

NOTICE OF MEETING

Overview and Scrutiny Committee

Thursday, 15th October, 2020, 7.00 pm - Microsoft Teams: [Watch it Here](#)

Members: Councillors Peray Ahmet (Chair), Pippa Connor (Vice-Chair), Erdal Dogan, Ruth Gordon and Khaled Moyeed

Co-optees/Non Voting Members: Mark Chapman (Parent Governor representative), Luci Davin (Parent Governor representative), Yvonne Denny (Co-opted Member - Church Representative (CofE)) and Lourdes Keever (Co-opted Member - Church Representative (Catholic))

Quorum: 3

1. **FILMING AT MEETINGS**

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The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. **APOLOGIES FOR ABSENCE**

3. **URGENT BUSINESS**

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at item 14 below).

4. **DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

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

6. MINUTES (PAGES 1 - 10)

To agree the minutes of the meeting on 20th July as a correct record.

7. MINUTES OF SCRUTINY PANEL MEETINGS (PAGES 11 - 124)

To receive and note the minutes of the following Scrutiny Panels and to approve any recommendations contained within:

Housing and Regeneration – 16th December 2019, 3rd March 2020 & 14th September 2020

Environment and Community Safety – 17th December 2019, 5th March 2020 & 3rd September 2020

Children and Young People – 19th December 2019, 2nd March, 11th March (joint meeting with the Adults & Health Scrutiny Panel).

Adults and Health – 6th January 2020, 25th February 2020 & 21 September 2020.

8. CABINET MEMBER QUESTIONS: DEPUTY LEADER OF THE COUNCIL & CABINET MEMBER FOR CHILDREN, EDUCATION & FAMILIES

Verbal update

9. TERMS OF REFERENCE AND MEMBERSHIPS (PAGES 125 - 158)

- 10. REVISION OF STATEMENT OF LICENSING POLICY 2021-2026 (PAGES 159 - 226).**
- 11. BREXIT - IMPLICATIONS FOR THE BOROUGH (PAGES 227 - 238).**
- 12. FIRE SAFETY - UPDATE ON IMPLEMENTATION OF RECOMMENDATIONS FROM SCRUTINY REVIEW (PAGES 239 - 252).**
- 13. WORK PROGRAMME UPDATE (PAGES 253 - 282).**
- 14. NEW ITEMS OF URGENT BUSINESS**
- 15. FUTURE MEETINGS**

23 November 2020;
12 January 2021;
18 January 2021; and
15 March 2021.

Philip Slawther, Principal Committee Co-ordinator
Tel – 020 8489 2957
Fax – 020 8881 5218
Email: philip.slawther2@haringey.gov.uk

Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Wednesday, 07 October 2020

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MINUTES OF MEETING OVERVIEW AND SCRUTINY COMMITTEE HELD ON MONDAY 20TH JULY, 2020, 6.30 - 9.00 PM

PRESENT:

Councillors: Lucia das Neves (Chair), Pippa Connor (Vice-Chair), Erdal Dogan and Khaled Moyeed

Co-opted Members: Mark Chapman and Luci Davin (Parent Governor representatives) and Lourdes Keever (Church representative)

30. FILMING AT MEETINGS

The Chair referred Members present to agenda item 1 in respect of filming at the meeting. Members noted the information contained therein.

31. APOLOGIES FOR ABSENCE

Apologies were received from Yvonne Denny and Councillor Adam Jogee.

32. URGENT BUSINESS

None.

33. DECLARATIONS OF INTEREST

Councillor Connor reported that she was a member of the Royal College of Nursing and that her sister worked as a GP in Tottenham.

34. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

35. MINUTES

RESOLVED:

That the minutes of the meeting of 22 June 2020 be approved.

36. CABINET MEMBER QUESTIONS - CABINET MEMBER FOR CLIMATE CHANGE AND SUSTAINABILITY

Councillor Kirsten Hearn, the Cabinet Member for Climate Change and Sustainability, reported that Covid -19 and the lockdown had disproportionately affected those within the community suffering from poverty and disadvantage and, in particular, Black and Minority Ethnic (BAME), elderly and disabled people. The focus of her portfolio in this

period had been ensuring that parks were safe and open to all and supporting safe and socially distant travel that was climate positive.

The Committee received updates on developments that had taken place within planning policy, transport planning, the Community Infrastructure Levy (CIL) and parks and then asked questions to the Cabinet Member and officers supporting her.

Simon Farrow, Head of Parks and Leisure, reported that his service had worked very closely with Public Health colleagues when re-opening facilities within parks. The view of Public Health had been that opening of football and basketball courts should not happen yet as it was not possible to practice social distancing within them. It was acknowledged that tennis courts could have been reopened earlier though. Playgrounds and open air gyms were being reopened at the moment. The view had been taken that there needed to be sanitation and permanent signage at each site and this was why it was taking longer than in some other boroughs, who had not taken the same measures. The additional cost of sanitation was £700 per week and three gardeners had been redeployed to undertake this work.

In answer to a question regarding the opening of paddling pools, Mr Farrow reported that it was not clear until recently that it would be permissible. They were now scheduled to re-open though. It was nevertheless debateable whether it was worth spending the money necessary for this to happen as they would probably only be open for one month. In addition, the parks budget was overspent by £1.5 million.

In respect of Finsbury Park, the number of staff there had been increased to 11.5 from 1.5 due to the income that had been received from events last summer. Staff in the park had been working very hard making sure park users observed social distancing and collecting litter, which had increased considerably. All of the money to maintain the park would be coming from the Council this year due to the lack of events.

The Cabinet Member stated that keeping people safe was a priority and that was why sanitation of play and gym equipment had been undertaken in Haringey despite some other boroughs not doing the same. It had also been felt very important to keep parks open for all and this had been achieved despite pressure to close them in the early part of the lockdown. It was not yet clear how much the government would assist local authorities financially to mitigate the financial pressures.

Mr Farrow reported that there had been an increased need for litter picking and bin emptying, which had impacted on the budget for the service. Approximately £0.5 million was being spent on litter and additional staff were having to be deployed to deal with it. More horticulture could be done if litter was reduced. An advertising campaign was being set up to encourage people to put rubbish in a bin or take it home. Education and engagement were necessary with enforcement used as a last resort. Trials had taken place of removing bins to encourage people to take home their waste had been trialled in some authorities, with some success. Removal of dog waste bins had been less successful. Some experimental measures were taking place in Haringey, including placing two skips on Ducketts Common to demonstrate the volume of rubbish and undertaking filming of Finsbury Park from a drone to show the build-up of litter during a day.

