity. The reports received during the 2009/10 municipal year are shown at Appendix B.

4. Corporate Governance and regulatory framework

4.1 The core functions of the Audit Committee in this area are:

- To maintain an overview of the Council's Constitution in respect of finance and contract procedure rules and codes of conduct and behaviour.
- To maintain an overview of the Council's arrangements for Corporate Governance and agreeing necessary actions to enable the authority to implement best practice as set out in statutory and other guidance.
- To receive and recommend for adoption the Council's Statement on Internal Control (now Annual Governance Statement).
- To monitor council policies on 'Whistleblowing' and Anti-fraud and Corruption.
- To review any issue referred to it by the Chief Executive, a Director, or any Council body.
- To consider the Council's compliance with its own and other published standards and controls.

4.2 During the 2009/10 municipal year, the Audit Committee:

- Reviewed and approved the Council's draft Annual Governance Statement, recommending changes be made to the draft statement to reflect members' concerns in relation to safeguarding and treasury management governance issues and approved the final version
- Received reports on a quarterly basis on compliance with the Council's finance and contract procedure rules as part of the annual programme of internal audit work
- Received reports on a quarterly basis on counter-fraud activity relating to Housing Benefit and Council Tax benefit
- Received and approved the revised and updated Council policies for Whistleblowing, Anti-fraud and Corruption, and Fraud Response Plan
- Received and approved the revised and updated Council anti-money laundering policy and approved its inclusion with the existing corporate anti-fraud policies
- Received a report on the implementation and use of the Council's Whistleblowing Policy across the Council

5. Risk Management

5.1 The core functions of the Audit Committee in this area are:

- To approve the Council's Risk Management Policy and receive regular reports on compliance with the policy across the authority.
- To review the effectiveness of systems for the assessment and management of material areas of risk within Haringey and monitor their maintenance and development in accordance with the Risk Management Policy.

5.2 During the 2009/10 municipal year, the Audit Committee:

- Received and approved the revised and updated Risk Management Policy and Strategy
- Received reports on a quarterly basis on compliance with the Council's risk management strategy

6. Audit activity

6.1 **Internal Audit.** The core functions of the Audit Committee in this area are:

- To consider the Head of Audit and Risk Management's annual report and opinion, and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- To consider and approve the Council's Annual Internal Audit Plan and ensure that it is consistent with the scope of the audit engagement or service delivery arrangements.
- To consider reports dealing with the management and performance of the Council's providers of Internal Audit Services.
- To consider quarterly reports in respect of internal audit activity including ethical oversight issues and any major findings arising from internal audit reviews and ensure that appropriate corrective action has been taken.
- To consider a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale.
- To approve any significant changes to the strategic or annual audit plan as requested by officers
- To receive reports from the Head of Audit and Risk Management on appropriate matters

6.2 During the 2009/10 municipal year, the Audit Committee:

- Received the Head of Audit and Risk Management's annual report and assurance statement for 2008/09, including a summary of internal audit activity
- Received a report on the independent assessment of the effectiveness of the system of internal audit and approved the action plan to address the one recommendation made to ensure full compliance with the CIPFA Code of Practice
- Received and approved the 2010/11 annual internal audit plan and internal audit strategy
- Received quarterly reports detailing internal audit activity of the Council's internal audit service provider (Deloitte and Touche), and the in-house audit team, including details of agreed performance management indicators
- Received quarterly reports on implementation of all recommendations made by internal audit and approved the actions taken by managers to implement outstanding recommendations. The Audit Committee resolved to continue its

focus on ensuring that all agreed audit recommendations were implemented during 2010/11.

- Received a report on the follow up audit of governance arrangements at Alexandra Palace and Park (APP Trust and APTL Company)

6.3 External Audit. The core functions of the Audit Committee in this area are:

- To receive and note the Annual Audit Plan from the external auditor.
- To receive the Annual Audit Letter from the external auditor and make any appropriate recommendations to the Council or The Executive in respect of these matters.
- To receive quarterly and annual reports in respect of external audit activity including ethical oversight issues.
- To question officers and Executive Members on the above matters
- To make any appropriate recommendations to full Council or The Executive in respect of these matters.
- To commission work from Internal and External Audit.
- To liaise with the Audit Commission over the appointment of the Council's external auditor.

6.4 During the 2009/10 municipal year, the Audit Committee:

- Received the Annual Audit and Inspection Letter 2008/09 and recommended the action plan to reduce teenage pregnancy be included in the Council's response to the Audit and Inspection Letter
- Received the External Audit Strategy Document for year ending 31 March 2009
- Received and considered the 2009/10 external audit and inspection plan and requested further information to substantiate the additional work undertaken which resulted in an increased external audit fee
- Received quarterly reports providing updates on key external audit issues and progress against the agreed external audit plan
- Received a follow up report in respect of progress against the agreed action plan for the Health Inequalities in Haringey review, covering the Council, Primary Care Trust and the Haringey Strategic Partnership and requested the Joint Director of Public Health provide an explanation to a subsequent meeting of progress made against the agreed action plan. The subsequent report by the Acting Joint Director of Public Health provided progress updates against the action plan, in light of the pressures experienced in responding to the Flu pandemic during 2009/10, was noted
- Received a report detailing the external auditor's report in respect of the Comprehensive Performance Assessment (Use of Resources) for 2008/09 and requested further reports be provided on progress to address the identified issues with data quality
- Received the external auditor's grant claims and returns planning memorandum for 2008/09
- Received the external auditor's report on the outcomes of the annual grant work 2008/09 and requested that progress against the agreed action plan be reported during 2010/11
- Received the external auditor's report following their review of information technology controls

- Received the external auditor's report on Leaseholder service charges and requested that officers provide a response and an agreed action plan to the next meeting of the committee.

7. Accounts

7.1 The core functions of the Audit Committee in this area are:

- To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

7.2 During the 2009/10 municipal year, the Audit Committee:

- Received a report detailing the outcome of the annual audit of the 2008/09 statement of accounts, reporting an unqualified audit opinion and requested officers provide update reports on progress against the agreed action plan
- Received a progress report on the implementation of the new International Financial Reporting Standards (IFRS) and the Council's actions to meet the required deadlines

8. Other issues

8.1 During the 2009/10 municipal year, The Audit Committee also:

- Received and approved the Audit Committee 2009/10 work plan and implemented a monitoring system to ensure that all requests and recommendations made by the Committee were appropriately addressed
- Received and approved a report on the work of the Audit Committee in 2008/09, recommending that the implementation of recommendations arising out of the internal audit report of governance arrangements at Alexandra Palace and Park be given a final deadline, and presented this to Full Council
- Received a report on the review of the effectiveness of the Audit Committee and recommended: increasing the number of Audit Committee meetings held during the year; increasing the opportunity for members to meet with the Head of Audit and Risk Management; producing a clear timetable and agenda for the Audit Committee meetings; and undertaking the assessment on an annual basis from 2009/10
- Received a report on the Council's participation in the statutory national data matching exercise, the National Fraud Initiative, and its progress in reviewing data matches
- Received a report on the Council's Treasury Management Strategy Statement (TMSS) and Investment Strategy 2010/11 to 2012/13 in order to comply with the revised CIPFA Code of Practice. Members highlighted the need for caution in considering any investments in foreign banks and requested that they receive appropriate training in order to fulfil their new responsibilities in this area
- Received a report on the results of the CIPFA benchmarking exercise for internal audit in 2009/10

- Received update reports on the implementation of external inspection recommendations for:
 - External Inspection report – Housing Service. The progress on implementation of recommendations was noted
 - JAR action plan. Concern was noted in respect of the performance indicators on the safeguarding plan and further explanations on the limited progress were presented by the respective Cabinet Member at the Committee's next meeting. The subsequent report by the Cabinet Member which highlighted the good progress in improving safeguarding and delivery of key milestones was noted by the Audit Committee
 - Data quality. The progress against the agreed action plan was noted, but Members requested further reports in respect of Children's Services and Housing Benefits be presented to the next Committee meeting. The subsequent report was noted, although Members expressed concerns in relation to the accuracy and assessment of data and requested that the Chief Executive be asked to ensure that a culture of reviewing data and ensuring safeguarding be embedded across the authority.

9. Recommendations

- 9.1 That this report is received by Full Council for Information.

Member/Officer attendance at Audit Committee Meetings 2009/10

Member/Officer	2 June 2009	30 July 2009	5 November 2009	1 February 2010	25 March 2010
Members					
Cllr Khan (Chair)	√	√	√	√	√
Cllr Mallett (Vice-Chair)	√	√	√	A	A
Cllr Diakides	√	√	√	√	√
Cllr Meehan	√	√	√	√	√
Cllr Gorrie	A	A	√	A	A
Cllr Butcher	√	√	√	√	A
Cllr Mughal	A	A	A	A	A
Cllr Dobbie	N/A	√	√	√	√
Other Member attendances:					
Cllr Winskill		S			
Cllr Scott		S			
Cllr Demirci				S	
Cllr Santry					S
Cllr Aitken					S
Cllr Reith					√
Officers					
Chief Financial Officer (CFO)	√	√	√	√	A
Interim CFO	-	-	-	-	√
Head of Audit & Risk Management	√	√	√	√	A
Head of Corporate Finance	-	√	√	√	√
Deputy Head of Benefits & Local Taxation (BLT)	-	√	√	-	-
External Auditor (Grant Thornton)	√	√	√	√	√
Head of Finance – Accounting & Control	-	-	-	√	-
Acting Head of BLT	-	-	-	√	√
Director Of CYPS	-	-	-	-	√
JAR Programme Manager	-	-	-	√	-
Acting Joint Director of Public Health	-	-	-	-	√
Assistant Chief Executive (PPP&C)	-	-	-	√	√
Assistant Director Strategic & Community Housing	-	√	-	-	-

Notes/key to symbols:

√ = attended the meeting

A = apologies for absence recorded

S = Substituting for Audit Committee member

N/A = not a member of the Audit Committee at the time of the meeting

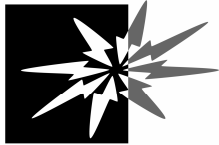
Audit Committee Activity and Reports Received 2009/10

Function/Issue	2 June 2009	30 July 2009	5 November 2009	1 February 2010	25 March 2010
Corporate Governance and regulatory framework					
Draft Annual Governance Statement 2008/09	Approved	Noted			
Whistleblowing Policy – implementation and use		Noted			
Housing Benefit and council tax benefit counter fraud progress report			Noted	Noted	Noted
Anti-fraud and Corruption Policy & Strategy			Approved		
Anti-money laundering policy				Deferred	Approved
Risk Management					
Risk Management Policy and Strategy				Deferred	Approved
Risk Management update report		Noted	Noted	Deferred	Noted
Audit Activity – Internal audit					
Review of effectiveness of Internal Audit	Approved				
Internal audit terms of reference	Approved				
Annual internal audit report & assurance statement	Noted				
Progress report 2009/10		Noted	Noted	Noted	
Governance arrangements at Alexandra Palace – follow up report			Agreed		
Internal audit strategy & plan 2010/11					Approved

Function/Issue	2 June 2009	30 July 2009	5 November 2009	1 February 2010	25 March 2010
Audit Activity – External audit					
Progress report	Noted	Noted	Noted	Noted	Noted
External audit strategy 2009		Noted			
Grant Claims and returns planning memorandum 2008/09		Noted			
Report on IT controls		Noted			
Audit and inspection letter 2008/09		Noted			Noted
CAA Use of Resources report			Noted		
Grants report 2008/09				Agreed	
External audit plan 2009/10				Approved	
Tackling Health Inequalities – follow up					Noted
Leaseholder charges					Noted with request for further report
Accounts					
Audit of accounts 2008/09			Agreed		
Implementation of IFRS progress report				Noted	
Other issues					
Committee work programme 2009/10	Approved				
External Inspection report (Housing) progress report		Noted			
Annual report on Audit Committee work		Approved and referred to Full Council			
National Fraud Initiative			Noted		
Review of the effectiveness of the Audit Committee				Noted and agreed	
Internal audit benchmarking report				Noted	

Function/Issue	2 June 2009	30 July 2009	5 November 2009	1 February 2010	25 March 2010
Treasury Management Strategy Statement & Investment Strategy				Noted	
Data Quality update report				Noted with request for further report	Noted
JAR Action Plan update report				Noted with request for further report and Cabinet Member attendance	Noted

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Haringey Council

Agenda item:

[No.]**Audit Committee****On 24 June 2010**Report Title: **Annual Audit Report and Assurance Statement 2009/10**Report authorised by: **Director of Corporate Resources**

Report of and Contact Officer: Anne Woods, Head of Audit and Risk Management

Tel: 020 8489 5973**Email:** anne.woods@haringey.gov.ukWards(s) affected: **All**Report for: **Non-key decision****1. Purpose of the report**

1.1 To inform Members of the overall adequacy and effectiveness of the system of internal control and risk management operating throughout 2009/10 and present a summary of the audit work undertaken to formulate the opinion, including reliance placed on work by other bodies.

1.2 This report also fulfils the requirements of the Audit Committee terms of reference.

2. State link(s) with Council Plan Priorities and actions and/or other Strategies:

2.1 Audit and Risk Management contribute to the Council priority to deliver excellent, customer focused, cost effective services by reviewing key services and making recommendations for improvement where appropriate. Follow up work is undertaken to ensure that managers implement agreed recommendations and improvements.

3. Recommendations

3.1 That the Audit Committee notes the content of the annual audit report and assurance statement for 2009/10.

3.2 That the Audit Committee agree that the annual audit report and assurance statement is presented to the next available Full Council meeting for information.

4. Reason for recommendation(s)

4.1 The Audit Committee is responsible for receiving the annual internal audit report as part of its Terms of Reference. In order to facilitate this, the Head of Audit and Risk Management's annual report and assurance statement is provided for review by the Audit Committee.

5. Other options considered

5.1 Not applicable

6. Summary

6.1 The internal audit service makes a significant contribution to ensuring the adequacy and effectiveness of internal control throughout the authority. This report looks at the sources of assurance and results of internal audit work completed during 2009/10.

6.2 The information has been compiled from information held within Audit & Risk Management and from records held by business units across the Council.

7. Head of Legal Services Comments

7.1 The Head of Legal Services has been consulted in the preparation of this report, and in noting the opinion expressed by the Head of Audit and Risk Management formed against established best practice guidance and work undertaken by external inspectors, confirms that there are no legal implications which arise out of the report or its recommendations.

8. Chief Financial Officer Comments

8.1 The Chief Financial Officer notes the contents of the report and concurs that the costs of providing the internal audit service can be fully met from within the Audit and Risk Management revenue budget.

8.2 It is further noted that from the information compiled, the internal audit service makes a significant contribution to ensuring the adequacy and effectiveness of internal control. The Chief Financial Officer also places reliance on corporate systems and processes and the work undertaken by other managers across the Council to manage the internal control environment.

9. Head of Procurement Comments

9.1 Not applicable

10. Equalities and Community Cohesion Comments

10.1 This report deals with how risks to service delivery are managed across all areas of the council, which have an impact on various parts of the community. Improvements in managing risks and controls will therefore improve services the Council provides

to all sections of the community.

11. Consultation

11.1 No external consultation was required or undertaken in the production of this report. Consultation has been undertaken with respective service managers, Assistant Directors, Directors and Assistant Chief Executives in the production of internal audit reports which form part of the sources of assurance for this report.

12. Service Financial Comments

12.1 There are no direct financial implications arising from this report. The work completed by Deloitte and Touche in 2009/10 is part of the five year contract which was awarded following a competitive tendering exercise in compliance with EU regulations from 1 April 2007. The costs of this contract, along with all other costs to provide an internal audit service, are contained and managed within the Audit and Risk Management revenue budget.

13. Use of appendices

13.1 Appendix A – Internal audit summary of work 2009/10
Appendix B – Feedback summary from senior managers

14. Local Government (Access to Information) Act 1985

14.1 List of background documents. The following background documents were used in production of this report:

- Accounts and Audit (amendment) (England) Regulations 2006.
- CIPFA Code of Practice for Internal Audit 2006
- CIPFA guidance on the Annual Governance Statement
- Internal audit files and monitoring reports

15. Background

15.1 One of the terms of reference for the Audit Committee is *'to consider the Head of Audit and Risk Management's annual report and a summary of Internal Audit activity (actual and proposed) and the level of assurance it can provide about the Council's corporate governance arrangements.'*

15.2 In addition, the 2006 CIPFA Code of Practice for Internal Audit sets out annual reporting requirements for the Head of Audit and Risk Management. In order to satisfy the requirements of the CIPFA Code of Practice, the Head of Audit and Risk Management issues a formal annual report which:

- Includes an opinion on the overall adequacy and effectiveness of the organisation's internal control environment;
- Discloses any qualifications to that opinion, together with the reasons for the qualification;
- Presents a summary of the audit work undertaken to formulate the opinion, including reliance placed on work by other assurance bodies;

- Draws attention to any issues that the Head of Audit and Risk Management considers particularly relevant to the preparation of the Annual Governance Statement (AGS); and
- Compares the work actually undertaken with the work that was planned and summarises the performance of the Internal Audit function against its locally set performance targets.

15.3 The system of internal control is designed to manage risk to a reasonable level rather than to eliminate risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Haringey Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them efficiently, effectively and economically.

15.4 The CIPFA Code of Practice for Internal Audit states that the internal control environment comprises three key areas: internal control; corporate governance; and risk management processes. The opinion on the effectiveness of the internal control environment is based on an assessment of these key areas.

15.5 The Accounts and Audit (Amendment) (England) Regulations 2006, which came into effect on 1st April 2006, require that 'the relevant body shall conduct a review at least once in a year of the effectiveness of its system of internal control and shall include a statement on internal control, prepared in accordance with proper practices, with any statement of accounts it is obliged to publish.'

15.6 As part of the 2006 Regulations, the Council is required to review, at least annually, the effectiveness of its system of internal control. The review of effectiveness of the system of internal control is informed by the work of internal audit and the council's senior managers who have responsibility for the development and maintenance of the internal control environment. The review of effectiveness is also informed by comments made by the Council's external auditors in their annual letter and other review agencies and inspectorates in their reports.

16. Basis of assurance

16.1 The Head of Audit and Risk Management's opinion is derived from work completed during 2009/10 as part of the agreed annual audit plan, and any investigations into breaches of financial irregularity. Where relevant, any assessment of the council's corporate governance arrangements and risk management processes are also taken into account.

16.2 The internal audit plan for 2009/10 was developed to provide management with independent assurance on the adequacy and effectiveness of the systems of internal control. The plan was designed to ensure adequate coverage over the year of the Council's accounting and operational systems.

16.3 Internal audit work has been conducted in accordance with mandatory standards and good practice contained within the CIPFA Code of Practice for Internal Audit and additionally from internal audit's own quality assurance systems.

16.4 The opinion is limited to the work carried out by Internal Audit based on the annual internal audit plan. Wherever possible, the work of other assurance providers, including external audit, has been taken into account.

17. Overall Audit Opinion 2009/10

17.1 The Internal Audit work, using a risk based approach, included reviews of those systems, projects, and establishments sufficient to discharge the Chief Financial Officer's responsibilities under s151 of the Local Government Act 1972; the 2006 CIPFA Code of Practice for Internal Audit and the 2006 Accounts and Audit (Amendment) (England) Regulations. The opinion is based on the work undertaken. Work was planned and performed in order to obtain the information necessary to provide sufficient evidence to give reasonable assurance of the internal control systems tested.

17.2 Based upon the work of Internal Audit and other sources of assurance outlined in this report, the Head of Audit and Risk Management can provide an opinion that the system of internal control in operation during the year to 31 March 2010 accords with proper practice and is fundamentally sound. The opinion relates only to the systems and areas reviewed during the year and any details of significant control issues identified are included in the report.

18. Assurance from the work of Internal Audit

18.1 During 2009/10, Internal Audit undertook 103 planned reviews including school and establishment visits, using a risk based approach. The outcome of the reviews indicated that generally the overall adequacy and effectiveness of the system of internal control is satisfactory.

18.2 Internal Audit were satisfied with management responses in those areas which had received a 'limited' assurance rating. In addition, detailed monitoring was undertaken during 2009/10 on all Priority 1 recommendations to ensure that appropriate action was undertaken to address the risks identified during the course of the original audit. As at the 31 March 2010, 95% of all Priority 1 recommendations had been fully addressed and action was being taken to address the remaining 5%. Internal Audit and the Audit Committee were satisfied with the responses from management on this area of follow up work.

18.3 A detailed report on the work of Internal Audit in 2009/10 is attached at Appendix A to this report.

19. Assurance on Corporate Governance

19.1 The Council's corporate governance arrangements provide direction and control of its functions, and how the Council relates to the local community. These arrangements are underpinned by the Council's Local Code of Corporate Governance which has been developed to comply with the CIPFA/SOLACE recommended framework and guidance on corporate governance. The Council's Local Code of Corporate Governance, which codifies the Council's governance arrangements, was approved by Full Council in July 2008. The arrangements which support the Local Code of Corporate Governance have been in place and operating effectively for a number of years.

19.2 Corporate controls are in place to help ensure that policy setting and decision making is carried out in accordance with the Council's Constitution and also that the actions of

Members and officers comply with established policies, procedures, relevant laws and regulations.

19.3 The annual assurance report should draw attention to any issues that the Head of Audit and Risk Management considers particularly relevant to the preparation of the council's Annual Governance Statement (AGS). CIPFA guidance dictates the form and basic content of the AGS and its approval and publication with the authority's statement of accounts represents the end process of the annual review of internal control.

19.4 As part of the process to compile the AGS, all Directors and Assistant Chief Executives were required to provide an assessment of the governance arrangements operating within their area of responsibility. The assessments covered the key areas of corporate governance including:

- Risk Management;
- Performance Management
- Financial Management;
- Corporate Governance;
- Procurement and contract management;
- Information Management;
- Project Management;
- Partnerships;
- Business Continuity Plans; and
- Internal audit recommendations.

19.6 These self assessment statements underpin the AGS. The completed assessments identified that all significant governance issues which had been brought to the attention of Directors and Assistant Chief Executives had been appropriately dealt with, or had been included in the AGS.

19.7 Corporate governance is effective in most areas across the Council. The main areas for action were included within the 2009/10 AGS and relate to ensuring that:

- the recommendations in the JAR action plan are fully implemented and that governance and control issues are fully incorporated and embedded into operational working practices.
- the agreed Housing Improvement Board action plan is fully implemented and that any recommendations arising out of the Audit Commission inspection of the Strategic and Community Housing Services in May 2010 are fully addressed; and
- the Council's processes to ensure robust data quality are embedded across all departments.

20. Assurance on Risk Management Activities

20.1 During 2009/10, the Council's corporate risk management strategy was reviewed and updated to reflect the progress made to date in embedding risk management. The Council's risk management strategy draws together all key areas into a cohesive framework to ensure that the Council manages its risks in the most appropriate way. The Council's Risk and Emergency Planning Steering Group reviews the Council's implementation of the risk management strategy and in 2009/10 responded effectively to specific issues relating to the flu pandemic and severe weather.

- 20.2 Regular reports to the Chief Executive's Management Board and the Audit Committee during 2009/10 by Internal Audit provided updates on the management of key business risks. Risk registers and the processes to keep these updated are fully embedded at business unit, departmental and corporate levels, using the Covalent electronic system to manage, review and report risk registers on a quarterly basis. In 2009/10, all the Haringey Strategic Partnership risk registers were incorporated onto Covalent and will now be managed and reported to the relevant Thematic Boards using the electronic system.
- 20.3 Internal Audit reviewed the Council's overall arrangements for risk management in 2009/10 and provided a 'substantial' assurance rating. In addition, Internal Audit reviewed five business unit risk registers as part of the agreed 2009/10 annual audit plan and tested the key controls which management had stated were in place to ensure the controls were in place and effective in managing the identified risks.
- 20.4 Risk management is contained within all the key business and project management processes of the Council. It is a specific requirement of all business plans that all key risks are identified, together with the management controls in place. This ensures that any resource implications are considered at the business planning stage. The Council's project management framework has risk identification and management as one of its core objectives, therefore allowing any key risks to the success of the project to be appropriately managed from the beginning of the project.

21. Assurance from External Inspections

- 21.1 The CIPFA guidance states that in practice councils are likely to take assurance from the work of Internal Audit when discharging their responsibility for maintaining and reviewing the system of internal control and that external audit and other review agencies and inspectorates are also potential sources of assurance. In formulating the overall opinion on internal control, the Head of Audit and Risk Management took into account the work undertaken by external inspectors.
- 21.2 The Annual Audit and Inspection letter issued by the Council's external auditors, Grant Thornton, for the year 2008/09 reported that the Council had retained its overall Use of Resources rating of three (out of four) and identified areas of strength for the organisation in integrated financial and service planning, financial reporting and stakeholder consultation. Grant Thornton identified five high priority areas where action by the Council was required, namely:
- Continuing to demonstrate outcomes across key areas of activity in order to retain its 'performing well' assessment for managing finances; and
 - That the Council is able to clearly articulate and quantify the financial and non-financial benefits arising out of the Haringey forward and core efficiency programmes;
 - That the Council can demonstrate that arrangements for inter-agency child protection practice are improving in line with the action plan submitted to Ofsted;
 - Addressing weaknesses in data quality management and reporting in relation to child protection; and
 - Continuing to develop data quality checking mechanisms for housing and council tax benefit claims.
- 21.3 During 2009/10 a follow up audit of the probity and propriety arrangements across the Council was completed by Grant Thornton and reported to the Audit Committee in

March 2010 as part of the Annual Audit and Inspection report. Grant Thornton reported that the Council's arrangements were robust and that good progress had been made in implementing the good practice recommendations made.

21.4 During 2009/10, the Audit Committee also reviewed progress against agreed action plans for Safeguarding (JAR action plan) and data quality.

22. Assurance on the Effectiveness of Internal Audit

22.1 In April 2010, a review of the effectiveness of the Council's internal audit arrangements in place during 2009/10 was completed by the Royal Borough of Kensington and Chelsea. The review used the CIPFA Code of Practice, and the council's compliance with the standards required of it, as its basis. The review concluded that Haringey had complied with the Code of Practice and that Internal Audit arrangements were effective. The full report, including the one recommendation made and resulting action plan to address this, has been submitted to the Audit Committee separately.

22.2 In December 2009, an independent survey was undertaken of Senior Managers across the Council to ascertain their views and perception of the effectiveness of the internal audit service as a whole. A standard questionnaire was used to provide the framework for the review. The results of the survey are contained in Appendix B which reported that 86% of managers rated the service as a whole as effective or higher. However, managers raised some specific concerns in relation to some of the work completed by Deloitte and Touche. The feedback was discussed with Deloitte and Touche and in-house staff and an action plan is in place to ensure that improvements in key areas of the audit service are delivered during 2010/11.

23. Qualifications to the Head of Audit Opinion

23.1 Internal Audit has unrestricted access to all officers, information, buildings and systems across the Council, a right which is explicit within the Council's Constitution, and has received appropriate co-operation from officers and members.

Annual Report on Internal Audit Activity 2009/10

1. Summary of Internal Audit work

- 1.1 Internal Audit services, excluding the investigation of allegations of fraud and corruption, are provided by Deloitte & Touche. A full report is issued for every planned project in the annual audit plan. The report provides an overall audit opinion according to the seriousness of the findings. In addition, each recommendation is given a priority rating, to assist service management in prioritising their work to address agreed recommendations. The overall classification given was that applying at the completion of the audit work. In each case, recommendations are agreed with the client for the work and an action plan completed, showing responsible officer and timescales to address the weaknesses identified.
- 1.2 The recommendations made should be sufficient to address all the control weaknesses identified. As long as the recommendations have been implemented as agreed in the action plan, the risks presented should be addressed, and the residual risk would fall. A definition of the overall classification is shown in Table 1 below:

Table 1

Assurance Level	Definition
Full Assurance	There is a sound system of control designed to achieve the system objectives.
Substantial Assurance	There is a basically sound system, but there are weaknesses which put some of the system objectives at risk.
Limited Assurance	Weaknesses in the system of controls are such as to put the system objectives at risk.
No Assurance	Control is generally weak leaving the system open to significant error or abuse.

- 1.3 For 2009/10 a total of 100 projects, including schools and social services establishment visits, formed the annual audit plan which was approved by the Audit Committee. Resources to assist departments with the development and implementation of Financial Management Standards in Schools, corporate anti-fraud, risk management and project management arrangements were also delivered, although no reports are issued in these areas. Resources to complete follow up work are also included in the annual audit plan. The results of the follow up reviews are reported separately to the Audit Committee, although no individual reports are issued.
- 1.4 In addition, requests for additional audit work were made during 2009/10 and a further three projects were completed. Including follow up work completed and resources to support work which did not result in a formal report, Deloitte delivered 95.4% (1098 days) of the planned audit programme (1150 days) by 31 March 2010, which is in accordance with the contract specification and the agreed local performance indicators.

1.5 One project (10 days) was deferred until 2010/11 by agreement with service management and one project (10 days) was cancelled following discussions with service management. A summary of the outputs of the remaining project work completed by 31 March 2010 against the planned work is shown at Table 2 below. Of the 103 projects, 100 had been completed to draft or final report stage by 31 March. Three projects were either in progress as at 31 March, or deferred by agreement with service management.

Table 2 – Planned project work vs. actual completion rates

	Number of projects planned	Number of final reports issued	Number of draft reports issued	%
Key systems	12	6	6	100%
Other systems	45	33	10	95.5%
Establishments – including spot checks	10	10	0	100%
Schools	33	30	3	100%
Additional projects	3	3	0	100%
Total	103	82	19	98%

1.6 Internal Audit performs reviews of the Council's key systems on an annual basis. This is completed in agreement with Grant Thornton, the council's external auditors as part of the managed audit approach to ensure that audit resources are used effectively and duplication of work between internal and external audit is minimised.

1.7 The assurance levels provided for the key systems work is shown in Table 3 below. Six reports are still to be issued as final for 2009/10 although it is anticipated that a substantial assurance rating will be provided, based on the findings in the draft reports which have all been issued. For comparison purposes, the assurance levels for 2007/08 and 2008/09 are also included.

Table 3 – key systems assurance ratings

Assurance level	2007/08	2008/09	2009/10
Full	1	2	1
Substantial	11	10	11
Limited	0	0	0
Nil	0	0	0
Total	12	12	12

1.8 All audit work is followed up to ensure recommendations have been implemented. The results of the follow up programme are reported separately. The timing and nature of each follow up depends on the risk assessment of the area at the end of the original audit project.

- 1.9 There are no national or Best Value performance indicators for internal audit work. However, three local performance indicators are reported to the Audit Committee on a quarterly basis. These are in line with current best practice targets across the public sector. Performance of the whole service for 2009/10 is recorded in Table 4 below.
- 1.10 Internal Audit issues questionnaires on the completion of all key systems and general systems work in order to obtain feedback from the identified client. The average satisfaction rating from the customer evaluation questionnaires received during 2009/10 was 3.5, on a scale where 1 is low and 5 is high.

Table 4 – Local performance measures

Performance indicator	Actual	Target
Audit work delivered against the planned programme of 1150 days (Deloitte)	95.4%	95%
Time taken to complete investigations by in-house staff (2009/10 referrals)	15.5 weeks	12 weeks
Priority 1 recommendations (2008/09 projects) implemented at follow up	95%	95%
User satisfaction (1 low, to 5 high)	3.5	3.75

- 1.11 This level of audit coverage is satisfactory and complies with the 2006 CIPFA Code of Practice for Internal Audit.

2. In-house team – fraud and irregularities

- 2.1 In accordance with the Council's Constitution, Internal Audit investigates all cases that fall outside the remit of the Housing Benefit Fraud Investigation Team and the Council's Information Security Policy.
- 2.2 During 2009/10, a total of 24 investigations were undertaken involving Council employees. The allegations covered a number of issues including fraudulent overtime claims, working whilst off sick and council tax fraud. Table 5 below summarises the investigations completed by department. For comparison purposes, figures for 2007/08 and 2008/09 are included. The table below excludes investigations completed for Homes for Haringey. Of the 24 cases investigated, 21 were concluded within the 2009/10 financial year and 3 were carried forward into 2010/11.

Table 5 – Investigations by department

Department	Investigations 2007/08	Investigations 2008/09	Investigations 2009/10
Chief Executive – P&OD	0	0	2
Chief Executive – PPP&C	0	1	1
Corporate Resources	4	4	4
Children and Young People's Service	7	7	6
Adults, Culture and Community Services	6	6	6
Urban Environment	8	7	5
Total	26	25	24

2.3 The Council's anti-fraud and corruption arrangements are robust, with a clear strategy and detailed fraud response plan in place. Regular reminders regarding expected standards of behaviour and how to report suspected fraud are provided via staff and other newsletters and the council's intranet and website. All referrals are investigated and the investigation team is adequately resourced and trained. Investigations are managed according to all relevant statutory requirements, including Data Protection, Regulation of Investigatory Powers and Police and Criminal Evidence Acts, which are supported by agreed internal procedure manuals.

2.4 Operational arrangements are supported by Codes of Conduct, the Employees Disciplinary Code and the Whistle-blowing Policy, which was reviewed and updated in 2008/09. All of these are available via the Council's intranet and website. In addition, the Council has a dedicated email address and telephone number, which is advertised on the Council website. Members of the public can report instances of suspected fraud or irregularity, which can be done anonymously if required. In addition to regular articles in the Council's staff and corporate newsletters, in July 2009 the Chief Executive issued a letter to all current staff, members and people receiving a pension from the Council reminding everyone of the Council's expected standards of behaviour and how to report any concerns regarding fraud and corruption.

2.5 During 2009/10, 68 referrals were made via the Council's email reporting facility. Of these, 6 were phishing/scam emails; 5 were not fraud related and were referred on to the relevant department in order for the issue to be dealt with; 3 related to Complaints rather than fraud and were passed on to the relevant department for further action; 39 were in relation to housing benefit/council tax issues; 3 related to other benefit fraud; 4 related to housing/sub-letting fraud; 4 related to credit card/cheque fraud; 2 related to Freedom Pass fraud; 1 related to identity/visa fraud; and 2 referrals did not contain enough information to progress any enquiries.

Appendix B

Review of the effectiveness of the Internal Audit Service - feedback from senior managers

Overall opinion of the Internal Audit Service (Deloitte and in-house staff)

Excellent	Highly effective	Effective/satisfactory	Improvement needed	Unacceptable
7%	29%	50%	14%	0

As customers of Internal Audit, how do you rate our service (Deloitte and in-house staff) in the following areas?