In respect of disposable barbecues, it was noted that there was not currently any by-law outlawing their use in parks. They could be a fire risk and cause damage to benches and so they were therefore discouraged.

In response to a question, the Cabinet Member reported that they had wanted to re-open sports and play facilities so that children and young people had somewhere to go. Opening sports facilities had been easier to re-open as play equipment required work to ensure that it was both safe and in good working order. They would all be open again soon. Full details of the programme were on the Council's [website](#). It was noted that Homes for Haringey were responsible for twice as many playgrounds as the Council. In addition, the borough's school summer holiday programme had just started and there were a wide range of activities available.

Emma Williamson, Assistant Director for Planning, Building Standards and Sustainability, reported that work to address the issue of vehicles idling had been taking place with the Greater London Authority (GLA). This involved better registering and monitoring of the use of the machinery on construction sites as well as some enforcement. She would provide further information in due course (**Action – AD for Planning, Building Standards and Sustainability**). The Committee noted that work had also taken place with schools, with posters and masks being designed by children and young people to highlight the issue.

Ms Williamson also reported that a report had been due to be submitted to the Cabinet on School Streets that proposed priorities for action over five to ten years but it had been necessary to reconsider the approach in the light of the current pandemic. In particular, some schools would have had difficulty in re-opening due to social distancing requirements so urgent action had been needed. A bid had been made for funding to Transport for London and plans put together for consideration later in the year. The Council did not have sufficient funding to do all of the work that was necessary yet but would apply for grant funding as and when it became available. In addition, the Active Travel team were working with schools to encourage walking and cycling.

In answer to a question, the Cabinet Member reported that the tree allocation for different wards within the borough still stood and engagement would be taking place with ward Councillors. Particular priority would be given to areas where there was currently a lack of tree cover. As part of this, a number of trees were to be planted in Bruce Road in Tottenham. A bid for funding for funding for parklets and cycling had recently been made and details of this could be shared with the Committee (**Action – Cabinet Member for Climate Change and Sustainability**).

In answer to a question, Maurice Richards – Principal Transport Planner – reported that consideration had been given to where the cycling infrastructure in the borough could be improved. In particular, work was planned to improve separation between cycles and motor vehicles. Consultation had taken place with Haringey Cycling Campaign on this. Most of the work required appeared to be straightforward and could be completed by September, which would allow full advantage to be taken of current Transport for London (TfL) grant funding. Funding for the design of a cycle route running from Crouch End to Tottenham had been obtained from TfL and it was hoped that funding could also be obtained for its implementation.

In answer to a question regarding illegal music events in parks, the Cabinet reported that staff had been redeployed to undertake observation of any preparations being made so that the Police could be alerted if necessary. This had been successful in disrupting some events. There was a very good relationship with Police Safer Neighbourhood Teams. The priority was to take action at an early stage, before significant numbers of people had congregated. She felt that safe parks were ones that were well used.

The Committee thanked the Cabinet Member and officers supporting her for attending the meeting.

RESOLVED:

1. The further information be provided to Committee Members by the Assistant Director for Planning, Building Standards and Sustainability on work undertaken by the Council to address idling; and
2. That further information be circulated to Committee Members by the Cabinet Member for Climate Change and Sustainability on the bid by the Council for grant funding for parklets and cycling that has recently been made.

37. CABINET MEMBER QUESTIONS - CABINET MEMBER FOR LOCAL INVESTMENT & ECONOMIC GROWTH

Councillor Gideon Bull, the Cabinet Member for Local Investment and Economic Growth, reported on key developments within his portfolio. He stated that the Council was still committed to community wealth building, which had become even more important due to the forthcoming recession. There had been a severe downturn in trade for most businesses in the borough. Hospitality businesses had been particularly badly hit and there were a comparatively high number of these within the borough. The labour market had also been badly affected and 25,000 people had been furloughed alone in Tottenham. The government had introduced the Kick Start programme to provide opportunities for young people but there was currently a lack of detail about how this would work in practice.

He reported that footfall in Wood Green High Street was almost back up to pre-pandemic levels but the level of spending had not yet recovered. It was likely that this was due to lack of job security amongst residents. He paid tribute to the Council officers who had worked hard to ensure that the business grants that had been made available by the government had been distributed. In addition, officers in Haringey Adult Learning Service (HALS) had moved very quickly to switch courses on-line. Laptops and other IT hardware had been made available where required.

He reported that close to £50 million of grants for small business, hospitality and leisure businesses had been allocated by the Council so far. A lot of engagement had taken place with businesses and, in particular, he was keen to ensure a good relationship with the Wood Green Bid. In addition, work was also taking place with key anchor institutions in the borough, including the North Middlesex and Whittington hospitals.

It was important that as much of the Council's budget as possible was spent locally as this generated wealth in the local community. Close to 30% of Council contracts now went to local organisations. Insourcing was a key part of this policy and contracts were constantly being reviewed. Approximately 100 staff had recently been brought back in-house as part of the insourcing of facilities management as part of this policy.

In answer to a question, he stated that the Council's Economic Development Strategy remained the driver behind the vision for the local community. However, the focus would not be the same as it was before the pandemic. Reassurance was being given to businesses in the borough that Haringey remained a good place to do businesses and efforts were also being made to attract new businesses to set up in Haringey.

Peter O'Brien, Assistant Director for Regeneration and Economic Development, reported that the Council's Economic Development was informing all of the action that was currently being taken. This emphasised that a good economy was one that benefitted everyone and this was a deliberate move away from the focussing purely on growth. Plans were being put together for the next 12 to 18 months and focussing on re-opening, recovery and renewal. There would be targeted programmes aimed at supporting local residents and businesses. There was likely to be a large rise in unemployment when the furlough scheme ended though.

It was noted that the crisis had affected groups of people in different ways. Those who suffered from disadvantage had been hit harder. Young people had been affected particularly badly. Businesses had not been impacted equally. Retail, hospitality and the creative industries had been the most severely affected. There were nevertheless some areas where there were potential opportunities such as the green economy. In addition, work could also be done to enable local businesses to become part of the on-line economy. Work had been viewed as the route out of poverty but, with lower levels of job vacancies and a depressed economy, this might no longer be the case and other options for supporting the community would need to be developed.

The Cabinet Member reported that the Business and Planning Bill would give local authorities more scope for supporting businesses when it became law. For example, it would provide greater flexibility in allowing forecourt seating in restaurants. Engagement was taking place with residents, businesses and ward Councillors on initiatives. In answer to a question, he stated that advice and guidance had been given to shops in Wood Green on how to re-open safely following lockdown. There needed to be a strong corporate message about Haringey being a place to do business. He felt that there was particular scope to develop the early evening and night time economy in Wood Green. There was a positive relationship between the Council and the Wood Green Bid. There were some encouraging signs regarding the recovery of the area but residents needed to feel more secure in their employment before their spending levels recovered.

Mr O'Brien reported that the recovery of local high streets was likely to take place in stages. However, it was inevitable that some retailers would close. Most successful high streets were not reliant entirely on retail and also had facilities such as libraries, health centres and work space. Diversity was therefore important and options for filling empty shop units could be explored with landlords. In respect of the night time economy, it was agreed that this issue would be discussed with Wood Green ward

Councillors (Action – Assistant Director - Regeneration and Economic Development).

In answer to a question regarding “pop up” shops, Mr O’Brien stated that there had not been much use of units for these purposes during the last recession as there had not been the level of vacant units that there had been in some other areas. They could play a part in lifting high streets though and the Council could assist by encouraging their use. However, charity shops could sometimes impact negatively on established shops selling similar goods.

In answer to a question regarding the low take-up of apprenticeships in the construction industry, Mr O’Brien reported that young people had a poor perception of the sector. They were also not fully aware that it was relatively well paid. Work was being undertaken with Haringey Construction Partnership to identify the key challenges that employers faced. There was a need for a regular supply of skilled staff and some skills were very difficult to find. Demand for such skills remained strong, despite the pandemic. It was acknowledged that more work needed to be undertaken with schools to promote opportunities in construction.

The Cabinet Member commented that Haringey Construction Partnership played an important role in bringing businesses in the sector together so that they were able to exchange ideas. He also raised the importance of the creative sector to the borough and, in particular, fashion. In answer to a question, it was noted that there currently was a lack of information on businesses that had not survived lockdown. Businesses had indicated at the start of lockdown that they had funds to survive for approximately three months. Many were now relying on short term and time limited government assistance. Future surveys of local businesses would provide details on the impact on businesses.

In answer to a question, the Cabinet Member reported that £3.13 million had been allocated to the discretionary grants scheme for small businesses in the borough. Over 3,000 businesses had received grants so far and the Council was on course to allocate all of the funding. Four priority areas had been identified and some businesses had not been eligible, such as ones located in shared retail space. However, grants were payable to those responsible for paying the business rates and therefore did not necessarily benefit all businesses in such accommodation.

Members thanked the Cabinet Member and officers for their kind assistance.

RESOLVED:

That the potential for the development of the night time economy in Wood Green be discussed by the Cabinet Member for Local Investment and Economic Growth and relevant offices with Wood Green ward Councillors.

38. OVERVIEW AND SCRUTINY COMMITTEE & SCRUTINY PANEL WORK PROGRAMME UPDATE

Committee Members highlighted that the following outstanding pieces of work:

- Fire Safety in High Rise Blocks. The progress report in respect of the implementation of the recommendations had been due to be considered at the Committee's meeting in March, which had been cancelled;
- Business Support (Procurement and the Local Supply Chain). Evidence had been gathered from a range of sources and conclusions and recommendations now needed to be developed.

The work plan for 2020-22 also needed to be developed further. A survey of community and voluntary sector organisations had been undertaken as part of this and had highlighted areas of concern for local residents before the Covid-19 pandemic. Consideration of the recovery and renewal plan for the borough following the pandemic needed to be included within the work plan. In particular, it was important to ensure that there is a joined-up and strategic approach.

AGREED:

That further discussions by the Committee on the development of the work plan for 2020-22 be arranged and a further report be submitted to the next meeting.

39. FUTURE MEETINGS

- 6 October 2020;
- 23 November 2020;
- 12 January 2021;
- 18 January 2021; and
- 15 March 2021.

CHAIR: Councillor Lucia das Neves

Signed by Chair

Date

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**Overview and Scrutiny
Action Tracker**

Mtg. Date	Action	Response	Who by	Status
20th July 2020	Further information requested work to address the issue of vehicles idling in conjunction with the GLA. This involved better registering and monitoring of the use of the machinery on construction sites as well as some enforcement activity.	Response recirculated to Members on 6 th October.	Emma Williamson	Completed
20th July 2020	A bid for funding for funding for parklets and cycling had recently been made and details of this would be shared with the Committee	Response recirculated to Members on 6 th October.	Cllr Hearn	Completed
20th July 2020	In respect of the night time economy, it was agreed that this issue would be discussed with Wood Green ward Councillors	Officers are in discussions with the Cabinet Member on how best to engage with councillors on the issue.	Peter O'Brien	Ongoing
26 th May	Ongoing funding for housing rough sleepers and how this would affect those with no recourse to public funds to be followed up going forwards.	Further update to OSC once there is clarity on funding position.	Clerk	Scheduled to future meeting.
14 th January	An all Member briefing session to be set up around leisure and the Fusion contract.	Briefing was scheduled for March but was postponed due to COVID-19. Two Member Briefings have been sent out, one from Cllr White in August and one from the Leader on 2 nd October.	Cllr Amin/ Zoe Robertson	Ongoing
25 th November	The Committee requested that future reports also include details of how many Member Enquiries were responded to before the ten day target time and that a breakdown of those cases and the number of days taken be provided	This is will provided in next years data report in November 2020	Debbie Darling	Scheduled to a future meeting
25 th November	The Committee sought further information around the Citizens Panel and its composition. Update to be brought to a future meeting as part of the consultation and engagement report.	Noted. Consultation and Engagement Item to come back to a future meeting.	Clerk	Scheduled to a future meeting

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**MINUTES OF THE MEETING OF THE HOUSING AND
REGENERATION SCRUTINY PANEL HELD ON MONDAY 16TH
DECEMBER 2019, 7.00 - 9.20PM**

PRESENT:

**Councillors: Khaled Moyeed (Chair), Dawn Barnes, Ruth Gordon,
Bob Hare and Yvonne Say**

35. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

36. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Daniel Stone and Cllr Sarah Williams.

37. URGENT BUSINESS

None.

38. DECLARATIONS OF INTEREST

None.

39. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

40. MINUTES

Referring to Item 29 from the minutes of the previous meeting, Cllr Gordon noted that the Planning review of the S106 agreement relating to Wards Corner was described as "close to being finished" and asked for a further update on this. Dan Hawthorn, Director of Housing, Regeneration & Planning, said that the review was not yet completed and that he could not give a precise date on when publication is likely to occur. Panel Members suggested that further details on expected timescales should be obtained from the Assistant Director for Planning. **(ACTION)**

Referring to Item 31 from the minutes of the previous meeting, Cllr Gordon noted that the work on the Red House site in Tottenham had been described as being on target and ready to go by the end of this year and asked for a further update on this. Dan Hawthorn said that the sale of the site from the Council to the developer Magic Homes had recently been completed, which means that the formal start has been registered with the GLA. However, the developer now needs to discharge a number of planning conditions before the actual construction work can begin.

Referring to Item 32 from the minutes of the previous meeting, Cllr Gordon noted that the Members' steering group on the new Housing Strategy had met three times and asked whether a report on the Housing Strategy could be brought to a future meeting of the Panel and how the Panel could contribute towards that discussion. Cllr Emine Ibrahim, Cabinet Member for Housing & Estate Renewal, said that an update briefing could be provided to the Panel if required in future which could start a conversation about how the Panel could contribute. **(ACTION - Panel to consider this as part of future work programme)**

AGREED: That the minutes of the meeting held on 4th November 2019 be approved as an accurate record.

41. SCRUTINY OF THE 2020/21 DRAFT BUDGET / 5 YEAR MEDIUM TERM FINANCIAL STRATEGY (2020/21-2024/25)

Cllr Khaled Moyeed explained that the draft recommendations from this item would be sent to the Overview & Scrutiny Committee. The Overview & Scrutiny Committee then considers and sends finalised recommendations to Cabinet before then going to the full Council meeting on 24th February 2020.

Dan Hawthorn, Director of Housing, Regeneration & Planning, introduced the report starting with the headline position across the Housing and Economy priorities which have a total controllable general revenue budget of around £24m per year. Within the Housing priority a large amount of the work is funded by the Housing Revenue Account (HRA) which is not included in that figure. The large majority of the £24m revenue budget goes towards two specific areas which are homelessness/temporary accommodation and housing support. Homelessness/temporary accommodation is demand-led so it difficult to make further savings in this area. Housing support is largely preventative work, aiming to prevent homelessness or poor health and social care outcomes, which save costs for the Council and prevent worse outcomes for individuals. Because of these factors it has been necessary to try and find savings in other areas of the budget.

In response to a question from the Panel about the breakdown of the £24m budget, Kaycee Ikegwu, Head of Finance & Business said that the Housing priority accounts

for £19.9m with the remaining amount in the Economy priority. The main areas of the Housing priority net budget (after income has been taken into account) are:

- Temporary Accommodation: £9.8m
- Housing-related support: £3.7m
- Housing commissioning: £4.9m

The MTFs budget reduction proposals were then presented to the Panel of which there were two for the Housing priority and ten for the Economy priority.

HOUSING (HO-01) – Transferring PSLs to the CBS

Dan Hawthorn explained that a Community Benefit Society (CBS) had been set up to enable the Council to buy homes to use for temporary accommodation or to rent directly to help families at risk of homelessness. However, the CBS also provides an opportunity to reduce the losses that the Council makes on Private Sector Leasing (PSL) properties that the Council uses for temporary accommodation. PSL properties are rented by the Council from a private landlord and then let to households requiring temporary accommodation. When the Council does this it is limited to charging 90% of the 2011 Local Housing Allowance (LHA) which is significantly lower than the market rent being paid to the landlord. Under this proposal the CBS can charge the current 2019 LHA thereby reducing the loss that the Council makes on each property. This arrangement would only be used when the household is claiming LHA rather than paying their rent from their own private income so that this change does not impact directly on the households so a lease by lease assessment of households is required.

Asked why there was a confidence level of 3 (out of 5 with a level of 1 being the least confident and 5 being the most confident) provided on the report for this proposal, Dan Hawthorn said that, at the time of submitting these papers, confirmation of the CBS licence had not yet been received from the Financial Conduct Authority. This had since been confirmed so the confidence level would now be 4 or 5.

HOUSING (HO-02) – HfH and Council Housing Programme – funding for Carbon management team time

Dan Hawthorn explained that the Carbon Management team carries out a significant amount of work for Homes for Haringey (HfH) but that the staff are funded through the general fund revenue budget. This proposal recharges HfH for this work through the HRA thereby making a saving to the general fund revenue budget of £40,000 per year.

ECONOMY (EC-01) – Head Lease Acquisition Programme

Dan Hawthorn said that this proposal related to a number of properties where the Council owns the freehold and has let a long lease to third party landlords who have then sub-let the properties to commercial tenants. On average, the Council only receives about a quarter of the rent that is paid by the tenants so the Council proposes to buy out those leases to enable the Council to receive the full benefit. However this can only work if:

- a) there is a business case to support it on a site by site basis (i.e. the cost of borrowing the capital to buy out each lease is offset by the increase in rental income),
- b) the owner of each the lease is willing to sell, and
- c) the capital allocation required for this is agreed as part of the budget.

The savings estimated in the report are scaled back based on a realistic estimate of the amount of the leases that their owners are likely to be willing to sell. Asked how many units/habitable rooms there are across the 21 leases described in the report, Dan Hawthorn said that he could find out and provide further information in writing **(ACTION)**. Asked why the owners of the leases would sell if they receive rental income, Dan Hawthorn said that some will want to sell to generate money but this will obviously only work if a mutually satisfactory price could be agreed as part of commercial negotiation. Some will not want to sell which is why the estimated additional income for the Council has been scaled back.

ECONOMY (EC-02) – Reduction of North Tottenham Regeneration revenue budgets

Dan Hawthorn told the Panel that this proposal involved reducing general revenue funds costs in the North Tottenham regeneration budgets for the Northumberland Park estate and the High Road West scheme. Much of this work is funded through the HRA but some work, such as community engagement activities and events, is currently funded through the general revenue fund which is where savings would be made through this proposal. He said that this should not be regarded as a worrying reduction in activity for two reasons, firstly because the nature and pace of regeneration work for these projects has changed in recent years and, secondly, because the team has a good record of finding other sources of income from elsewhere.