Ref	Criteria	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a	There is an appropriate level of interaction with your service by audit management	33%	50%	17%		
b	Requests for additional audits are dealt with appropriately	23%	62%	15%		
c	Requests for general advice and support are dealt with appropriately	55%	27%	18%		
d	Internal audit keeps your service advised of key issues during the year	25%	33%	17%	17%	8%
e	Internal audit meets the needs of your service		50%	40%	10%	

Based on your contact with internal audit staff (Deloitte and in-house staff) in the past year, how well do you rate them in the following areas?

Ref	Criteria	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
A	Professional approach	34%	50%	8%	8%	
B	Positive and helpful attitude	55%	45%			
C	Unbiased and objective	42%	50%	8%		
D	Ability to establish positive working relationships	55%	36%		9%	
E	Ability to gain consensus for the final report	25%	42%	25%	8%	
F	Had appropriate knowledge of the risks facing your area/service	15%	23%	54%	8%	
G	Had appropriate knowledge of the organisation	17%	58%	25%		
H	Had appropriate knowledge of the IT systems	25%	42%	25%	8%	

The final product of an audit is the report. How do you rate our reporting process?

Ref	Criteria	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
A	Reports are well written and easily understood	25%	58%	17%		
B	Reports are provided in a timely manner	25%	58%	8%		8%
C	Conclusions are appropriate and supported by adequate evidence	17%	33%	33%	17%	
D	Recommendations are constructive, practical and cost effective	8%	42%	42%	8%	
E	Responses to issues raised are appropriately reflected in the final report	25%	59%	8%	8%	

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**REPORT OF THE CONSTITUTION REVIEW WORKING GROUP No. 01/2010-11
COUNCIL 18 OCTOBER 2010**

Chair:
Councillor Clare Kober

INTRODUCTION

- 1.1 This report to full Council arises from the report entitled “Amending the Constitutional Provisions on Membership of the Standards Committee and its Sub-Committees”. With the approval of the Monitoring Officer, on the basis that the Constitution Review Working Group (CRWG) is not a formal Committee set up under Local Government legislation, we did not meet in person but circulated the report for comment and approval.

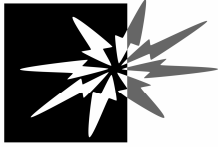
ITEM FOR DECISION

- 2.1 Amending the Constitutional Provisions on Membership of the Standards Committee and its Sub-Committees (Appendix A)
- 2.1.1 The report to CRWG at Appendix A attached a report to the Standards Committee at Appendix B which was approved by that Committee on 10 June.
- 2.1.2 The purpose of the report was to recommend changes to the provisions in the Constitution about the membership of both the main Standards Committee and its Sub-Committees with a view to creating greater flexibility about membership while at the same time expressly ensuring compliance with the national Regulations.
- 2.1.3 The changes for the main Committee are set out at paragraph 2.1 in Appendix A. The main point is that there will no longer be a prescribed number of Councillors or independent members but only the rule derived from the Regulations that at least one quarter of the Committee’s membership must be independents. The actual text changes to the terms of reference of Standards Committee are set out at Appendix 1.
- 2.1.4 The changes for the Sub-Committees are set out at paragraph 3.1 in Appendix A. The main point is to create greater flexibility about the number and type of Members serving on the Assessment and the Review Sub-Committees. There will now be 3 to 5 Members with an independent as Chair.
- 2.1.5 The Standards Committee wished to ensure that so far as practicable, and having regard to the relevant Regulations and Guidance, every Sub-Committee will include two councillors each from a different party group. This goes beyond the basic legal requirement which is at least one Councillor with no necessity for “political balance”. The views of the Standards Committee are incorporated in the actual text changes

to the terms of reference of the Standards Sub-Committees set out at Appendix 2.

WE RECOMMEND:

That the changes to the membership of the Standards Committee and its Sub-Committees set out in Appendices 1 and 2 to this report be adopted as amendments to the Council's Constitution at Part 2, Article 9 (main Committee) and Part 3, Section C (Sub-Committees).



Haringey Council

APPENDIX A

Briefing for:	Constitution Review Working Group	Item number:	
Title:	Amending the Constitutional Provisions on Membership of the Standards Committee and its Sub-Committees		
Lead Officer:	John Suddaby, Head of Legal Services and Monitoring Officer		
Date:	September 2010		
Purpose:	To consider proposed changes to the membership of the Standards Committee (Part 2, Article 9 of the Council's Constitution), and the Standards Sub-Committees (Part 3, Section C), as set out in Appendices 1 and 2 to this briefing, and to recommend these changes to the full Council for adoption.		
Recommendations:	That the Constitution Review Working Group recommends the next full Council meeting to adopt the changes to the membership of the Standards Committee and its Sub-Committees set out in Appendices 1 and 2 to this briefing as amendments to the Council's Constitution at Part 2, Article 9 (parent Committee) and Part 3, Section C (Sub-Committees).		

1. Briefing on the Membership of the Standards Committee and its Sub-Committees - Background

- 1.1 This matter arises from a report to the Standards Committee on 10 June entitled "Amending the Constitutional Provision on Membership of the Standards Committee and its Sub-Committees" which is attached to this briefing. The main purposes of this report can be summarised as (1) bringing the rules on membership and composition of the Standards Committee in the Council's Constitution into line with the rules in the national Regulations and (2) creating some extra flexibility over the membership of Standards Sub-Committees.

2. Membership/Composition of the Standards Committee

2.1 The rules applicable to the Standards Committee itself are set out in Part 2, Article 9 of the Constitution. The changes being recommended are shown in Appendix 1 to the Committee report and this briefing. These changes are:

- Deleting the reference in Article 9.02 to a prescribed number of Councillors (8) and a prescribed number of independent members (4)
- Replacing this with the basic rule in the Regulations that at least one quarter of the membership must be independent
- Adding the rule in the Regulations that no more than one Cabinet Member may sit on the Committee (the rules against the Leader or Mayor doing so are already stated)
- Adding the rule in the Regulations on the quorum for the Committee i.e. 3 including an independent as Chair and at least one Councillor
- Deleting the rule that a Cabinet Member may not be Chair - this is redundant because of the existing stipulation that the Committee elects its Chair from the independents.

2.2 The Standards Committee were content to approve these proposed changes to the membership of the Committee and to refer these to CRWG for consideration. No changes were proposed to the role and functions of the Committee.

3. Membership/Composition of the Standards Sub-Committees

3.1 The rules applicable to the various Sub-Committees of the Standards Committee are set out in Part 3, Section C of the Constitution. The changes being recommended are shown in Appendix 2 to the Committee report and this briefing. These changes are:

- (i) Creating greater flexibility for the Assessment and the Review Sub-Committees (which often meet at short notice) by stating their membership as between 3 and 5. Currently the stipulation for Assessment Sub-Committees is 5 members and for Review Sub-Committees it is 3; which is not wholly logical.
- (ii) Hearings Sub-Committees are generally arranged much further in advance and should have 5 members in the interests of transparency. Usually, 3 of the 5 members appointed to sit will be independents.
- (iii) Deleting the current rule that 3 members of the Assessment and the Hearings Sub-Committees should be Councillors.

- (iv) Adding the rule in the Regulations about the quorum for all three types of Sub-Committee i.e. 3 members including an independent as Chair and at least one Councillor (but see below at paragraph 3.2).

- 3.2 The Standards Committee did consider that there should be at least two Councillors, one from each group, appointed to every Sub-Committee in the interests of political balance (although the statutory rules on political balance do not apply to Standards Committees). However, It was recognised that on occasions, when only Councillor was actually able to attend on the night, it would still be desirable to hold the meeting in order to comply with deadlines for action in the Regulations and Guidance, and possible to do so with the minimum legal quorum stated in the Regulations (assuming that two independents and one Councillor were present).
- 3.3 Consequently the Committee accepted the proposition that the requirement for two Councillors be qualified by reference to the words “so far as practicable and having regard to relevant Regulations and Guidance”. This rule, which will apply to all three types of Sub-Committee, is set out in Appendix 2 to this briefing in the initial paragraph numbered 3. The text proposed in substance by the Standards Committee, and subsequently approved as drafted by its Chair, is shown in Capital letters.

4. Comments of the Head of Legal Services

- 4.1 The legal implications are set out in the body of this briefing.

5. Comments of the Chief Financial Officer

- 5.1 There are no specific financial implications.

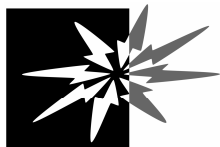
6. Recommendations

- 6.1 That the Constitution Review Working Group recommends the next full Council meeting to adopt the changes to the membership of the Standards Committee and its Sub-Committees set out in Appendices 1 and 2 to this briefing as amendments to the Council’s Constitution at Part 2, Article 9 (parent Committee) and Part 3, Section C (Sub-Committees).

7. Appendices

- 7.1 Report to the Standards Committee meeting on 10 June 2010 entitled “Amending Constitutional Provisions on the Membership of the Standards Committee and its Sub-Committees.
- 7.2 Appendix 1 to that report – Amendments to Article 9.02 (parent Committee)
- 7.3 Appendix 2 to that report – Amendments to Part 3, Section C (Sub-Committees).

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Haringey Council

APPENDIX BAttached Report

Agenda item:

Standards Committee	on	10 June 2010
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Report Title: **Amending Constitutional Provisions on the Membership of the Standards Committee and its Sub-Committees**

Report of: **Monitoring Officer**

Wards(s) affected: **All**

Report for: **Non Key Decision and Recommendation to the CRWG and the full Council**

1. Purpose

1.1 To propose a amendments to provisions in the Council's Constitution that prescribe the membership of the Standards Committee and its Sub-Committees

2. Recommendations

2.1 Members of the Committee are requested to:

- (i) Note and approve the proposed amendments to Article 9 in Part 2 of the Council's Constitution relating to the membership of the Standards Committee as shown in Appendix 1 to this report, and
- (ii) Note and approve the proposed amendments to Part 3, Section 3 of the Council's Constitution relating to the membership of the Standards Sub-Committees as shown in Appendix 2 to this report, and
- (iii) Recommend the proposed amendments to the Constitution Review Working Group for consideration and approval and for further recommendation on to the full Council for adoption.

Report Authorised by: **John Suddaby, Monitoring Officer**

Contact Officer: **Terence Mitchison, Principal Project Lawyer, Corporate**
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3. Local Government (Access to Information) Act 1985

3.1 Council Constitution, The Local Government Act 2000 and the Standards Committee (England) Regulations 2008.

4. Financial Implications

4.1 There are no specific financial implications.

5. Legal Implications

5.1 The legal implications are stated in the body of this report.

6. Equalities and Community Cohesion Implications

6.1 There are no specific equalities or community cohesion implications.

7. Report

- 7.1 The Council's Constitution contains provisions about the membership of the Standards Committee and its Sub-Committees. This includes stating the distinction between the Councillors and the "independent members" and making precise provision for the numbers of each category of member on the Committee and its Sub-Committees.
- 7.2 There are statutory requirements relating to the membership of the Standards Committee and its Sub-Committees in Part 3 of the Local Government Act 2000 and the Standards Committee (England) Regs 2008 (S.I. 1085).
- 7.3 These statutory requirements, particularly those in the 2008 Regs, are not reflected with complete accuracy in the Council's Constitution. Furthermore, the existing Constitution provisions on membership have proved unnecessarily prescriptive having regard to the variable numbers of Councillors appointed to the Committee and the increase in the number of independent members needed to participate in Sub-Committees under "local filter" arrangements.
- 7.4 Having regard to the above points, and to the potential difficulty in finding members (both Councillors and independents) available for Assessment and Review Sub-Committees at short notice, there is a strong argument for making changes in the Constitution to permit greater flexibility subject to compliance with the minimum legal requirements for membership.
- 7.5 Appendix 1 to this report shows Article 9.02 in the Constitution which deals with the composition/membership of the Standards Committee. It is proposed to delete the stipulation for precisely 8 Councillors and 4 independent members while adding in the statutory requirement that at least 25% of the Committee membership must be independent members and no more than one Cabinet Member may serve on the Committee.
- 7.6 Furthermore, it would be helpful to state the statutory rules about the quorum for the Standards Committee in a new Article 9.02 (d). This will provide that the quorum for any meeting is 3 members including an independent Chair and at least one Councillor.

- 7.7 Appendix 2 to this report shows the relevant extract from Part 3 Section C of the Constitution which deals with the membership and terms of reference of the Standards Committee's Sub-Committees, namely, the Assessment, Review and Hearings Sub-Committees. It is proposed to delete the local stipulation for precisely 3 Councillors and 2 independent members on Assessment and Hearings Sub-Committees in favour of greater flexibility. In some cases there would be an argument for having a majority of independent members, rather than Councillors, to strengthen the transparency of the processes but it would be unwise to prescribe this always given the limited number of independent members at present.
- 7.8 In place of the "3:2" stipulation, it is recommended that the Constitution should simply reflect the statutory requirements for a quorum. As with the parent Committee, this is a quorum of 3 members including an independent member to serve as Chair and at least one Councillor.
- 7.9 The membership of the Sub-Committees, as appointed, will remain at 5 members for the Hearings Sub-Committees which meet less frequently and where a reasonably large body of decision-makers is appropriate in the interests of transparency and adherence to the rules of natural justice.
- 7.10 In the case of the Assessment and Review Sub-Committees which meet more frequently and at much shorter notice, flexibility would be achieved by providing for an appointed membership between 3 and 5 for both types of body. This replaces the current local stipulation of 5 members for the Assessment Sub-Committees and 3 members for the Review Sub-Committees which is not wholly logical.
- 7.11 The Sub-Committees will be appointed by the parent Committee whenever possible but when necessary the Head of Local Democracy & Member Services has delegated power to make the appointments.
- 7.12 The amendments to the Constitution described above, if approved by the Standards Committee, will be reported to the Constitution Review Working Group for its consideration and approval and then recommended on by the CRWG to the full Council for adoption.

8. Use of Appendices

Appendix 1 - Recommended amendments to Article 9.02 on the composition/ membership of the Standards Committee.

Appendix 2 - Recommended amendments to Part 3, Section C on the composition/ membership of the Standards Sub-Committees.

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APPENDIX 1

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**PART 2 OF THE COUNCIL'S CONSTITUTION –
ARTICLES OF THE CONSTITUTION**

Article 9 - The Standards Committee

9.01 Standards Committee

The Council meeting will establish a Standards Committee.

9.02 Composition

The Standards Committee will be composed of ~~eight~~ Councillors, who may not include the Leader or Mayor *or more than one Cabinet Member*, and ~~four people~~ (“ the independent members ”), none of whom are councillors or officers of the Council or any other body having a Standards Committee. *At least one quarter of the membership of the Committee must be independent members.*

- (a) **Membership.** The Standards Committee is composed of ~~eight~~ Councillors and ~~four~~ independent members
- (b) **Independent members.** Independent members will be entitled to vote at meetings;
- (c) **Chairing the Committee.**

(i) The Committee selects its own Chair from among the independent members.

~~(ii) A Member of the Cabinet may not chair the committee.~~

~~(iii)~~(ii) The Chair of the Standards Committee will have a casting vote in the event of a vote being tied.

(d) Quorum. The quorum is three including a Chair from among the independent members and at least one Councillor.

9.03 Role and Function

The Standards Committee will have the following roles and functions:

- (a) Promoting and maintaining high standards of conduct by Councillors, co-opted members and representatives of religious organisations and parent governor representatives;

- (b) Assisting the Leader, Councillors, co-opted members and representatives of religious organisations and parent governor representatives to observe the Members' Code of Conduct;
- (c) Advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) Monitoring the operation of the Members' Code of Conduct;
- (e) Advising, training or arranging to train Councillors and co-opted members on matters relating to the Members' Code of Conduct and the ethical framework;
- (f) Granting dispensations to the Elected Mayor, Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct;
- (g) Advising the Council on codes and protocols forming the Council's ethical framework and its governance arrangements, monitoring the effectiveness of those arrangements and making reports and recommendations accordingly;
- (h) Carrying out an assessment and review function for all complaints received by the Council against Councillors and co-opted members;
- (i) Dealing with any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer on any matter which is referred by the Ethical Standards Officer to the Monitoring Officer;
- (j) Hearing complaints against Councillors and co-opted members made to the Council or referred back from the Standard Board for England;
- (k) Hearing complaints against co-opted members arising from alleged breaches of Codes and Protocols falling outside the jurisdiction of the Standards Board for England;
- (l) Responding to national reviews and consultations on standards related issues;
- (m) Granting exemptions for politically restricted posts and giving directions to include a post on the list of restricted posts;
- (n) Advising the Council on the appointment of independent members and taking steps to select them.

APPENDIX 2

[the text shown struck though was recommended for deletion and the text shown in italics and underlined was recommended for addition or insertion in the original report to the Standards Committee. The text in capital letters was inserted at the request of the Standards Committee.]

**PART 3, SECTION C OF THE COUNCIL'S CONSTITUTION –
TERMS OF REFERENCE OF THE NON-EXECUTIVE BODIES**

Section 3 – Sub-Committees and Panels

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3. Under Standards Committee

The following rules will apply to all three types of Sub-Committee listed below. The quorum is three including an independent member as Chair, with a casting vote if necessary, and at least one Councillor. SO FAR AS PRACTICABLE, AND HAVING REGARD TO RELEVANT REGULATIONS AND GUIDANCE, EVERY SUB-COMMITTEE WILL INCLUDE TWO COUNCILLORS, EACH FROM A DIFFERENT PARTY GROUP.

3.1 Assessment Sub-Committees

Between three and five members of the Committee. 3 Councillors and 2 independent members. To be chaired by an independent member.