Asked whether this funding is different from the £10m of funding provided by Lendlease, Dan Hawthorn confirmed that the £10m was not the same as it would be to support a socio-economic investment programme as opposed to community engagement. Asked about the potential increased recharge from the HRA as detailed in the report (proposal EC-011), he said that although alternative sources of funds may be found to support these services, the proposal nonetheless has to be presented as a saving now as this could not be guaranteed. Dan Hawthorn confirmed that he was confident that the savings could be achieved and that if alternative

sources of funding cannot be secured this would still be an acceptable scenario given the current scale and nature of the work in this area.

Asked about the link to the capital bid for Northumberland Park, Dan Hawthorn said that although the thinking about what this may involve is still emerging, there are several strands of it that could require a level of engagement with residents.

Cllr Gordon expressed concern that the residents of Northumberland Park have been in a state of uncertainty for some time and said that it was important to ensure that engagement work is ongoing. Cllr Ibrahim emphasised that the funding reduction proposal did not eliminate the whole budget for this and that engagement work would still be continuing but on a scale more in line with current plans for the area. With the current circumstances on Broadwater Farm, for example, it would be necessary to spend money on consultation and engagement.

Cllr Moyeed concluded that the Panel's view was that it did not want to see the level or quality of engagement drop. The Panel therefore agreed to submit the following recommendation to the Overview & Scrutiny Committee:

The Panel was concerned that levels of engagement with the local community could fall as a consequence of the budget reductions. The Panel recommends that the Cabinet give consideration to what measures would be necessary to mitigate this.

ECONOMY (EC-03) – Alternative funding model for sites delivery work

Dan Hawthorn informed the Panel that budget reduction proposals EC-03, EC04, EC-05 and EC-06 could all be taken together as they are all similar and relate to the work of the Regeneration team. These proposals involve using other sources of funding than the general revenue fund budget in order to maintain the same level of service/activity while reducing the burden on the general revenue fund budget. Alternative sources of funding include legitimate and appropriate charges to the HRA and charging to capital fund budgets or S106 funding in line with the requirements for the use of those funds.

Asked about the risk ratings for these proposals, some of which were quite high, Dan Hawthorn said that this is because of significant changes to the HRA business plan following the recent lifting of the HRA borrowing cap. The work on the HRA business plan was running slightly behind the work on the general fund plan and so, until this work is completed it is necessary to have a degree of caution about being able to say that the HRA can definitely replace this funding. However, it is expected that by the time that the proposals are presented to Cabinet alongside the HRA business plan the additional work will have been done to ensure that the two plans fit together.

ECONOMY (EC-04) – Use of Strategic Acquisitions budget for sites delivery work

See EC-03 above.

ECONOMY (EC-05) – Increased capitalisation of staff time and project costs

See EC-03 above.

ECONOMY (EC-06) – Increased recharge to HRA

See EC-03 above.

ECONOMY (EC-07) – HRP Senior Restructure

Dan Hawthorn said that this proposal originated from a restructure of the senior management level below the Director level, which had generated a saving of £30,000 per year while retaining the level of staffing necessary to do the work required. Asked why this saving was not larger given that there had been a significant restructure, he said that the judgment he had made at the time was that this restructure represented an appropriate balance and that to make any further cuts to senior management would be to put at risk the things that the Department was trying to do. Dan Hawthorn explained that the old structure had a Director of the Department and below that were two posts called Directors (but that were intermediate posts) and then a layer of Assistant Directors below that, some of which reported to the 'intermediate' Directors and some to the main Director. His decision when he had first taken up his the post was that this structure was too confusing and to therefore remove the intermediate layer of Directors to create a new structure comprising of just the main Director and four Assistant Directors. It had been necessary to strengthen the Head of Service posts in the tier below the Assistant Directors which was why there were only modest savings overall. Savings were not the principle driver for the change but rather getting the right management structure in place.

Asked whether there had been an overall increase in staffing, and how this was being funded, Dan Hawthorn said that there had been some new posts created which were funded through the HRA. These costs had not been taken from the general fund as these posts didn't exist previously. Senior management costs are split between the general fund and the HRA. Further documentation on the restructure could be provide to the Panel if required. **(ACTION)**

ECONOMY (EC-08) – Strategic Property Unit – New Income Outdoor Media

Dan Hawthorn said that this was a proposal from the property unit to generate new income through outdoor media companies for advertising on Council buildings. This could involve billboards and an advertising wrap on one of the buildings. This would

be subject to the planning process and the Council's advertising policy. The proposal is complementary to a similar income proposal under the Your Council priority which relates to street furniture.

Panel Members expressed some concerns about the potential over-commercialisation of Council properties and on the need to prevent inappropriate types of advertising such as for gambling or fast food companies. Dan Hawthorn said that the Council has a clear policy about who it will take advertising from and that this would be applied to this proposal. It was agreed that this advertising policy should be provided to the Panel. **(ACTION)** Asked about the number and type of Council properties that would be used for this purpose he said that this information could be provided in writing to the Panel. **(ACTION)** He added that the proposal was provided as an option to Members but that if it was not pursued that the £100k per year in additional income (or savings) would need to be found from elsewhere and so the concerns would need to be weighed against this reality. The £100k per year estimate was informed by what the Council knows about its assets and advertising policy but if the proposal went well in the first year then a higher income could potentially be generated in future years.

The Panel expressed the view that it was too difficult to make a definitive recommendation on the proposal without having access to further details about the type of advertising and about the buildings and locations that would be used. The Panel therefore agreed to submit the following recommendation to the Overview & Scrutiny Committee:

The Panel recommended that further information on the sites/buildings to be used and the Council's advertising policy be considered alongside the Panel's concerns about potential over-commercialisation and about ethical standards and that the OSC should consider whether or not recommendations on any restrictions to the advertising under this proposal would be appropriate on this basis.

ECONOMY (EC-09) – Strategic Property Unit – New Income Rent Reviews

Dan Hawthorn informed the Panel that this proposal was based on a previous income target arising from Council properties that had not had a rent review for quite some time. This saving target, which had been seen by the Panel the previous year, had been achieved with further savings now identified as part of this proposals from 2020/21 onwards.

Asked whether capital expenditure would improve the Council's property portfolio given that higher income streams from rent were now being sought, Dan Hawthorn confirmed that there is already money in the existing capital programme for property improvements and that there is also further work planned on specific sites in the portfolio within the capital proposals in the agenda papers.

Asked whether this work could have been carried out through in-house staff rather than agency employees, Dan Hawthorn said that it had been judged not to be appropriate to make permanent appointments due to the time-limited nature of the work. It is also difficult to recruit permanent staff to some posts so there are a number of agency staff in the property team due to the nature of the labour market.

ECONOMY (EC-10) – Strategic Property Unit – New Income 5G

Dan Hawthorn said that this proposal was a modest one involving new rental income from the installation of new mobile phone masts on Council-owned property. The Council already makes a small income from 4G phone masts but this income is expected to increase slightly due to the rollout of new 5G technology.

The Panel expressed some concerns about potential damage to property and about possible public concerns on potential health risks. Dan Hawthorn said that the property team would take seriously any threats to the integrity of buildings. The Council also has a regulatory role as the planning authority to ensure that the installations are carried out in a responsible way. Mobile phone providers have a statutory right to install the masts and so if the Council does not receive the income from their installation then others would do so instead.

The Panel agreed to submit the following recommendation to the Overview & Scrutiny Committee:

The Panel noted that mobile phone masts can potentially cause damage to buildings when attached to them and that some residents in the immediate vicinity may be concerned about potential health risks caused by mobile phone signals. The Panel recommended that caution be exercised about the type and location of Council-owned buildings used for this purpose.

MTFS Capital Schedule – Economy (4001 – 4011)

In introducing this item, Dan Hawthorn said that the proposals in the capital schedule are only proposed additions and do not set out the whole capital budget. It also differs from the revenue budget in that, in agreeing any items the Cabinet is not fully committing to the spending but only to setting an 'envelope' in the budget which is subject to a further decision on a future business case. The proposals are all under the Economy priority heading as the Housing capital programme is all under the HRA. He then briefly described the specific proposals as follows:

4001 – Maintenance of Tottenham Green Workshops

This proposal is a specific investment within the commercial property portfolio. The proposal is necessary to bring the property up to basic levels of compliance in line with the Council's obligations as a landlord. Without this investment, the only other option would be to sell the property.

4002 – Northumberland Park estate area public realm

This proposal is to make improvements to the public realm in and around the Northumberland Park estate. Improvements to the estate itself is to be funded through HRA investment but there are wider areas, including public highway, so there is therefore also a general fund component to this improvement work.

4003 – Tottenham Hale DCF schemes

The Tottenham Hale District Centre Framework (DCF) is the overall strategy for the future of Tottenham Hale. There is already an item in the existing capital programme allocated for this, but this proposal is for additional funding in recognition of the fact that, since the original strategy was formulated, the costs have gone up due to construction inflation.

4004 – Borough wide Strategic Acquisitions

A site acquisitions budget already exists as a capital item to allow for investments to acquire sites within the Tottenham and Wood Green regeneration areas when properties come onto the market, thereby better enabling those regeneration schemes to make progress. This proposal would add additional funds and widen the scope of this budget to the whole Borough.

4005 – SME Workspace Intensification

This proposal is to improve the quality of workspaces owned by the Council and support economic development by enabling expansion of available employment space, improving the offer to prospective tenants and increasing income from rent and business rates.

4006 – Acquisition of head leases

This proposal is to provide capital funds to acquire the head leases that relate to revenue savings proposal EC-01 that was discussed earlier in the meeting.

4007 – Tottenham Hale Decentralised Energy Network (DEN) & 4008 – Wood Green Decentralised Energy Network (DEN)

These two proposals are for the construction of Decentralised Energy Networks as

part of the Council's overall policy of pursuing decentralised energy to reduce carbon emissions and as part of the aim of setting up a municipal energy company.

4009 – Additional Carbon Reduction Project

This proposal is to allocate capital funds to allow for any future schemes, as yet unspecified, to enable the Council to achieve its carbon reduction targets.

4010 – Selby Urban Village Project

This proposal allows for investment in the Selby Centre and Bull Lane Playing Fields which provides a new base for the Selby Trust and also provides Council homes.

4011 – Commercial Property Remediation

This proposal is for a generic set of commercial investments in the property portfolio.

In response to questions from the Panel, Dan Hawthorn, Director of Housing, Regeneration & Planning, John O'Keefe, Capital Accountant and Cllr Ibrahim, Cabinet Member for Housing & Estate Renewal, said:

- That proposal 4009 relates to a range of possible projects relating to carbon reduction, some of which will occur quickly and others of which will take a longer period of time. The Climate Action Plan is due to be considered at the Cabinet meeting in January and this will provide more detail.
- On whether the substantial increase in capital spending would be affected by the recent increase in the interest rate from the Public Works Loan Board, John O'Keefe said that each capital proposal would later need to have a business case and so the higher interest rate would need to be factored into this. The investments would therefore have a higher hurdle to clear in order to be viable.
- Asked whether the £750k allocated for proposal 4001 would be sufficient to improve the Tottenham Green Workshops to a sufficiently high standard, the assessment made following some careful work by surveyors was that this funding would be enough.
- Asked why the developers are not paying for the work required under proposal 4003 (Tottenham Hale DCF), Dan Hawthorn said that items in the capital programme are paid for in a number of ways including sources of funding such as the Community Infrastructure Levy (CIL). He acknowledged that the rate of CIL is low in the east of the Borough, but that there are plans to increase the rate. In addition, CIL does not have to be spent in the area where it is raised so a low CIL rate in the east of the borough does not necessarily mean a low rate of investment in the east of the borough. Asked for more details on what the

£5m under this proposal would be spent on, Dan Hawthorn said that further details could be provided in writing. **(ACTION)**

- Asked whether the strategic acquisition fund under proposal 4004 would be used to fund Compulsory Purchase Orders (CPOs), Dan Hawthorne said that this would not be the case as CPOs are only usually made as a last resort to enable a scheme to go ahead which would have its own budget.

Cllr John Bevan raised concerns about the additional charges being shifted to the HRA to reduce costs on the revenue budget. He said that the HRA is already under severe pressure, having taken on additional costs for safety measures following the Grenfell fire, carbon reduction costs and the Broadwater Farm project. He referred to Council housing blocks in his ward that have suffered from insufficient maintenance work over the last 30 years and was concerned that by adding further costs to the HRA, the required maintenance work would not be possible.

In response, Cllr Ibrahim said that she took on board these concerns and agreed that investment in communal areas had not been enough of a priority in recent years. However, that is now being budgeted for by the investment in Decent Homes Plus which does include communal areas. There are additional costs incurred through necessary fire safety work and there will be reports on this going to Cabinet in February. Further costs were being incurred through the evacuation of blocks on Broadwater Farm, but this is necessary work to ensure that residents are safe. While not easy, she was confident that it would be possible to withstand these costs.