To make initial assessments of written allegations to the Committee of failure to comply with the Code of Conduct. The Sub-Committees will follow procedures agreed by the Committee.

3.2 Review Sub-Committees

Between three and five members of the Committee including at least one Councillor. To be chaired by an independent member. Not to include any member of the Assessment Sub-Committee for the same allegation.

To review, when requested, any decision of an Assessment Sub-Committee to take no action on an allegation. The Sub-Committees will follow procedures agreed by the Committee.

3.3 Hearing Sub-Committees

Five members of the Committee. ~~3 Councillors and 2 independent members. To be chaired by an independent member.~~

To hear complaints against Councillors and co-opted members made to the Council or referred back from the Standards Board for England. The Sub-Committees will follow procedures agreed by the Committee.

Chair:
Councillor Clare Kober

Vice Chair:
Councillor Lorna Reith

INTRODUCTION

- 1.1 This report covers matters considered by the Cabinet at our meeting on 13 July 2010. For ease of reference the report is divided into the Cabinet portfolios.
- 1.2 We trust that this report will be helpful to Members in their representative role and facilitate a fruitful dialogue between the Cabinet and all groups of Councillors. These reports are a welcome opportunity for the Cabinet on a regular basis to present the priorities and achievements of the Cabinet to Council colleagues for consideration and comment. The Cabinet values and encourages the input of fellow members.

ITEMS OF REPORT

Housing

2. HOUSING STRATEGIES: MOVE ON STRATEGY 2010/15 AND THE ROUGH SLEEPERS STRATEGY 2010/12

- 2.1 We considered a report which sought our approval the Rough Sleepers Strategy 2010/12 and to the Move On Strategy 2010/15 both of which had been developed and endorsed by the Integrated Housing Board of the Haringey Strategic Partnership.
- 2.2 We noted that these strategies would expand on the work already being done through the Homelessness Strategy 2008-11 and would seek to improve the lives of some of the most vulnerable homeless groups in Haringey.

Rough Sleepers Strategy 2010-12

- 2.3 The Rough Sleepers Strategy 2010-12 would seek to ensure that the number of people sleeping rough in the borough was reduced and sustained to as close to zero as possible by 2012. Rough sleepers in Haringey were among the most vulnerable groups in the Borough with many having high support needs resulting from dependence on alcohol and drugs or mental health issues. Whilst a zero tolerance approach was needed to tackle rough sleeping it was essential to ensure that effective support networks were in place to help former rough sleepers sustain accommodation in the long term.
- 2.4 Over the last four quarters the number of clients seen rough sleeping by outreach services had remained at a fairly constant level, between 17 and 23. However, there had been confirmed reports of a significant influx of rough sleepers from central and eastern European countries which now posed a significant problem especially in relation to an increase in the incidence of violent crime (particularly murders) among this group. The strategy would bring together all agencies dealing with rough sleepers to provide effective support in terms of de-toxification programmes and to facilitate reconnection to country of origin in the case of rough sleepers with no recourse to public funds.

2.5 The singular identified outcome for the Rough Sleepers Strategy was –

“Through a zero tolerance approach to rough sleeping, reduce and sustain the numbers of people sleeping rough on the streets of Haringey to as close to zero as possible by 2012”

Move-on Strategy 2010-15

2.6 The Move-on Strategy 2010-15 aimed to provide solutions to the barriers that prevented clients in short-term supported housing from moving on and it would also free up valuable provision for those that needed accommodation based support.

2.7 Short term supported accommodation, funded by Supporting People, aimed to help people move to independent living and prevent homelessness. By working with service users to develop their skills and confidence most aspired to moving into long term or permanent housing but unfortunately because of barriers this was not always possible and service users could remain in supported accommodation for too long, thereby blocking up this valuable resource. Nationally, it was estimated that 45% (46% in London) of short term supported housing units were occupied by people who were ready to move on but did not have the accommodation or support to enable them to do so. This was because of barriers such as lack of alternative accommodation, affordability and the lack of necessary support. These blockages were not a new issue, and had constituted a problem for many years.

2.8 In development of the Strategy an audit of all short term supported housing and those clients ready but unable to move on was carried out. Headline results of the audit indicated that -

- 176 clients were ready to move-on from short-term supported housing but had no accommodation to move into.
- An estimated further 242 clients would be ready to move-on at some point during 2010/11
- There is an existing shortfall of 176 tenancies rising to a potential 237 over 2010/11

Two outcomes have been identified through the Move-on Strategy, that

- The annual availability of short term supported housing is increased for those who need it; and
- No one remains in short term supported housing for longer than they need

2.9 We report that having noted the feedback from the statutory consultation we approved both the Rough Sleepers Strategy 2010/12 and the Move-on Strategy 2010/15 subject to the inclusion of any case studies agreed by the cabinet Member for Housing.

Community Safety and Cohesion

3. EQUALITY SCHEME 2010/13

3.1 The Council will be aware that Public authorities have the option of adopting either a separate equality scheme for each of these three strands (race, gender and disability) or a single scheme covering all three, provided it was demonstrated within the single scheme that the duties in respect of each one were being met. Since 2007 the Council have adopted a single scheme approach as all three strands shared a common vision and intention for equalities to be mainstreamed into public services so as to ensure that all individuals were able to benefit equally from public services, regardless of their race or gender, or whether or not they were disabled together with a common objective to promote equality and eliminate unlawful discrimination. In addition, the national trend recognised this fact including the Single Equality Act 2006 and the Equality Act 2010, which consolidated all the various pieces of equalities legislation into a single legal framework and a single equality duty.

3.2 We considered a report which sought our approval to the Equality Scheme for 2010/13 which proposed the adoption of the Sustainable Community Strategy vision to help ensure that there was equality of opportunity throughout the borough:

“A place of diverse communities that people are proud to belong to”

3.3 The Scheme identified one overarching outcome and three priorities to help us deliver this vision:

Outcome:

Fair treatment and equality of opportunity.

Priorities:

- i. To promote equality through strategic planning;
- ii. To promote equality in commissioning and procurement;
- iii. To promote equality in employment so that everyone has equal access to employment opportunity in the Council and is treated fairly while working for the Council.

3.4 We noted that as equality of opportunity was closely linked with the Council's work to create a more cohesive borough, a separate document, the Haringey Strategic Partnership's Community Cohesion Framework 2010, explained the approach to cohesion work in Haringey. We also noted that the new Scheme proposed set out a clear list of roles and responsibilities involving the Council. Responsibility for implementation of the Delivery Plan would rest with Directorates through their Business Plans, supported by equalities staff and forums and partners through delivery of our joint strategies.

3.5 The Scheme's Delivery Plan would be monitored and reviewed as follows:

- i. Each Directorate within the Council had its own Equalities Forum which monitored equalities work within its services;
- ii. Progress on developments and achievements within the Scheme and Framework would be reviewed annually by the Council's Corporate Equalities Group;
- iii. The Delivery Plan would be updated annually.

- 3.6 In approving the Scheme and its Delivery Plan we noted the list of relevant performance targets in our Local Area Agreement and other equalities performance indicators that were monitored and that a separate briefing on the key provisions of the Equality Act 2010 was being prepared for Members. In relation to that Act we also noted that the Scheme might need to be reviewed if and when its provisions were implemented.

4. CABINET RESPONSE TO THE SCRUTINY REVIEW OF SUPPORT TO VICTIMS OF CRIME

- 4.1 We considered a response to a Scrutiny Review of Support to Victims of Crime which had focussed on strategic and policy and issues arising from strategic partnership activity undertaken by the Council and its partners.
- 4.2 We noted that the Review had received evidence from a wide range of stakeholders, including service commissioners and providers and that it had also received an indication of the views of victims and witnesses through engagement with volunteers from Victim Support and the Witness Service. Further, that the consultation had been supplemented by documentary evidence on the views of victims and witnesses that had been undertaken as part of a national survey of their experiences.
- 4.3 We were informed that while the proposed responses to the 16 recommendations set out in the Review could be contained within existing grant/partnership budgets the outcome of the Autumn spending review was likely to impact on the resources available to support victims of crime across all partners and that consequently a further review might be required at that time on the allocation of scarce resources. We report that with that caveat we approved the proposed response to the Review and to the Action Plan.

Children's Services

5. ANNUAL SCHOOL PLACE PLANNING REPORT

- 5.1 We considered a report which set out the demand for pupil places in Haringey's primary, secondary and special schools and post 16 settings. It also provided an update on actions to respond to the demand.
- 5.2 We noted that reception place demand was projected to continue to rise, requiring urgent need for action to increase the number of reception primary school places from September 2011. While Rhodes Avenue would be taking an additional reception class in September 2011 which would help to address the additional demand further capacity would be required for September 2011. Planning to meet the expected surge in demand for reception places was being carried out and currently, just for the September 2011 cohort, it was proposed that 4 form entry could be created through bulge classes (one-off additional classes) and 1 form entry would be created through the expansion of a school whose pupil admission number (PAN) was reduced in the past, but could relatively easily be increased again.

- 5.3 Until April of this year planning had been on the basis of an injection of £8.57 million capital grant and an application for this grant had been made in August 2009. A letter awarding the grant had been received in November 2009 and the Council's capital budget had been set in January 2010 on the basis that this grant would underpin the plans to meet the unprecedented demand for reception places expected in September 2011. However, in May 2010 the grant had been withdrawn. At the time of our meeting the decision to withdraw the grant was being disputed plans to ensure a reasonable standard of provision using very restricted capital resources were still under development. A further report was to be made to us in the autumn.
- 5.4 For secondary schools, the long term trend was upwards, although in the short term, some surplus capacity was expected due in part to the smaller cohorts working their way through the upper key stage 2 year groups. All the school PANs were being managed to match projected pupil numbers. The biggest challenge being facing in the secondary sector was the increasing numbers of applicants for places in years 8-11. There were very limited places in these year groups so applications were being heard and placed through an In-Year Fair Access Panel (IYFAP).
- 5.5 At post 16 level, pupils had a greater choice of what they studied, where they studied and whether they were willing to travel greater distances and across borough boundaries. This meant that collaborative work with a range of providers and boroughs needed to be continued to ensure that post 16 projections were as accurate as possible in the light of the changes in legislation which would increase the school leaving age. Not only is it important that future demand was accurately projected, it would also be necessary to attempt to accurately project the demand for each type of course, and to work flexibly with a range of educational settings to ensure that this demand was met.
- 5.6 Moselle and William C Harvey were coming together to develop a primary special school on the site of Broadwater Farm for 100 planned places opening for September 2012, and a secondary special school on the site of Woodside High with 120 planned places was planned for opening in September 2011. In addition, there would be two new secondary resource bases for pupils with ASD each providing 25 places, one at Alexandra Park school and the other at Heartlands High school. Within the primary sector all the ASD provision in the maintained sector was concentrated in the east of the borough and further consideration was being given to establishing provision in the west of the borough.
- 5.7 We report that we agreed the working priorities set out in the report with recommendations arising from this work presented to us in July 2011 and we supported the work to identify four primary schools to accommodate bulge classes for the expected September 2011 reception demand, and discussions being held with schools and works commissioned to allow the schools to take the additional children.
- 5.8 We also supported the work being carried out in challenging and disputing the Department for Schools decision to withdraw the £8.57 million primary capital grant originally awarded in November 2009.

- 5.9 We report that we also agreed for work to continue with secondary schools to ensure that planned admission numbers met demand for places as well as for continued work to ensure post 16 provision meets demand noting that a further annual report on school places would be presented in July 2011.

6. SAFEGUARDING PLAN FOR HARINGEY

- 6.1 We considered a report which presented for endorsement the refreshed Safeguarding Plan for Haringey which had been approved by the Children's Trust and noted that the Plan set out the programme of activity to enable safeguarding of children and young people within Haringey to be recognised as being amongst the best by December 2011.
- 6.2 We noted that the refreshed JAR Action Plan formed the Safeguarding Plan for Haringey and that following delivery of the first phase of actions within the Safeguarding Plan and the feedback from Ofsted, the plan had been refreshed to take forward improvements over the period to December 2011, enabling the partnership to be amongst the best at safeguarding children and young people by 2012. The plan continued to incorporate key findings from the serious case reviews (SCRs) and initial learning where these were yet to be completed.
- 6.3 There had been several challenges to achieve the desired outcome from phase 1 of the Safeguarding Plan, the period June – December 2009. These challenges had been achieved, as demonstrated through the Ofsted follow-up inspection which had taken place at the end of January 2010. The follow-up inspection was designed to assess the progress made since the urgent JAR in November 2008 and the follow-up visit in June 2009 in relation to specific areas for improvement identified in the previous inspections.
- 6.3 We also noted that governance and programme management arrangements for delivery of the refreshed plan were contained within the Safeguarding Plan and were designed to ensure that there was effective internal and external challenge, monitoring and control, without adversely impacting on the ability of managers and staff to continue to deliver the required improvements. This would ensure that the momentum was maintained.
- 6.4 Robust governance arrangements were a key component of the capacity to improve judgement. Whilst our significant improvement had been recognised, it was important that we did not remove the governance controls that supported the continuing improvement of the service. Following discussions held shortly before the General Election 'purdah' period, agreement was reached with the Secretary of State and the Department for Children, Schools and Families on the appropriate governance arrangement for the next stage of the Safeguarding Plan. The key changes to the governance arrangements were the replacement of the Quality Outcomes Board and the regular 'challenge' meetings with GOL / DCSF with a Towards Excellence in Children's Services Board, which would meet on a quarterly basis. This Board would have an independent Chair as well as senior representation from the Department for Education, Government Office and the Audit Commission.
- 6.5 We report that we endorsed the refreshed Safeguarding Plan and noted the revised governance arrangements including the establishment of a Towards Excellence in Children's Services Board as agreed with the former Secretary of State.

Finance and Sustainability

7. TREASURY MANAGEMENT 2009/10 OUTTURN REPORT

- 7.1 This matter was the subject of a report by the General Purposes Committee to the Council meeting on 19 July 2010.

8. FINANCIAL PLANNING 2011/12 – 2013/14

- 8.1 The Council will be aware that our current financial strategy covers the three year period 2010/11 to 2012/13. The strategy reflects our policy aspirations to achieve high quality outcomes in service delivery, ensure safeguarding and to address the place shaping agenda. This will be achieved at the same time as constraining the impact on Council Tax via the structured pursuit of efficiency savings.
- 8.2 The Council will also be aware that the context for the current national strategy has been a constraint on non-schools resources for local government. As a result of Government changes to resource distribution, the Council has received the 'floor' (lowest possible) increase in grant for the eight years from 2003/04. It has, therefore, not shared in the increases in total government funding which were made available over this period.
- 8.3 The current grant settlement was announced for the three year period 2008/09 to 2010/11 in line with the Government's Comprehensive Spending Review 2007. However, where there was apparent certainty over funding for 2010/11, the new Coalition Government has announced public expenditure cuts of £6.2 billion for 2010/11, of which local government is contributing £1.165 billion. Current financial planning assumptions were based on target Council Tax increases of 3.0% although in the current year the Council Tax was frozen to mitigate the impact of the recession on residents. The new Government has given a commitment to freeze Council Tax for 2011/12 and possibly for a further year.
- 8.4 We considered a report which set out financial planning assumptions and issues to enable us to consider the future financial strategy for the period 2011/12 to 2013/14. We noted that there were a number of financial planning assumptions and national policy issues were outlined that would need to be considered as part of the Council's financial and business planning process for the period 2011/12 to 2013/14. The process was to be conducted in the context of a new national Coalition Government and their stated objective of a significantly accelerated reduction in the structural national deficit over the course of a Parliament, with the main burden of deficit reduction borne by reduced spending. As mentioned above, the Coalition Government had already announced expenditure cuts of £6.2 billion for 2010/11, of which local government was contributing £1.165 billion. The Emergency Budget on 22 June 2010 had provided some further details but the national funding position for local government over the planning period remained uncertain and subject to the spending review to be conducted in 2010 and reported on 20 October 2010.
- 8.5 The local strategic context was defined by our manifesto commitments and their incorporation into the Community Strategy and the Council Plan. These priorities and actions informed the business planning and resource allocation process. The existing

medium term financial strategy provided investment in Council priorities in 2010/11 but also required the delivery of significant levels of efficiency savings. However, the financial position for the next three years, 2011/12 to 2013/14, was likely to be much tougher than currently assumed and the report rolled the three year strategy forward one year and noted the potential significant budget gaps and savings requirements for 2011/12 of £21.1 million, 2012/13 of £15.9 million and £14 million in 2013/14. With a revision to 2010/11 of £7.5 million, this in total gave approximately a £60 million budget gap over the planning period.

- 8.6 The Council would have to prepare for the further inevitable public expenditure reductions from 2011/12 so that it would be able to continue to provide quality services and consider carefully how it could deliver services differently and more cost effectively. The Government announcements meant there were significant budget shortfalls, highlighted for 2011/12 and 2012/13 plus 2013/14 which would now need to be included. These savings would be subject to review when the results of the 2010 spending review were completed by Central Government in the autumn.
- 8.7 When setting the 2010/11 budget, we adopted a strategic approach to dealing with the then projected budget gaps which followed three key strands:
- support functions review – key project to deliver efficiencies in support functions, reduce processes and bring together common work areas to benefit from economies of scale;
 - strategic commissioning – developing a strategic commissioning function that is able to deliver efficiencies in the market supply and carry out effective de-commissioning, and;
 - strategic service reviews – review existing service models and levels; possibly reconfiguration, shared services, social enterprises, externalisation, re-prioritisation, reviewing policy options and discretionary areas of spend.
- 8.8 However, in view of the quantum of the potential budget gap a strategic response with a coherent, sustainable cost reduction programme at its heart would be required to achieve a balanced budget position in the medium term. Such a programme would need to include the following key elements:
- Co-ordinated Council initiatives aimed at driving out procurement efficiencies and managing down the overall pay bill. This would need to include pay bill efficiency and the preparation of procurement category action plans.
 - Robust challenge of existing budgets and patterns of spend to ensure that all parts of the Council were undertaking good housekeeping measures aimed at minimising costs wherever possible.
 - A performance framework that placed greater emphasis on holding managers to account for cost reduction and financial performance.
 - A structured whole systems approach to service reshaping that enabled us to focus resources where they could have the most impact rather than making across the board cuts within existing structures.
 - Developing a strategic commissioning framework to deliver supply chain efficiencies with a greater emphasis on developing early interventions and preventative strategies where they could deliver longer term savings.

- Applying lean techniques to all areas of the Council's operations to eliminate wasteful processes and radically cut the cost of demand failure – where appropriate in collaboration with suppliers and other partner agencies.
- A structured programme of activities to drive out significant support service savings and achieve economies of scale in customer facing processes.
- Stopping discretionary activity, particularly in those areas where the costs are not justified by the benefits delivered.
- Reviewing core policies to enable demand led pressures to be managed more effectively – for example charging policy, concessions and eligibility criteria.
- A coherent framework for monitoring and managing benefits realisation.
- Investment in skills, change management capacity and leadership required to manage in the new financial and operational environment.

8.9 We noted that it was proposed to address this with the development of an efficiency and savings programme. The programme would build on the 3 strategic themes identified above and would focus on the following 6 work streams -

Intelligent Budgeting
 Smart Working
 Strategic Commissioning and Procurement
 Smarter People Management
 Support Functions/Customer Contact
 Total Haringey/Self Sufficient Communities

- 8.10 Putting all these streams together and in order illustrated the road map for the Council. Starting with the housekeeping and moving across the Council to Total Haringey, looking across the strategic partnership. While these themes focussed on efficiency and driving service costs down they also looked to make transformational change in the Council. In all aspects of the programme there was a strong need to deliver the Council priorities and support the aspirations and ambitions of the local residents. These principles would underpin the programme.
- 8.11 A comprehensive programme was needed to address the estimated budget saving of approximately £60 million required over the three year planning period and this was being developed and would be fully formulated over the summer in order to be recommended for agreement in November 2010 to support the 2011/12 budget setting process. Existing savings would be reviewed as part of this process also.
- 8.12 Given the scale of the budget gap and the lead in time for making service changes it would be necessary to bring specific proposals to us prior to the 2011/12 budget being set in February 2011. We noted that where specific service decisions were required these would be put on the Forward Plan and brought to us for consideration. We also noted that the scale of changes in the Council and across the public sector in general would be challenging and must not be underestimated. It had to be recognised that there would be costs associated with delivering an efficiency programme of this scale including redundancy costs, decommissioning costs and, in some cases, investment needed (spend to save) to effect long term efficiencies and change. These would need to be quantified and provided for in the overall budget and this area would be kept under review.

- 8.13 Engagement with local communities and other stakeholders was a key policy driver from Central Government in respect of a wide range of functions and the financial planning process was no exception, and there was already an embedded consultation process within the Council's business planning. In the budget process last year specific consultation with residents was undertaken and groups including young people reviewed the overall budget position and gave their views on Council priorities.
- 8.14 A further Government policy initiative was the development of participatory budgeting and although this could be structured in many ways, it primarily involved local people providing specific input into the decision making process for the budget or a part of the budget. The Council had for some time had initiatives like this in place for example for the 'Making the Difference' budget. A prime requirement of the budget process would be the systematic identification of improved value for money, both in terms of improved outcomes from given resources and the delivery of efficiency savings.
- 8.15 An outline business planning and budget timetable for 2011/12 setting out the key dates was presented and is below.

Activity	Date
Chancellor's Emergency Budget	22 June 10
Cabinet approves Budget Strategy	13 July 10
Development of Haringey Efficiency Programme (HEP) and 'light touch' Pre-business plan review (PBPR) preparation	July – September 10
HE&SP/PBPR officer review process	September 10
Spending Review announced	20 October 10
Budget challenge	October 10
Cabinet agree Efficiency Programme and budget proposals and release for consultation	16 November 10
Budget consultation process including Overview & Scrutiny Committee	December 10
Cabinet agree budget package	January 11
Council agree budget package and council tax	February 11
Finalise individual business plans and overall Council Plan	April 11

- 9.3 We report that we approved the estimated financial position for planning purposes as well as budget changes and variations set out in the report. We also agreed the proposed financial and business planning process as outlined above.

10. HORNSEY DEPOT

- 10.1 We considered a report which outlined a proposed scheme for regenerating the former Hornsey Depot site in conjunction with the adjoining land owned by Sainsbury's Supermarkets Ltd ("Sainsbury's") and which set out the proposed development route to delivering the regeneration benefits for residents and the area. The report also sought our agreement to dispose of the Council's site by entering into a sale and purchase

agreement (“Land Agreement”) with Sainsbury’s on terms agreed with them and signed off by the Council’s external valuers as representing best consideration.

10.2 We noted that Sainsbury’s had worked up a scheme in consultation with the Council, which broadly met both the Council and Sainsbury’s corporate objectives. We also noted that the scheme would evolve as part of the process of working it up into a detailed planning application, which would need to be consulted upon before the scheme was submitted for planning consent.

10.3 The broad scheme components consisted of:

- A supermarket of 3,239 m² gross
- A separate retail unit of 550 m².
- Surface car parking of 116 cars (non residential use)
- 230 residential units (720 habitable rooms) to comprise of private and affordable housing split 50/50 by habitable rooms and in mixed tenure arrangements to prevent segregation and promote integration of the private and affordable housing in accordance with Haringey’s Housing SPD, space standards, Lifetime Home Standards with 10% being fully wheelchair accessible.
- Under croft residential car parking

10.4 The sketch proposals by Sainsbury’s had been to develop the site as one comprehensive scheme rather than in phases due to the way the scheme had evolved with joint infrastructure (access road, car parking, utilities, etc) servicing both phases, and with phase 1 (retail and private housing) being integrated with phase 2 (affordable housing) as one comprehensive scheme. This approach met the Council’s regeneration aspirations for the comprehensive development of the whole site and planning conditions on affordable housing.

10.5 We were informed that at Project Team meetings, the Planning Service had confirmed that the principles of the sketch proposals were broadly acceptable and in taking forward the pre-application discussions, the Developer would be asked to carry out the following essential requirements:

- A Retail Impact Assessment demonstrating the need for additional retail floor space and the impact on existing local businesses
- A residential mix that accorded with Haringey’s Housing SPD and meets Haringey’s minimum space standards, achieve Lifetime Home Standards with 10% being wheelchair accessible
- Details on the location and number of cycle parking spaces to be provided.
- The entrance off the High Street to be sensitively considered and not become a utilitarian highways element.
- The development of a convincing conservation strategy in order to ensure the protection and enhancement of the conservation area.
- High sustainability standards to be met on site, with residential units achieving Code Level 4 and the retail units achieving BREEAM Excellent standard.
- Detailed pre-planning consultation and engagement with residents, businesses and stakeholders in line with the Council’s consultation plan/strategy prepared in consultation with Sainsbury’s.

- A Transport Impact Assessment evaluating the impact the traffic generated by the store would have on the local transport network, including the public transport system (buses, rail) and local highways and the opportunities for improving the traffic flows and links of the High Street with the wider area.
- 10.6 We were also informed that Sainsbury's had welcomed the above requirements and had agreed to continue working closely with the Council's Planning Service and the procured Developer. Sainsbury's would also continue to be involved in pre-planning meetings as detailed designs evolve in order to ensure compliance with the store requirements and the development of an acceptable scheme. Sainsbury's had continued to demonstrate a strong commitment and an active role in the project going forward including taking responsibility for funding, assembling the necessary resources to take forward the regeneration of the site, securing Board approval to treat with the Council on 25 March 2010 and signing the Heads of Terms.
- 10.7 Once the Council as landowner was reasonably happy with the evolved scheme content, design and quantum of the development, the procured Developer would be required to undertake a pre-planning consultation exercise in accordance with the Council's consultation plan/strategy prepared in consultation with Sainsbury's to engage with local residents, businesses and stakeholders as part of the planning application process prior to submitting a planning application. The details of the consultation process and content would be subject to the approval of the Council.
- 10.7 We report that we authorised the Head of Corporate Property Services in consultation with the Director of Corporate Resources and the Cabinet Member for Finance and Sustainability to negotiate and enter into a Land Agreement with Sainsbury's for the disposal of the former Hornsey Central Depot in pursuance of the Council's regeneration objectives and in accordance with the Heads of Terms set out in the exempt appendix to the report.

11. IT STRATEGY 2010/13

- 11.1 We considered a report which set out an IT Strategy for the period 2010 to 2013, the business priorities which it addressed, the pressures for change and the strategic projects required to deliver it.
- 11.2 We noted that the proposed Strategy had been designed to ensure that IT supported the business priorities outlined in the Council Plan. The specific pressures for change addressed by the strategy were:
- Value for Money and the Economic Climate which would drive the Council to generate savings over the next few years as the Government responded to the recession through anticipated cuts in public spending. Information Technology was seen as a key enabler for realising efficiency savings through the Haringey Efficiency Programme.
 - The Customer Dialogue which demanded: better communication with the wider community and greater community involvement in decision making; improved customer focus through a more integrated approach to customer management; and integrating and sharing data to provide a better focus on frontline services.

- Safeguarding vulnerable children and adults which required improvements in the quality of systems and data used.
- The IT infrastructure which was now over 5 years old and would need to be replaced or we would see a significant deterioration in its supportability and the level of service provided.
- Sharing information across local and national government which was critical to the effectiveness of the organisation and was at the heart of the Government's ICT Strategy.
- The Greenest Borough Strategy which outlines our commitment to the efficient use of energy and natural resources.

11.3 We also noted that a series of projects and areas for investigation were proposed in the Strategy. The Strategy required that each of the projects must have its own business case and be approved by the Corporate IT Board. The Corporate IT Board were undertaking a re-prioritisation exercise of proposed projects with the objective of identifying those with the greatest potential to realise efficiencies. Broadly the Strategy divided into the following areas:

- The strategic business projects which would be required from IT Services to help underpin and provide innovative solutions to the Council's priorities and vision as well as enable efficiencies to be realised;
- The technical infrastructure projects which were required to ensure that IT Services provided a secure and reliable IT environment which: replaced the existing infrastructure in a phased manner; would guarantee a stable platform for new business projects; aligned with the Government's ICT strategy; and ensured the performance of existing applications;
- The Shared Service opportunities which would support collaboration and joint working across, central, local government and other agencies. In particular IT Services was actively participating in projects underway for local government across London and looking to reduce the costs of IT products and services through the development of shared services and joint procurement.
- A demonstration of how IT Services would ensure that all costs were transparent, agreed and represented value for money across all services.
- An explanation of how IT Services would communicate and consult with their stakeholders, customers and partners.
- A focus on how IT Services would develop and sustain a professional and highly motivated IT workforce which delivered 'right first time' and exhibited a culture of continuous improvement.

11.4 With regard to Strategic Business projects, we were informed that the Strategy identified a series of common themes and cross cutting business initiatives across Directorates which would:

- Seek to improve customer focus and position customers at the ‘heart of the council’;
- Develop the Council’s web facilities and improve resident participation in the Council’s decision making, support channel shift, and deliver advanced content management;
- Extend the ways in which customers interacted with the Council by providing greater scope for transactions over the web;
- Support the Council’s ambitions to be more environmentally sustainable by developing a range of green computing initiatives;
- Improve staff effectiveness and efficiency through better document and process workflow;
- Drive forward flexible, mobile and home working;
- Make the best use of the current IT systems portfolio and continue to exploit key corporate applications such as SAP;
- Position the Graphical Information System as the master repository for location based information; and
- Improve the technologies and applications used to help the Council acquire a better understanding of performance.

11.5 Within individual Directorates, the Strategy acknowledged the important role IT played in supporting everyday activity and the need to ensure that critical applications were maintained and upgraded as appropriate. Particular initiatives within Directorates were:

- Children and Young People’s Service the key areas for action/investigation were: the Children’s Centre Database, Sharing Information between partners; Framework-i, Impulse, FIS and the use of the Library System by Schools.
- Adult, Culture and Community Service required the implementation of Framework-i payments, completion of the NHS Code of Connection, Messaging with the NHS and support for the Support First project.
- Urban Environment’s use of CRM would be developed in the SAP Strategy project, Parking systems required further development, the use of Electronic Document Records Management (EDRMS) would improve efficiency and value for money and the future direction of Housing software required to be established.
- The inclusion of succession planning and talent management in the SAP Strategy and technology which supported Community Engagement would be critical to People and Organisational Development.
- Policy, Performance, Partnerships and Communications would be key stakeholders in the Council’s data and knowledge management strategy and ensuring the intelligent

use of information across the Council. The development of GIS and the social media capabilities of the Web would also support business priorities; and Communications would require to be supported by specialist IT technology in niche Services such as Marketing.

- Corporate Resources' priorities would be best served by the SAP Strategy and EDRMS projects and a variety of smaller activities (including e-Benefits and e-Payments) which are detailed in the Corporate Resources section.

11.6 With regard to Technical Infrastructure Projects we were advised that a secure, reliable infrastructure was required to deliver the strategic business projects. The focus of this would be to: ensure that there was a phased renewal of the ageing infrastructure (consistent with the Government's ICT strategy); provide the tool set which facilitated business and resident interaction and collaboration over the web; and implement products which supported flexible, mobile working. The infrastructure strategy recommended:

- The replacement of servers within the Council's data centres with more space efficient and less power hungry equipment;
- The replacement of our current approach to the storage of files;
- Greater levels of infrastructure security and support for the emerging mobile workforce and partnership working;
- The continued rollout of the convergence of the voice and data networks;
- The introduction of wireless networking into Council offices; and
- The phased renewal of our ageing PC clients (desktop and mobile devices).

11.7 The Strategy proposed a vision for IT which was designed to address Haringey's business priorities, presenting choice and flexibility for both employees and customers. The options available were described as was the action which needed to be undertaken to ease the pressure and accrue benefits.

11.8 Each of the projects proposed would only be undertaken after a Business Case outlining the financial cost; the resources required; the total cost of ownership; and the benefits achieved had been formally agreed by the Corporate IT Board (CITB). This Board was a senior cross directorate management forum, chaired by the Director of Corporate Resources and had already reviewed and agreed the proposals in the IT Strategy. Final approval of all projects was in consultation with the Lead Member for Finance and Sustainability. Once project approval had been granted the timeline for delivery will be defined.

11.9 The political and economic climates were subject to continual change and, as such, the IT strategy must be capable of adapting to these changing business priorities. This would enable the business to have the ultimate choice in what project was or was not undertaken. We report that we approved the IT Strategy for 2010-13 as proposed and agreed to the implementation of the recommended projects.

Leader**12. THE COUNCIL'S PERFORMANCE**

- 12.1 We considered a report which presented, on an exception basis, performance information for the year to May 2010, sought our agreement to budget virements in accordance with financial regulations and to other action necessary in order to address the in year budget reductions imposed by the Government.
- 12.2 We noted that of the 28 key service indicators monitored 13 had improved since 2009/10, 10 were worse with no comparison possible for 5 indicators. Our particular attention was drawn to those areas where targets were not being met which were highlighted along with areas of improvement. These included:
- Burglaries and thefts of motor vehicles which were better than target and there had been an improvement in the rate of serious violent crime.
 - Performance on initial and core assessments for children's social care which remained below target.
 - The percentage of young people not in education, training or employment in April of 6.7 against a target of 10.4%.
 - Significant improvement in performance for delayed transfers of care at 8.3 per 100,000 of population which had reduced considerably, and exceeded our target of 11 for 2010/11.
 - Average re-let times for local authority dwellings which had increased in May with a year to date figure of 41.1 days against a target of 25 days.
 - Average time for processing new benefit claims and change events which was 29 days in May against a target of 17 days for 2010/11.
 - Call centre telephone answering indicators which showed an improvement from April 2010, but was below the target.
- 12.3 With regard to financial information, we were advised that the overall general fund revenue budget, based on the May position stood at a projected £6.0 million over spend caused by on-going pressures within the Children & Young People and Urban Environment Directorates. A significant programme of work was underway Council wide to take action to find compensatory savings to manage this in year pressure and also to plan ahead to manage the underlying issues and wider financial challenges ahead.
- 12.4 We were also advised that Central Government announcements on in-year reductions to revenue funding had reduced the Area Based Grant (ABG) allocation by £3.3 million with a further £0.2 million removed from the Housing & Planning Delivery Grant. In year savings of £5.3 million ABG across the theme boards had been identified to both address this reduction and smooth the impact of further forecast reductions in 2011/12. The dedicated schools budget (DSB) element of the overall Children & Young People's (CYP) Service budget was projected to spend at budget and the net revenue projection with respect to the Housing Revenue Account (HRA) was to come in on budget.