Dan Hawthorn added that it is right to ensure that costs that should be on the general fund are not being inappropriately loaded onto the HRA but it is also important to ensure that the reverse is not happening. His view was that the proposals that had been put forward were costs that should appropriately be paid for by the HRA. The HRA Business Plan covers all of the costs mentioned earlier in the discussion plus the considerable costs associated with the Council Homes delivery programme as part of a sustainable business plan.

Panel members expressed further concerns about the poor maintenance of some Council estates in the borough and therefore agreed to submit the following recommendation to the Overview & Scrutiny Committee:

The Panel expressed concerns about additional charges being added to the Housing Revenue Account (HRA) which is under pressure and that movements of cost from the General Fund to the HRA risks delaying repairs and improvements to the communal areas of housing estates.

42. HIGH ROAD WEST SCRUTINY REVIEW - SCOPING DOCUMENT

Cllr Moyeed noted that evidence sessions for the Panel's Scrutiny Review on High Road West would be taking place in the New Year. An invitation would be extended to the Ward Councillors for the Northumberland Park ward, and to any other Councillors with an interest in the issue, to give evidence to the Panel. **(ACTION)**

43. DATES OF FUTURE MEETINGS

- 3rd March 2020

CHAIR: Councillor Khaled Moyeed

Signed by Chair

Date

**MINUTES OF THE MEETING OF THE HOUSING AND
REGENERATION SCRUTINY PANEL HELD ON TUESDAY 3RD
MARCH 2020, 7.00 - 9.25pm**

PRESENT:

**Councillors Khaled Moyeed (Chair), Dawn Barnes, Ruth Gordon,
Bob Hare, Yvonne Say and Daniel Stone**

44. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

45. APOLOGIES FOR ABSENCE

None.

46. URGENT BUSINESS

None.

47. DECLARATIONS OF INTEREST

None.

48. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

A deputation was received from Paul Burnham and Jacob Secker from Haringey Defend Council Housing on the subject of the Converted Properties Cleaning service charge. Paul Burnham said that service charges are increasingly becoming a significant but unacknowledged part of gross rents and are a cause of poverty. He explained that this particular charge was introduced for tenants in 2018 but that the Council had now accepted that most tenants received no cleaning at all in the first year. He added that, in the second year, tenants paid the leaseholder contribution as well as their own while leaseholders also paid. The service charge had been raised by 89% in this second year. He said that the Cabinet was given inaccurate information about the charge as they had been told that this was an existing service that tenants had not previously been charged for whereas, in fact it was a new service. New

national regulations coming into force next month would be setting minimum standards that Haringey would not meet.

Paul Burnham urged the Panel to look into this issue and to prevent further overcharging in the current and future years.

Asked by Cllr Gordon what responses he had received from the Council to his enquiries, Paul Burnham said that deputations to the Cabinet and to Full Council had been made but he did not feel that questions were answered fully or accurately. However, he had received information following Freedom of Information requests about how decisions were made. Further engagement from Cabinet Members would also be of help.

Cllr Stone asked for further details about the tenants paying towards the leaseholder charges. Paul Burnham and Jacob Secker said that their concern was that the anomalies could be revenue-driven, rather than just a result of errors, and that there should therefore be a scrutiny review looking into the decisions about service charges and how they are increased.

Asked by Cllr Barnes for their view on whether the Council was prepared for the new regulations on service charges that he had mentioned, Paul Burnham said that this should be a wake-up call for the Council to improve standards and the way that the service is managed.

Cllr Gordon noted that there still appeared to be a discrepancy in the service charge for the 2020/21 figures provided with the charge set at £1.77 per week instead of £1.11 per week. Paul Burnham said that the tenancy agreements allow the Council to make changes to the service charge with just one week's notice and that the service charge is 47% higher than it ought to be without any explanation.

Cllr Gordon requested that an agenda item to explore this issues further could be added to a future meeting of the Panel. Cllr Moyeed confirmed that the Panel would give consideration to this. **(ACTION)**

49. MINUTES

Referring to budget reduction proposal HO-01 under item 41 of the minutes, Cllr Gordon requested further information on the Community Benefit Society (CBS), specifically who is on the Board, who it reports to and whether minutes are produced and can be provided to the Panel. Alan Benson, Assistant Director for Housing, responded as follows:

- That he Chairs the Board himself with Denise Gandy, Executive Director of Housing Demand at Homes for Haringey (HfH) as the Vice-Chair. The three

other members of the Board are Mark Baigent (Chair of Tower Hamlets CBS and Capital Letters), Meera Bedi (local resident and Head of Development at Barnet Homes) and Steve Beard (Director of Beacon Ltd). The Council needs to be in the minority on the Board to be fully independent and have Financial Conduct Authority (FCA) registration. The membership of the Board had been published in recent Cabinet papers. [NOTE: A report about the Haringey CBS was discussed at the Cabinet meeting on 12th November 2019. The CBS governance is described from paragraph 6.7 of the report under agenda item 74 <https://www.minutes.haringey.gov.uk/mgAi.aspx?ID=63078>]

- The CBS is an independent body so doesn't report to anyone in the Council and has clear rules about what it can and cannot do.
- The minutes of the CBS are not published publicly and are not subject to Freedom of Information (FOI) regulations as it is not a statutory public body.

Referring to capital schedule proposal 4003 under item 41 of the minutes, Cllr Gordon requested that the Tottenham Hale District Centre Framework (DCF) be added as an agenda item to a future meeting for further scrutiny with the relevant Cabinet Member, Cllr Charles Adje, in attendance to respond to questions. **(ACTION)**

AGREED: That the minutes of the meeting held on 16th December 2019 be approved as an accurate record.

50. CABINET MEMBER QUESTIONS

Cllr Kirsten Hearn, Cabinet Member for Climate Change and Sustainability, provided an update to the Panel on the part of her portfolio relating to planning policy. She informed the Panel that the Council aimed to make changes to the Community Infrastructure Levy (CIL), which generates funds from new developments to improve local communities. There was a need to democratise this as some areas receive more funds than others. While the residential CIL rate in the west of the Borough is £265 per square metre it is only £15 in the east of the Borough and it was now proposed that the rate in the east be increased to £50.

She said that Article 4 directions had been chosen to restrict employment space from being converted into sub-standard residential space in certain areas of the Borough.