12.5 The projected capital year end variance, based on the May position, was an under spend of £4.9 million, the majority of which related to Corporate Resources. As agreed at our meeting on 15 June, the Member for Finance & Sustainability and Chief Financial Officer had reviewed the capital carry forward requests in the light of the limited capital receipt funding available and their decisions were reported to us. However, the Government had subsequently announced an £8.6 million reduction to planned 2010/11 capital grant to fund the primary capital programme. A detailed review of the 2010/11 capital programme was being conducted which would address both the management of this grant reduction and other emerging issues on funding and profiling of spend.

12.6 We report that we agreed as follows -

- To note the report and the progress being made against the Council's priorities.
- To agree the budget changes (virements) in the table below –

Revenue Virements						
Period	Service	Key	Amount current year (£'000)	Full year Amount (£'000)	Reason for budget changes	Description
1	CYPS	Rev*	281.5	232.2	Corrective Budget Realignment	Realignment of budgets within Safeguarding & First Response services
2	CYPS	Rev	177.2	177.2	Corrective Budget Realignment	To create a separate Children In Care Section 17 budget from Children's Contact Service.
2	CYPS	Rev*	359.6	359.6	Corrective Budget Realignment	Transfer of budgets to re-align the Out of Hours Social Work team budget following relocation to First Response Service.
2	CYPS	Rev*	127.7	127.7	Corrective Budget Realignment	Transfer of budgets from Children & Families Business Unit to Children's Networks Business Unit for the Children's Rights service.
2	CYPS	Rev*	370	370	Corrective Budget Realignment	Consolidation of cost centres for Family and Parental Support services.
2	CYPS	Rev*	266	266	Corrective Budget Realignment	Removal of LDA grant income and associated expenditure.
2	CYPS	Rev*	12,737	12,737	Corrective Budget Realignment	Realign budgets devolved to schools.
2	CYPS	Rev*	2,329	2,329	2010/11 Grant Allocation	Increase in income and associated expenditure to reflect additional Sure Start and Standards Fund grant allocations.
3	CYPS	Rev*	1,257	1,257	Corrective Budget Realignment	Increase in the relevant 2010-11 budgets to reflect unspent Standards Fund grants at 31 March 2010 which, in accordance with regulations, can be spent over an 18 month period until August 2010.
3	CYPS	Rev	114	114	2010/11 Grant Allocation	Increase in income and associated expenditure to reflect additional Sure Start grant allocations.

3	CYPS	Rev*	332	332	Corrective Budget Realignment	Consolidation of cost centres for Primary and Secondary strategy teams and consequent removal of double counted grant income and associated expenditure.
3	CYPS	Rev*	1,990	1,990	Corrective Budget Realignment	Transfer of Youth Service budgets between Business Units to reflect a changed operational management structure.
3	CYPS	Rev*	562	562	2010/11 Grant Allocation	Increase in income and associated expenditure to reflect additional 14-19 grant allocations.
3	CYPS	Rev*	242.6	242.6	Corrective Budget Realignment	Realign budgets for recruitment advertising and the e-care system under the Head of Workforce Development to reflect changed management responsibility
3	CYPS	Rev	125	125	Corrective Budget Realignment	Apply growth provided to support Southwark Judgement cases against appropriate budget.
3	CYPS	Rev*	261.1	361.1	Corrective Budget Realignment	Allocation of 2010-11 budget growth items for Safeguarding Services.
2	UE	Rev*	303.2	303.2	Corrective 2010/11 budget realignment	Budget aligned to reflect the increased team size as complaints function across UE is consolidated within front line services.
2	UE	Rev*	2713.9	2713.9	Corrective 2010/11 budget realignment	Budget amended to reflect additional income from fees and a realignment of the staffing budget to deliver additional works within the sustainable transport team.
2	UE	Rev*	860.1	860.1	Corrective 2010/11 budget realignment	Realignment of both income and expenditure budgets within Parking to more accurately reflect actual activity.
2	UE	Rev*	928.1	928.1	Corrective 2010/11 budget realignment	Realignment of budgets within the environmental resources team to reflect activity and team structures.
2	UE	Rev*	1011.9	1011.9	Corrective 2010/11 budget realignment	Budget amended to more accurately reflect the new structure of the Enforcement team.
3	ACCS	Rev*	300		Budget savings	Director's special measures - vacancy factor on Adults Services salaries to manage in year savings.
3	ACCS	Rev*	346	346	Corrective Budget Realignment	Realign transport budgets within Day Care
3	ACCS	Rev	197	197	Corrective Budget Realignment	Realign Community Mental Health Team's Management budget
3	ACCS	Rev*	388	388	Corrective Budget Realignment	Parks efficiency savings reallocation
3	ACCS	Rev*	225	225	Corrective Budget Realignment	Supporting people income correction
3	ACCS	Rev*	120	120	Corrective Budget Realignment	Realignment of income budgets within Learning Disabilities.
3	ACCS	Rev*	1,918	1,918	Corrective Budget Realignment	Re-linking of cost centres from Commissioning & Strategy to Adult Social Care
2	CR	Rev	229	229	Corrective Budget Realignment	Realignment of the Technopark budgets to reflect planned expenditure and service charges

2	CR	Rev*	260	260	Planned budget saving	Achievement of planned 2010/11 Benefits and Local Taxation savings
3	CR	Rev*	244	244	Corrective Budget Realignment	Net impact of revisions to planned revenue savings and new costs following a detailed review of the Accommodation Strategy programme for 2010/11
3	CR/AC CS	Rev	118	118	Planned budget adjustment	Repayment of SIF Investment
3	CE	Rev	241		2010/11 Grant Allocation	Grant Funding for General Election Hornsey & Wood Green
Capital Virements						
Period	Service	Key	Amount current year (£'000)	Full year Amount (£'000)	Reason for budget changes	Description
P1_2	CR	Capital	(189)		Corrective Budget Realignment	Net reduction to planned 2010/11 capital expenditure within the Accommodation Strategy Programme
P1_2	CR	Capital*	(4,504)		Corrective Budget Realignment	The approved budget for Hornsey Town Hall 2010/11 was based on a more optimistic phasing with an expectation that construction work would commence on site in year. As the project has yet to receive planning approval, the re-phasing of a significant amount of the budget is proposed.
P1_2_3	UE	Capital	(288)		Corrective Budget Realignment	Transport for London funded budget being transferred to revenue to reflect planned expenditure

- To agree the following revised Area Based Grant Allocations -

Theme Board	Original 2010/11 Allocation	Revised 2010/11 Allocation	Savings	Estimated Exit Costs	In-year Savings
	£	£	£		
Better Places	2,019,500	1,794,500	225,000	7,000	218,000
Children's Trust	11,419,547	9,109,800	2,309,747	62,000	2,247,747
Enterprise	2,068,203	1,208,203	860,000	0	860,000
Housing	232,280	222,500	9780	0	9,780
Safer Communities	2,230,404	1,830,404	400,000	0	400,000
Well-being	5,143,000	4,562,725	580,275	0	580,275
Neighbourhoods & Capacity	1,795,000	1,682,150	112,850	0	112,850
Supporting People	18,665,770	16,991,270	1,674,500	770,000	904,500
ABG Programme Total	43,573,704	37,401,552	6,172,152	839,000	5,333,152

- To approve the granting of an additional capital budget of £266,000 to the Alexandra Park and Palace Trust for the ice rink project, to be funded by prudential borrowing.
- To require Directors to take necessary action to bring current year spending to within their approved budget.
- To note the decision of the Cabinet Member for Finance and Sustainability and the Chief Financial Officer in relation to specified 2009/10 capital carry forward requests as set out below –

List of Approved Carry Forward Schemes Funded Wholly or Partly from Capital Receipts	Balance Approved for Carry Forward £000
Budget / Description and Reason for Carry Forward	
Corporate Resources	
Property Services:	
Refurbishment and upgrade of industrial units - unavoidable slippage occurred due to issues around accessing sites for survey work which has delayed procurement. Work is expected to commence soon.	155
Corporate IT - £642k relates to currently uncommitted budget however it is likely to be required in 2010/11 to help deliver challenging revenue savings targets council wide. The remaining £304k is required to fund projects that are underway and contractually committed such as IP Telephony, GCSx and Parking.	304
Total Carry Forward Request – Corporate Resources	459
Adults, Culture and Community Services	
S&L investment programme - deferred to complete PRP pool hall refurbishment.	149
Muswell Hill Recreation Ground funding needed to complete skate park	119

Strategic Sports Pitches Development - £29k deferred to support Broadwater Farm	29
Downhills Park - building refurbishment - Delay in awarding contract to construct the café due to preferences of the Friends of Downhills Park	46
Total Carry Forward Request - ACCS	343
Urban Environment	
Redevelopment Works - Hearthstone project now completed. Retention monies to be paid in 10/11.	4
Bruce Grove Scheme start dates have slipped.	110
English Heritage - Tottenham PSICA The c/f request is made up of £239k corporate resource money and £43k English Heritage money. The project will be completed in 10-11.	239
Re-provision of R&R Site - Funding for purchase & development of new R&R site. The purchase of new site at Cranford Way was only completed in January 2010 which meant that the service & Corporate Property were unable to implement a plan for development to commence.	50
Total Carry Forward Request - Urban Environment	403
Urban Environment (HRA)	
Major Works – Void Conversions A carry forward into 2010/11 of £91k is sought to meet commitments outstanding on the 2009/10 programme. Delays in the programme are due to planning and party wall issues needing to be resolved	91
Total Carry Forward Request - Housing Revenue Account	91

TOTAL**1,296**

- To delegate any decisions arising from the review of the 2010/11 capital programme to the Cabinet Member for Finance and Sustainability in consultation with the Director of Corporate Resources.

13. URGENT ACTIONS TAKEN IN CONSULTATION WITH CABINET MEMBERS

- 13.1 We were informed of the following actions taken by a Director under urgency powers following consultation with a Cabinet Member -

Director of Children & Young People's Service

Waiver of Contract Standing Orders for the Procurement of Asbestos Abatement Services – Approval to a waiver of Contract Standing Order 6.05 (Requirement to Tender) in order to regularize the procurement of contracts for the provision of emergency asbestos abatement works commissioned by the Children and Young People's Directorate.

Director of Urban Environment

Approval for Compulsory Purchase Action – Empty Properties. Subject to the confirmation of the Compulsory Purchase Order by the Secretary of State, to approve the disposal of a property to a Registered Social Landlord if possible or to an individual or Private Developer (in which case the sale would be by way of action) with covenants applied to bring the property back into use as soon as possible. The best market value to be obtained for the property and thus avoid any disposal at an under value.

14. DELEGATED DECISIONS AND SIGNIFICANT ACTIONS

We were informed of the following significant actions taken by a Director under delegated powers -

Director of Corporate Resources

E-mail Security Content Management – Award of the contract for the Council's e-mail Content Security Management Service for a period of two years with an option to extend for a further period of one year.

Director of Urban Environment

Creation of New Post – Future Jobs Fund Co-ordinator. To create a new post of Future Jobs Fund Co-ordinator to manage and co-ordinate the new Future Jobs Fund Programme that will create 221 new jobs across the Borough (155 within the Council)

Report of Statutory Consultation for the Extension of Highgate Station Outer CPZ – To report the feedback of statutory consultation carried out for an extension to the Highgate Station Outer CPZ. To extend the Highgate Station Outer CPZ

Council Mortgage Interest Rate from 1 April 2010 to 30 September 2010 – Local Average of Interest to be applied to all variable rate mortgages with effect from 1 April to 30 September 2010 should reduce to 7.03%.

Sustrans DIY Streets Neighbourhood Project – Approval to a waiver of Contract Standing Order 6.05 (Requirement to Tender) in connection with this unique project run solely by Sustrans so it is not possible to enter into a tendering process.

Re-tendering of the Contract for the Management and Operation of the Community Safety CCTV Service – To re-tender the contract for the management and operation of Community Safety CCTV Service for a period of 2 years plus provision to extend for up to 2 years and to agree the timetable for the tendering exercise.

Cycle Training and Dr. Bike Contract for 2010 to 2012 – To provide one to one cycle training for children and adults to cycle safely.

Purchase of Specialist Consulting Engineering Services from Derek Drew-Smith – Approval to expenditure of TfL funding allocated for 2009/10-2010/11 to enable continuation of the implementation of a 7 year A406 complementary traffic management and calming project.

Creation of 5 Temporary Posts in Strategic and Community Housing Service – Creation of 5 temporary posts on six month contracts to support the core team working on the PSL Renewals and TA Reduction Project.

Addition of Full Time Social Worker post for Hearthstone – Addition of a full time Social Worker Post (agreed as part of business planning process) for Hearthstone. Post to be located at Hearthstone but will have dual reporting lines to the Hearthstone Manager and a Manager in the Children & Young Peoples Service.

Waste Management Service – Approval in accordance with Contract Standing Order 13.01 to grant a single extension of 3 months for external support to Alfie Environment for the procurement of a new Waste Contract

Traffic Enforcement Systems, Mobile Enforcement CCTV Vehicle Lease – To extend the current lease for a further 2 months from 30 April 2010 because of technical difficulties in respect of the new procurement procedures that had held up the process.

Hornsey Town Hall – Decentralised Energy Feasibility Study – To award a contract to consider the second phase assessment of a combined heat and power solution for the proposed new development at Hornsey Town Hall.

North London Pledge 2 – Authorisation for agreeing contracts with 3 Haringey Guarantee partners/providers to deliver the Haringey element of the LSA funded ULV sustainable employment pilot programme North London Pledge 2.

Memorandum of Understanding for Tottenham Hale Gyrotory Works – To authorise the signing of a non-legally binding Memorandum of Understanding which outlines the overarching principles of the funding and collaboration agreements required for this scheme.

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Chair:
Councillor Clare Kober

Vice Chair:
Councillor Lorna Reith

INTRODUCTION

- 1.1 This report covers matters considered by the Cabinet at our meeting on 14 September 2010. For ease of reference the report is divided into the Cabinet portfolios.
- 1.2 We trust that this report will be helpful to Members in their representative role and facilitate a fruitful dialogue between the Cabinet and all groups of Councillors. These reports are a welcome opportunity for the Cabinet on a regular basis to present the priorities and achievements of the Cabinet to Council colleagues for consideration and comment. The Cabinet values and encourages the input of fellow members.

ITEMS OF REPORT

Housing

2. BOROUGH INVESTMENT PLAN

- 2.1 We considered a report which sought our approval of Haringey's first Borough Investment Plan.
- 2.2 We noted that that the Homes and Communities Agency (HCA) had been established in December 2008 as the national housing and regeneration agency for England. The HCA worked nationally, but supported the ambitions of local partners to provide better places that offered great homes and good jobs in well served communities where people enjoyed living and could afford. We also noted that the HCA wished to move away from its traditional grant funding of expenditure to establish a long term investment partnership with local authorities. The 'single conversation' process provided the context for the HCA to agree with local authorities their housing and housing led regeneration priorities. These were then translated into a joint Local Investment Plan through which each organisation will channel their investment and act as a lever to other public and private sector investment. The HCA had re-branded the single conversation as 'Investment Planning' to reflect this emphasis.
- 2.3 We were informed that, subject to our approval of the Borough Investment Plan and the HCA's Board, the Council would be required to enter into a Local Investment Agreement (LIA) with the HCA. The LIA would consider individual programmes in more detail and seek to agree levels of investment from all partners to ensure on-going delivery.
- 2.4 Having noted the Single Conversation (Investment Planning) process we approved the Haringey Borough Investment Plan which was set out as an Appendix to the report. We also authorised the Director of Urban Environment to make any minor additions/amendments to the Borough Investment Plan including updates to the appendices prior to agreement with the Homes and Community Agency and to commence discussions with the Homes and Community Agency to develop a Local Investment Agreement as the next stage of the Single Conversation process.

Neighbourhoods

3. DRAFT LOCAL IMPLEMENTATION PLAN 2011-14 AND ANNUAL SPENDING SUBMISSION FOR TRANSPORT PROPOSALS 2011-12

- 3.1 We considered a report which sought approval to commence statutory consultation on the Draft Local Implementation Plan (LIP) for 2011-14 and to the Annual Funding Submission to Transport for London (TfL) for 2011-12.
- 3.2 The Council were legally required by the Greater London Authority (GLA) to prepare a Local Implementation Plan (LIP) containing proposals for the implementation of the Mayor's Transport Strategy (MTS) within the borough during the period 2011-14. The Council were also required to submit an Annual Spending Submission for 2011-12 providing detailed information for the Corridors and Neighbourhoods, Smarter Travel and Maintenance programme which represents transport investments in the borough of over £3.2 million.
- 3.3 We noted that TfL had provided informal advice of a likely reduction in LIP funding for 2011-12 and for future years and that two options for reducing our spend were set out in the report. The first was to reduce both the Corridors/Neighbourhoods and the Smarter Travel allocation by 30% with the Local Transport Projects (£70,000) used for Smarter Travel. The second was similar to the first but with Local Transport Projects funding used for Corridors/Neighbourhoods allocation. For Smarter Travel there would be very much reduced scope than currently planned on school travel planning and road safety education, training and publicity.
- 3.4 We report that we approved the draft Local Implementation Plan (LIP) which was set out as an Appendix to the report for consultation and the Annual Spending Submission for 2011-12 which was set out as a second Appendix B for submission to Transport for London. In the event of a reduced Local Implementation Plan allocation we delegated to Director of Urban Environment in consultation with the Cabinet Member for Neighbourhoods the choice of option for the reduced spend.

4. MUSWELL HILL AND CROUCH END STOP AND SHOP SCHEMES

- 4.1 We considered a report which informed us of recent changes made to the parking management schemes in Muswell Hill and Crouch End town centres following representations received during the first eight months of the experimental Traffic Management Order period.
- 4.2 The measures were introduced to improve the short stay parking facilities in town centres for the benefit of the local community, particularly traders during the current economic climate. Although this had impacted on projected parking income it had provided the two town centres with much needed short stay facilities along the commercial roads and had been supported by the local community since their introduction.
- 4.3 We were informed that London Buses had raised some concerns regarding the operational and location of some of the bays with regard to their impact on bus journey

times. Our officers advised that although they had addressed some of London Buses concerns to remove identified congestion spots during peak periods, statistical evidence had been requested to substantiate reports of delayed journey times within these areas prior to considering if further changes were required.

- 4.4 We report that we agreed, subject to further consultation with London Buses, to the experimental parking management measures in the Muswell Hill and Crouch End town centres being made permanent.

Planning and Regeneration

5. LDF LOCAL DEVELOPMENT SCHEME

- 5.1 We considered a report which sought our approval for the revised Local Development Scheme (LDS) for Haringey for the preparation of a set of planning policy documents to complement the emerging Core Strategy.
- 5.2 We noted that the report set out the Council's timetable and project plan for the delivery of the Haringey Local Development Framework (LDF) which comprised the Core Strategy and other critical planning documents that shaped the planning and regeneration of the Borough up until 2026. We also noted that the LDS was a three-year project plan and needed to be revised as the timetable for plans changes.
- 5.3 We report that we agreed to the submission of the Haringey's revised Local Development Scheme to the Greater London Authority (GLA) and the Department for Communities and Local Government (DCLG) for approval. We also agreed that any amendments required to be made to the revised Local Development Scheme document following comments from GLA and DCLG to be approved by the Assistant Director (Planning and Regeneration) in consultation with the Lead Member for Planning and Regeneration before the adoption of the Revised Haringey Local Development Scheme.

6. TOTTENHAM HALE GYRATORY SCHEME AND CHANGING THE 2010/11 GROWTH FUND PROJECT ALLOCATIONS

- 6.1 We considered a report which advised us that the Central Government had imposed a reduction in the Council's Growth Fund capital allocation for 2010/11 which reduced the funds available by £1.505 million. With planned carry-forward from 2009/10, a total of £4.759 million was available from Growth Fund resources in 2010/11.
- 6.2 We noted that seven projects have Growth Fund allocations in 2010/11 but some of that funding was contractually committed. The Gyratory Scheme represented 90% of the uncommitted funding which meant that it must, of necessity, bear a major share of the funding reduction. While it was an important element of the Tottenham Hale regeneration programme involving the changing of the Gyratory system to two-way traffic flow, incorporating pedestrian and cyclist improvements together with a new bus interchange at Tottenham Hale Station and represented a high priority for the Council, so too were the other Growth Fund projects in supporting growth, improving accessibility, promoting sustainable transport and enhancing quality of life.

- 6.3 Cutting the funding for projects other than the Gyratory places would place those projects at substantial risk, and some may have to be abandoned, and even then, given that the Gyratory Scheme represented the major share of the total Growth Fund allocation, it would still have to face a significant funding cut of over £0.9 million and it was recommended that the required funding reduction of £1.505 million be applied wholly to the Gyratory Scheme to prevent any impact on the other Growth Fund projects although this left the Gyratory Scheme with a funding gap. The necessary Growth Fund reduction for the Gyratory of £1.505 million left a funding gap and in order to address this, further negotiations would be required with the statutory agencies which our officers would urgently progress with a report back on the outcome at a future date.
- 6.4 We also noted that that separate external funding had also been secured for a design study to improve pedestrian access to/from Hale Village and this made it possible to release a further £60,000 of Growth Fund money towards the first phase of planned improvements in Down Lane Park, Tottenham Hale, making the total allocation for the Park in 2009/11 £145,869. This would compensate in large measure for the withdrawal by the Central Government of £70,000 'Play Builder' money that the Council had secured for the Down Lane Park improvements.
- 6.5 We report that we noted the £1.505 million reduction in the Council's Growth Fund capital allocation for 2010/11 imposed nationally by the Central Government and approved a revised project funding allocations imposing the full funding reduction on the Tottenham Hale Gyratory Scheme authorizing officers to secure replacement funding from other sources. We also noted that a Memorandum of Understanding had been signed by the Council, Transport for London and the London Development Agency securing a tripartite commitment to the progression of the Tottenham Hale Gyratory Scheme to support improved local accessibility and growth.
- 6.6 We agreed to enter into two legally-binding funding agreements with Transport for London and/or other appropriate partners to commit phased funding contributions to the Gyratory Scheme when resources were secured appropriately and we authorised the Director of Urban Environment, in consultation with the Head of Legal Services, to approve the detailed wording of those agreements. As part of these funding agreements we also agreed that the Council's funding contribution of £12.495 million be made up as follows:
- Growth Fund 2009/11 (£3.495 million) (resources received from the Homes and Communities Agency – which replaced the original allocation of £5 million approved by Cabinet in April 2009);
 - Community Infrastructure Fund 2009/11 (£4 million) (resources payable to the Council by the Homes and Communities Agency);
 - £0.5 million from the Council's Local Implementation Scheme funding allocation from Transport for London for resurfacing works on Watermead Way and Ferry Lane (subject to Transport for London approving a bid if submitted by the Council in the future);
 - Section 106 funds (£3.5million) (subject to the receipt of funds due in connection with the Hale Village, Tottenham Hale development using the £1 million Transport Contribution and £2.5 million of the Tottenham Hale Urban

Centre Master Plan Contribution including appropriate interest accrued from the date of receipt);

- A capital contribution of £1 million funded from Council resources.

We noted that Transport for London would be responsible for funding any increase in costs above the estimated total cost of £35.5 million for the Gyratory Scheme.

6.7 We also granted approval be granted in principle (without fettering any future decisions of the Council) to up to £13 million of the investment by Transport for London and up to £2 million by the London Development Agency in the Gyratory Scheme being reimbursed to those organisations by the Council subject to:

- the approval and collection of appropriate monies for the Gyratory Scheme from a Community Infrastructure Levy (or other development tariff system) if such a Levy/tariff is introduced by the Council in the future; and
- if, having introduced such a Levy/tariff, future development remains viable by requiring contributions to the Gyratory through that system as well as contributions to other necessary community infrastructure as agreed by the Council's "community infrastructure plan"; and
- any cost reduction on the Gyratory Scheme will be used to reduce the Transport for London and London Development Agency investment that is reimbursable by the Council from this possible Levy/tariff system.

6.8 We noted that, subject to receiving appropriate third party consents including Secretary of State approval, only two areas of Council-owned land, not three, which would be appropriated to highway purposes and transferred to Transport for London to facilitate localised road widening for the Gyratory Scheme and we granted approval in principle to the transfer to the Council (at nil capital cost) of that part of the Transport for London - owned land at Monument Way/Park View Road that was not required for the Gyratory Scheme or general highway purposes to link with adjoining Council-owned land occupied by the Welbourne Centre. We also granted approval to the re-allocation of £60,000 of Growth Fund money to fund improvements at Down Lane Park bringing the total allocation for the Park in 2009/11 to £145,869.

7. CROUCH END CONSERVATION AREA CHARACTER APPRAISAL

7.1 We considered a report which set out the results of the public consultation exercise held in respect of the draft Crouch End Conservation Area Character Appraisal and which sought our approval of its adoption.

7.2 The process of conservation area assessment and management was outlined in an appendix to the report of the Director of Urban Environment. We noted that in June 2009 the third phase of the ongoing programme of public consultation with the draft Crouch End Conservation Area Character Appraisal had begun. A public meeting was held at the Area Assembly in July 2009 and, following representations made at the meeting the consultation period remained open until July 2010. Copies of the draft Conservation Area Character Appraisal were made available on the Council's website and printed copies were available for viewing in local libraries and the Council's Planning Office.

- 7.3 The consultation was publicised in the local and national press and the local MP; local Councillors; local conservation groups; amenity groups; local residents associations; North London Chamber of Commerce; Crouch End Business Forum and local businesses were notified in writing of the publication of the draft Appraisal, and invited to comment.
- 7.4 A second public meeting was held in March 2010 and representations received as a result of the extended public consultation period had been considered and the draft Appraisal had been amended where appropriate. The amended Appraisal aimed to give a clear assessment of the conservation area and to suggest broad guidelines for its preservation and enhancement.
- 7.5 We report that we noted the contents of the draft Crouch End Conservation Area Character Appraisal and approved its adoption. We also noted that the earlier draft Appraisal had been re-circulated to all of the people who attended the public meeting in March 2010 and further amendments had been carried out to the Appraisal now adopted. It was intended that the adopted Appraisal would provide a sound basis, defensible on appeal, to implement the approved development plan policies, to inform development management decisions, and to provide general guidance for residents and developers.

Children's Services

8. SAFEGUARDING PLAN

- 8.1 We considered a report which presented the refreshed Safeguarding Plan for Haringey, as approved by Children's Trust on 24 June 2010 and we noted that the Plan set out the programme of activity to enable safeguarding of children and young people within Haringey to be recognised as being amongst the best by December 2011.
- 8.2 We noted that the refreshed JAR Action Plan formed the Safeguarding Plan for Haringey. Following delivery of the first phase of actions within the Safeguarding Plan and the feedback from Ofsted, the Plan had been refreshed to take forward improvements over the period to December 2011, enabling the Partnership to be amongst the best at safeguarding children and young people by 2012. The Plan continued to incorporate key findings from the serious case reviews (SCRs) and initial learning where these were yet to be completed.
- 8.3 We also noted that the progress reported was limited in part due to the recentness with which the Plan had been approved. The changes being introduced by the new Government and the budget issues were creating additional pressures that would be reflected within the next refresh of the Plan for approval in December. At this stage any learning from the unannounced inspection would also be included.
- 8.4 We report that we noted the progress on the delivery of the refreshed Safeguarding Plan ahead of its consideration by the Towards Excellence in Children's Services Board.

9. ADMISSION TO SCHOOLS – PROPOSED ADMISSION ARRANGEMENTS FOR 2012/13

- 9.1 We considered a report which presented for endorsement the proposed arrangements proposed arrangements for admission to community nursery classes, primary, junior and secondary schools and to St Aidan's Voluntary Controlled School for the 2012/13 academic year. The report also presented proposed arrangements for admission to sixth form study at Alexandra Park School, the Highgate/Hornsey Sixth Form Consortium and the Haringey Sixth Form Centre for the 2012/13 academic year.
- 9.2 We were informed that Section 89 of the School Standards and Framework Act 1998, as amended by the Education and Inspections Act 2006 and associated Regulations required admission authorities to consult on their admission arrangements at least every three years and in any year in which variations were being considered. Co-ordinated schemes had to be formulated every year.
- 9.3 We noted that the wording and style of the admission arrangements had been simplified. Information had been included to clarify how we would deal with tie break situations and applications from families with twins or other multiple births.
- 9.4 We also noted that the Children and Young People's Service had a duty to monitor the compliance of arrangements from its own admitting authority schools. As such advice would be provided to Governing Bodies who were the admission authorities for other maintained primary and secondary schools in Haringey. However, these "own admission authorities" were responsible for their own consultation process and their determination. All determined arrangements would be published on the Council's website for access by the public. The new arrangements would then come into effect from the September 2012 intake.
- 9.5 We report that we agreed the proposed admission arrangements for all community nursery classes, primary and secondary schools and St Aidan's Voluntary Controlled Primary for formal consultation beginning on 1 November 2010 and we also agreed the proposed admission arrangements for students starting sixth form for formal consultation beginning on the same date.

10. ANNUAL REPORT 2009-10 STATUTORY CHILDREN AND YOUNG PEOPLE'S SERVICE COMPLAINTS

- 10.1 We considered a report which advised us that under the Children Act 1989 and the Children Act Representations Procedure a report on complaints made under the Children Act had to be prepared each year, presented to a committee of the local authority and made available as a public document.
- 10.2 We noted that the report covered complaints made about social services provided under the Act such as the delivery of services, care and supervision, social work court reports, adoption and decision making. Complaints might be made by children and young people, their parents or those with parental responsibility, foster carers, special guardians and prospective adopters. The report outlined the three stages of the Children Act complaints process. It covered
- the numbers and types of complaints;

- the outcomes of complaints and stage of the process reached;
- the timescales they were completed in;
- a summary of the data available on complainants, such as age, gender and ethnicity;
- learning or service improvements that have taken place following a complaint;
- information about expenditure;
- information about advocacy services provided under the regulations.

10.3 We also noted that information about complaints made to the Children and Young People's Service and dealt with under the Council's corporate procedures was included in the Annual Report on Customer Feedback and Members Enquiries which appears elsewhere in this report. We considered that the increase in the number of people making complaints under the Children Act procedures reflected the work that had gone into publicising the complaints procedure. The fact that only 1% of cases go on to stage 2 of the complaints procedure indicated that the Service was dealing well in investigating and resolving matters to the satisfaction of the complainant.

Adult and Community Services

11. ADULT SERVICES STATUTORY ANNUAL COMPLAINTS REPORT

- 11.1 We considered a report on the statutory complaints procedure for Adult Services for the year 2009/10 which made appropriate recommendations to improve complaint handling and performance and which sought our formal approval for the Adult Services Annual Complaints Report for 2009/10.
- 11.2 We noted the performance and key achievements in the reporting year 2009/10 and that 99% of the statutory complaints received for Adult Services were completed within timescale against a target set at 95%. This 1% drop from 100% completion within timescale was attributed to just one response being submitted late. We also noted that to avoid this in future, and to ensure 100% completion within timescale in future the Assistant Director for Adult Services and Commissioning had asked for Complaints and Members' Enquiries to be completed within 24/48 hours where possible. Adult Services had also received a number of compliments and WOW Awards which was evidence of good customer care practice.

12. SCRUTINY REVIEW OF BREAST SCREENING SERVICES IN HARINGEY

- 12.1 We considered a reference from the Overview and Scrutiny Committee and noted that in June 2009 it had commissioned a review of the uptake of breast screening services in Haringey. The review sought to assess how the uptake of breast screening services could be improved in the Borough.
- 12.2 We also noted that as part of the review process the Panel had heard evidence from local commissioners and service providers as well as from specialist screening

agencies. The Panel had also consulted local women who had used the breast screening service and it had visited the local breast screening service.

- 12.3 An analysis of the evidence received had identified a number of interplaying factors which might influence a woman's decision to take up an invitation for breast screening. These were
- structural issues– the development of screening lists, call and recall system
 - operational issues – location of clinics, appointment times, out of hours services
 - socio-demographic issues – age, ethnicity, social deprivation
 - attitudinal – personal anxiety, perceptions of importance or relevance.
- 12.4 The Panel had highlighted a number of areas where it was possible to identify a number of interventions which might help improve the uptake of breast screening services in Haringey and had made a number of recommendations in three key areas:
- improved accessibility of breast screening clinics
 - greater involvement of primary care in the breast screening process
 - the need to develop more localised public health information and awareness for breast cancer.
- 12.5 We noted the Review and we expressed our appreciation and thanks to the Panel for their work. We also noted that in accordance with Part Four Section G Paragraph 1.3 (viii) of the Constitution as the review related to an NHS matter it was presented to us for information only. NHS Haringey (service commissioners) and North London Breast Screening Service (service providers) had been consulted on the conclusions and recommendations contained within the Review.

Finance and Sustainability

- 13. ANNUAL REPORT 2009-10 ON THE HANDLING OF CUSTOMER FEEDBACK (COMPLAINTS, COMPLIMENTS AND SUGGESTIONS) AND MEMBERS' ENQUIRIES**
- 13.1 We considered a report which detailed the Council's performance, key achievements and developments in 2009-10 in relation to customer feedback and Members' enquiries. It also included a summary of the complaints about the Council received and considered by the Local Government Ombudsman, and the key points raised in his annual review.
- 13.2 We noted that the annual report provided information for the financial year 2009-10 about the key features and statistics of the Council's handling of
- Complaints, WOW! nominations and other compliments, and suggestions under the corporate feedback procedure,
 - Complaints made to the Local Government Ombudsman, and
 - Members' enquiries under the corporate members' enquiries procedure.
- 13.4 We also noted that there were separate statutory procedures for the handling of social care complaints for both adults, and children and young people and that Adults, Culture and Community Services, and the Children and Young People's Service had produced separate annual reports for these two complaint categories which are included elsewhere

in our report. However, any Ombudsman complaints made in these categories were dealt with in the corporate report.

- 13.5 The report did not deal with matters that were the responsibility of Homes for Haringey, except for stage 3 complaints which were dealt with by the Council's Feedback and Information Team, and Ombudsman complaints as the Ombudsman considered the Council to be responsible for matters that it had delegated to other bodies.
- 13.6 We were informed that key achievements in the year had included the following:
- improved percentage of stage 1 responses on time (up 1% to 91%)
 - a 28% reduction in Ombudsman findings of fault, and a 26% reduction in the number of complaint decisions
 - improved average response times to stage 1 and 2 complaints
 - a 2.1% fall in escalation of complaints from stage 1 to stage 2, and an overall fall in escalation across all 3 stages of 1.7%
 - favourable Audit Commission comments on the complaints procedure and learning from complaints process in a Housing inspection report
 - receiving one WOW nomination for good customer service for every 1.2 complaints, compared with one for every 1.4 complaints the previous year
 - Ombudsman annual review refers to our 'excellent response times'
 - winning Best Local Authority and Best Healthcare categories (and Best Team by Homes for Haringey), plus a further four finalists, in the first national WOW! Awards in 2009
 - 23% increase in WOW nominations from customers, and a 19% increase in certificates awarded to staff by the WOW organisation.
- 13.7 We received the report and in so doing we were pleased to note the significant improvements in relation to Ombudsman complaints and the improved response times for stage one enquires and the increase in the number of WOW award nominations. However, areas remained where further work was required including responding to Members' enquiries and responding to stage two complaints within target times.

14. FORMULA GRANT DISTRIBUTION CONSULTATION RESPONSE

- 14.1 We considered a report which informed us of the potential financial implications arising from the Formula Grant Distribution Consultation Paper and set out a proposed response to the Paper which had been issued by the Department for Communities and Local Government (DCLG) on 28 July. The Consultation Paper was important and required comprehensive analysis and interpretation as it would form the basis of Formula Grant distribution over the next few financial years (at least 2011-12) following the Government's Comprehensive Spending Review in October 2010.
- 14.2 The proposed response to the Consultation Paper provided a review of the financial implications for the Council of the new proposals contained in the Formula Grant Distribution Consultation and commented on these. Positive exemplifications were provided for the majority of areas with the exception of Area Cost Adjustment. The options exemplified to date in respect of Concessionary Fares provided a positive

outcome for Haringey. Generally, the response supported the options which had the most beneficial financial impact for Haringey and maximised grant for the Council.

- 14.3 The response also made a case for charging current proposals in respect of the Area Cost Adjustment, particularly in view of the research and analysis we had undertaken and the proposals jointly agreed with Newham and Barking & Dagenham that would have significantly reduced the disparity in labour cost factors across London. This was particularly relevant given that the original brief given to the Settlement Working Group to 'look at options for small changes to the geography in areas that contained local authorities with large variations in their local wage costs' as London was highlighted very clearly as an area of worst fit. We would continue to urge the Government to review their proposals in respect of the ACA and reconsider the case made by us to be considered as an inner London borough for the purposes of the ACA calculations.
- 14.4 A summary of the broad financial impact for the Council based on the changes and exemplifications provided in the Consultation Paper were tabulated and these indicated that there might be overall financial benefit from the proposed changes assuming that all of the options selected in the table were implemented. This excluded the impact of concessionary fares as not all of the possible options being considered had been exemplified.
- 14.5 We report that authority to approve the final submission of the Council's consultation response to the Department for Communities and Local Government by the deadline of 6 October 2010 was delegated to the Cabinet Member for Finance and Sustainability.

15. HARINGEY COUNCIL PROCUREMENT STRATEGY 2010-13

- 15.1 We considered a report on the outcome and achievements of the 2006-2009 Procurement Strategy and recommended a new Strategy for 2010-2013.
- 15.2 We noted that the Strategy set out a vision for excellence in procurement and how it would support the delivery of Council priorities, including the requirement to deliver significant and sustainable cost reductions in support of the Medium Term Financial Strategy. The document outlined what had been achieved against the 2006-2009 Strategy and identified key themes and actions for Procurement from 2010-2013 to support Haringey's priorities as set out in the Sustainable Community Strategy. The Strategy covered all procurement activities across the Council.
- 15.3 We also noted that within the key outcomes for the 2010-2013 Strategy a number of key objectives have been identified. The Strategy would be delivered through individual business units in their business plans. Progress against the Strategy and Category Sourcing Plans would be will be monitored centrally and progress reported through the business planning review framework. The Strategy would be a live document that might be updated to ensure that it could meet the challenges of the next three years and beyond and support the setting up of a commissioning based approach to service delivery.
- 15.4 The Strategy had been considered by the Overview and Scrutiny Committee prior to our meeting and we considered their recommendations together with suggested responses.

We report that approved the Haringey Procurement Strategy for 2010-13 amended as appropriate to take account of the suggested responses to the recommendations of the Overview and Scrutiny Committee.

16. DISPOSAL OF COMMERCIAL PROPERTIES

- 16.1 We considered a report which sought our authority for the disposal of the Council's commercial properties on Lymington Avenue, Wood Green, N22 together with the adjoining residential assets along Noel Park Road for regenerative development and to realise capital receipts from these under-utilised assets. The report also sought our authority for the proposed redevelopment and future disposal of the Council's freehold commercial property interests at Gourley Place, Seven Sisters Road, Tottenham, N15 to achieve regeneration outcomes for the borough and realise capital receipts from this opportunity site.
- 16.2 We noted that the sites offered redevelopment and regeneration opportunities and their disposal would stimulate regeneration and generate a significant capital receipt which could be re-directed towards achieving the Council priorities. Consideration had been given to the retention of these sites but this was not recommended. In the case of Lymington Avenue (Site A) consideration had been given to the development of community and public service facilities but it had been confirmed that there were no specific financially viable proposals. In the case of Gourley Place, as an alternative to the proposed collaboration agreement, the option of a joint venture with the 'special purchaser' had been considered. However, this would require an upfront investment by the Council and at this stage this was seen as speculative and high risk. It was also likely to require a lengthy and complex process and was not recommended.
- 16.3 We report that we authorised the Head of Corporate Property Services to dispose of Sites A and B - Lymington Avenue, Wood Green, N22, on terms to be agreed in consultation with the Cabinet Member for Finance and Sustainability. We also agreed that the Council enter into a collaboration agreement with the special purchaser to work together for the evaluation, master planning and comprehensive regeneration of land at Seven Sisters Road, Gourley Place and Durnford Street. We noted that the commercial income budget within property services would be reduced down by £89,500 as part of the 2011/12 budget planning process to reflect the loss of these properties and that the lost income within the Housing Revenue Account budget of £32,500 would also be addressed as part of the 2011/12 budget planning process.

17. DISPOSAL OF 78 SHEPHERD'S HILL AND 226 STAPLETON HALL ROAD N4

- 17.1 We considered a report which sought our authority for the disposal of the Council's freehold interest in 78 Shepherd's Hill N6 and 226 Stapleton Hall Road N4 for regenerative redevelopment and to realise capital receipts from these vacant properties that required considerable investment to bring to decent homes standards.
- 17.2 We noted that the Council's Strategic & Community Housing Service managed 19 hostel units and, in line with the Government's target to halve the number of households living in temporary accommodation by 2010, surplus properties had been identified that would

help to reduce the number of households in temporary accommodation. Two such properties were 78 Shepherd's Hill N6 which was located in the west of the Borough, east of Highgate Station in a predominantly residential location. We were informed that the property was an imposing 3-storey 1930s detached house set back from the road in an elevated position. The property was surrounded by a six storey purpose built block of flats, a 1930s traditional built semi detached three storey house and a low rise purpose built block of flats. It had been used as a single person's hostel but was currently vacant as it required extensive refurbishment to bring it up to a Decent Homes Standard.

- 17.3 The second property, 226 Stapleton Hall Rd N4 was located within a predominantly residential area and was within easy reach of local Hoppa Service and Harringay British Rail Station. It had been used as a hostel for single persons awaiting temporary and/or permanent accommodation but was currently vacant as it was not fit for occupation. The property which was set out as five bed sits each with their own separate kitchen and bathroom facilities required extensive refurbishment to bring the property up to a Decent Homes Standard.
- 17.4 We were informed that these properties are likely to attract considerable interest from private individuals wishing to refurbish them for their own family home. Due to their size there was also likely to be interest from investors for conversions into a small number of apartments. However, as the size of the proposed scheme was unlikely to be viable for a scheme that an RSL could develop there was unlikely to be any interest from this sector unless the properties could be acquired below market value. Corporate Property would contact the list of preferred Registered Social Landlords (RSLs) informing them in advance of the marketing exercise.
- 17.5 We report that we authorised the Head of Corporate Property Services be to dispose of 78 Shepherd's Hill N6 and 226 Stapleton Hall Road N4 on the open market on terms to be agreed in consultation with the Cabinet Member for Finance and Sustainability.

Leader

18. THE COUNCIL'S PERFORMANCE

- 18.1 We considered a report which presented, on an exception basis, performance information for the year to July 2010, sought our agreement to budget virements in accordance with financial regulations and to other action necessary in order to address the in year budget reductions imposed by the Government.
- 18.2 We noted that of the 37 key service indicators monitored 25 had improved since 2009/10, 3 were roughly the same, 5 were worse with no comparison possible for 4 indicators. Some areas where targets were being met or where there had been an improvement were:
- Continued good performance on adult social care clients receiving self directed support.

- Progress on children's social care assessments is being made whilst keeping the quality on an improvement trajectory. The recent Ofsted unannounced inspection found performance management arrangements and case auditing to be a strength.
- Call centre telephone answering indicators continue to show improvement over time and the target was exceeded in August.
- There has been a 13.6% reduction in acquisitive crime compared with the same period last year.
- Recycling and cleanliness targets continue to be exceeded.

18.3 However, there were also areas where targets were not being met and these included:

- Performance on the timely completion of core assessments for children's social care has reduced over the past few months and they remain below average. The recent Ofsted unannounced inspection found that assessments are undertaken in a timely and focused manner under clear management direction.
- 15.7% of looked after children have had 3 or more placements, higher than average although performance on placements lasting 2 years or more is slightly better than average for London.
- The average time for processing new benefit claims and change events remains comparatively high at 28 days. The service remains dedicated to ensure that demonstrable month on month improvement continues, through the implementation of the action plan.
- Average re-let times for local authority dwellings increased in August to 46 days significantly higher than the target of 25 days.
- Households in temporary accommodation continue to reduce but not at the targeted level.

18.4 With regard to financial information, we were advised that the overall general fund revenue budget monitoring, based on the August data, showed an over spend of £8.5 million a decrease of £0.7 million over last period. We noted that in response to the significant over spend being reported, the Chief Executive and Section 151 Officer had taken action in July to mitigate against the forecast pressures. These included a Council wide recruitment freeze; severe limitations on spend approvals; suspension of the use of purchase cards and the creation of Directorate level contingencies created from top – slicing supplies and services budgets. The impact of these measures was beginning to show as illustrated by the £0.7 million reduction in the year-end forecast. Pressure must continue on cost containment as the underlying causes of the forecast over spend – high demand in Children & Young People's Service and changes to Housing Benefit Subsidy – had not significantly reduced. A new schedule of fixed rates for agency staff had been introduced this period aiming to standardise rates paid for each job type. It was forecast that this should deliver real savings by the end of the financial year.

18.4 We noted that the Council's Treasury Management activity in the first four months of 2010/11 had been compliant with the Treasury Management Strategy Statement agreed in February 2010. We also noted that the cash balances in the first four months of 2010-11 were sufficient to cover the Council's outgoings so it had not been necessary to

borrow. £10 million of long term borrowing had matured at the beginning of July and had been repaid. A further £40 million of long term borrowing matured during October and would be repaid so the Council would need to borrow during 2010-11.

18.5 The aggregate capital programme position for 2010-11 was forecasting an under spend of £1 million compared to £4.9 million under spend at the end of the last period.

18.6 We report that we agreed as follows -

- To note the report and the progress being made against the Council's priorities;
- To require Directors to take necessary action to bring current year spending to within their approved budget;
- To agree the budget changes (virements) in the table below –

Revenue Virements						
Period	Service	Key	Amount current year (£'000)	Full year Amount (£'000)	Reason for budget changes	Description
P4	ACCS	Rev	158	158	Corrective 2010/11 budget realignment	Increase income and expenditure budgets to align NHS funded equipment to projected outturn.
P4	ACCS	Rev*	252	252	Corrective 2010/11 budget realignment	Create income and expenditure budget for Surveyors posts funded by Homes for Haringey.
P5	ACCS	Rev*	518	518	Corrective 2010/11 budget realignment	Budget realignment within Sports & Leisure
P2	UE	Rev*	2,395	2,395	Corrective 2010/11 budget realignment	Budget amended to set income budgets within Planning to realistic levels in current economic climate. Along with amendments to Economic Regeneration budget to reflect expected 2010-11 work-plan
P4	UE	Rev	140		2010/11 Grant Allocation	Allocation of grant from London Development Agency for "North London Sub Regional Engagement Programme"
P4	UE	Rev	160		2010/11 Grant Allocation	Create budget for "Cashable Savings Delivery Project" funded by Capital Ambition
P4	UE	Rev	190	190	Planned budget adjustment	Budget for 4 staff relating to merger of Economic Regen and Planning
P4	UE	Rev*	439		2010/11 Grant Allocation	All of TFL budgets originally allocated to capital programme - however a number of TFL projects are of a revenue nature therefore budget virement loaded to reflect TFL revenue nature schemes into revenue plan. These schemes will be funded by TFL grant therefore nil net effect

P4	UE	Rev*	1,879		2010/11 Grant Allocation	Allocation of grant from London Development Agency for "Sub-Regional Sustained Employment Pilot Project"
P1	CYP	Rev*	1,831	1,831	Corrective 2010/11 Budget Realignment.	Movement of budgets within CYPs to reflect service plans.
P3	CYP	Rev	230	230	Corrective 2010/11 Budget Realignment.	Movement of budgets within CYPs to reflect service plans.
P2	CR	Rev	149		2010/11 Grant Allocation	London Energy Project grant allocation
P3	CE	Rev	212		2010/11 Grant Allocation	Grant allocation for the May 2010 General Election
P3	NSR	Rev*	2914	2914	Corrective 2010/11 budget realignment	Realignment of treasury income and expenditure budgets to reflect actual activity levels
P4	CR	Rev	110		2010/11 Grant Allocation	Additional Housing and Council Tax Benefit subsidy for 2010/11
P4	CR/UE	Rev	119		2010/11 Grant Allocation	2010/11 Migration Impact Fund allocation
P4	PD	Rev	140		2010/11 Grant Allocation	Allocation of Skills for Care Grant
P4	Various	Rev*	1563	1563	Corrective 2010/11 budget realignment	Annual adjustment to depreciation charges to reflect prior year spend.
P4	PP	Rev*	364		Planned budget adjustment	Planned allocation of budget for Haringey Forward programme costs
P4	Various	Rev*	39826		2010/11 Grant Allocation	Allocation of 2010/11 ABG grant
P4	CR/PP	Rev*	1641		Corrective 2010/11 budget realignment	Alignment of budget within Property and Improvement and Performance
P4	CR	Rev*	795	795	Planned budget saving	Planned saving from Accommodation Strategy
P4	PP	Rev*	1041		2010/11 Grant Allocation	Allocation of 2010/11 Youth Justice Board Grant
P5	Various	Rev*	4049	4013	Planned budget realignments	Consolidation of print and design budgets proposed by the recent Haringey Forward Programme MarComs review.
P5	CR/NS R	Rev	176	176	Planned budget adjustment	Planned re-allocation of corporate procurement saving target
P5	PP/NS R	Rev	140	228	Planned use of reserves	Planned temporary draw down from reserves to fund the Haringey Efficiency and Savings Programme
P5	PP/NS R	Rev	500	500	Planned budget adjustment	Budget contribution from NSR as part funding of the Haringey Efficiency and Savings Programme.
Capital Virements						

Period	Service	Key	Amount current year (£'000)	Full year Amount (£'000)	Reason for budget changes	Description
P3	UE	Cap*	1,767		New budgets approved for financial year 2010-11	These are 2 new capital schemes within the HRA capital programme. One is for £267k in energy conservation works funded from new grant money approved. The other is for £1.5m for fire precaution works (mainly at Broadwater Farm) and will be funded by a direct contribution from the HRA which was approved as part of the HRA medium term financial strategy 2010/11
P5	CR	Cap*	3,230		Revision to planned funding source	The recent review of the original 2010/11 capital programme has highlighted the need to switch the funding of the 2010/11 accommodation strategy capital expenditure from reserves to borrowing due to the timing of earmarked disposals.
P4	UE	Cap	125		Grant allocation to be utilised in 2010/11	London Development Agency grant funding for London Homes Energy Efficiency Programme Demonstration Project
P4	UE	Cap*	(115)		Corrective budget realignment	Delay in Procurement contract - Major Repairs Allowance funding
P4	UE	Cap*	(700)		Corrective budget realignment	Tender analysis delayed by having to resolve qualifications made by tenderer to be funded from the Major Repairs Allowance (MRA) and Supported Capital Expenditure (SCE R)
P4	UE	Cap*	815		Corrective budget realignment	Digital TV work - to be funded from the Major Repairs Allowance (MRA) and Supported Capital Expenditure (SCE R)
P4	UE	Cap*	267		2010/11 grant allocation	Grant funding agreement for Social Housing Energy Savings Programme (SHESP) for cavity wall insulations.
P4	UE	Cap*	1,500		Corrective budget realignment	Fire protection works - funding agreed to come from HRA balances
P4	UE	Cap*	(3,000)		Corrective budget realignment	Re-phasing of Decent Homes allocation. Adjustment to original 2010/11 HRA budget.

19. URGENT ACTIONS TAKEN IN CONSULTATION WITH CABINET MEMBERS

- 19.1 We were informed of the following actions taken by a Director under urgency powers following consultation with a Cabinet Member -

Director of Children & Young People's Service

Expansion of Rhodes Avenue Primary School from 2 to 3 Form Entry – Approval to the amendment of the decision of the Procurement Committee (vide Minute PROC. 23 – 2010/11) by correcting the name of the building contractor to whom the building contract for the Rhodes Avenue Primary School Expansion Project was awarded.

(N.B. This decision was taken under the Special Urgency procedure the use of which was endorsed by the Chair of the Overview & Scrutiny Committee).