The Highgate School Supplementary Planning Document (SPD) had been developed in partnership with the private Highgate School which owns substantial land and buildings near Highgate Village. The SPD was expected to be considered shortly by the Cabinet for approval to consult on a draft masterplan for the area.

In response to a question from Cllr Gordon asking for further detail on the new CIL rate in the east of the Borough, Emma Williamson, AD for Planning, said that the consultation finished in February and representations were being considered,

although there hadn't been very many. Further viability work was needed with BNP Paribas and then it would be taken forward for examination through a formal process involving the appointment of an inspector to look at the schedule. It was hoped that the new £50 per square metre residential CIL rate could be implemented in April of next year. Initially this was only going to apply to the Tottenham Hale area but the proposal was now for this to apply to the whole east of the Borough. It was also proposed that the CIL rate for student accommodation be raised from £15 per square metre to £85 per square metre. The rates must, by legal requirement, be based on financial viability and proposals are challenged through an independent examination.

Asked by Cllr Barnes why the CIL money had not been spent yet, while other Boroughs such as Brent had delivered several projects with their CIL funds, Rob Krzyszowski said that Brent has one of the highest development rates in London so therefore generates more CIL money. It has taken some time for the CIL money to build up in Haringey but he acknowledged that it was important to be able to start using these funds. Asked by Cllr Moyeed how the CIL money would be spent, Rob Krzyszowski said that there had been a consultation about this with residents in 2018 and so the responses to this would be taken into consideration but that the other ongoing consultation about the CIL rate would need to be concluded first. A further secondary consultation with residents on how to spend CIL funds was planned for later this year. Asked by Cllr Barnes how often CIL rates are reviewed, Rob Krzyszowski said that this would typically happen every five years but that CIL rates do also automatically rise according to inflation.

In response to a question from Cllr Gordon about policy on the proportion of affordable housing, Emma Williamson said that they would be looking at changes to the affordable housing planning policy through the Local Plan review.

Asked by Cllr Gordon about how the approach to climate change policy would be factored into planning policies, Cllr Hearn said that it would be included in the new Local Plan and that there were already good planning regulations on sustainability and climate change. Rob Krzyszowski added that the government had recently consulted on the Future Homes Standard (on national environmental standards for new homes) and that the Council had submitted an objection on the basis that London and Haringey already has higher carbon and environmental standards which it wants to maintain.

In response to a question from Cllr Hare about how the Council would response to the new report from the government, Creating Space for Beauty, Rob Krzyszowski said that the report was mainly about better design of buildings which is positive but that a lot depends on whether this is carried through with new legislation. Emma Williamson added that there were already good robust design policies in London compared with other parts of the country. The concern was that the government is simultaneously

pushing for higher building targets at the same time as pushing local authorities to obtain planning applications for better designed buildings.

Asked by Cllr Gordon whether Haringey Council was now using its own child yield calculator for new developments, Emma Williamson said that the new GLA standard had been implemented. There had been a debate about whether Haringey could add its own bespoke standard, but this would potentially involve a substantial amount of work to achieve and it would now be considered through the Local Plan review.

Asked by Cllr Gordon whether Planning should be separated from the Housing, Regeneration and Planning department and instead report directly to the Chief Executive, Cllr Hearn said that she was agreed with this, that it is a big set of portfolios to manage and that it would be better served by being separated.

51. LOCAL PLAN

Rob Krzyszowski, Head of Planning Policy, Transport & Infrastructure, introduced the report on the Local Plan, which he explained is the main document used to determine planning applications across the Borough, to set out a positive vision and spatial framework for development and to translate the Council's wider corporate priorities into a spatial plan. The existing Local Plan was adopted in 2017 which is made up of a number of documents: the Strategic Policies, the Development Management Policies, Site Allocations and the Tottenham Area Action Plan.

He said that there is a legal requirement to review the Local Plan at least every five years and circumstances have changed since 2017, including a new administration at the Council, and changes to the market. A new Local Plan will therefore be developed which has to be based within national planning policy and guidance and then be considered by a national inspector. It will also need to be consistent with the London Plan, a new version of which is currently in development, and will also need to reflect what is important to Haringey in terms of key planning policies and the priorities of the Borough Plan using a clear and robust evidence base. The timescales, set out on page 19 of the agenda pack, includes a consultation with residents and, while things are currently running a bit behind this timetable, it was still anticipated that the overall timescales would be met. A Member Working Group would be set up to provide a 'sounding board' for developments on the new Local Plan and this had been discussed at Regulatory Committee on 2nd March 2020.

In response to a query from Cllr Bob Hare about the possible implications of Crossrail 2 on the Local Plan, Rob Krzyszowski said that TfL has powers to safeguard land. As there are two options for Crossrail 2 routes in Haringey, the Council would seek clarity on which sites would stay safeguarded. However, no announcement on this is expected soon and so the approach to this will need to be refined over time.

Responding to a question from Cllr Gordon about the housing target, Rob Krzyszowski said that the housing target is set in the London Plan, the new version of which is expected to set a target of 1,592 new homes per year in Haringey. The Secretary of State is expected to give a response to the London Plan in the next few weeks. In the last financial year 644 new homes had been completed in Haringey in 2018/19, which was short of the existing target of 1,500. The Council would be aiming to achieve sufficient planning permissions and site allocations to meet the target going forward. Asked about high-density buildings, he said that tall buildings would not be needed in all areas but would be required in some areas and so that is part of the discussion on the Local Plan.

Asked by Cllr Hare about balancing housing and employment needs, Rob Krzyszowski said that this is a massive challenge for any Local Plan to balance the competing priorities for land uses. However, there is emerging policy on things like industrial intensification (involving multi-storey industrial space) and co-location (which would allow for residential properties to be adjacent to industrial land with appropriate environmental controls in place). Conservation areas and other constraints are also mapped across the Borough.

In response to a question from Cllr Barnes about the community and consultation plans around new developments, Rob Krzyszowski said that the first steps consultation would be asking open questions before the plan had been drafted and that he would be happy to expand the consultation to other settings such as supermarkets as the communications and engagement plan was being developed.

52. BROADWATER FARM

David Sherrington, Director of Broadwater Farm at Homes for Haringey (HfH), introduced a report on the Broadwater Farm Improvement Programme. He said that Broadwater Farm is an estate of 1,063 homes in the N17 area, comprising of 12 blocks of mainly 1-bed and 2-bed properties. The tragic events at Grenfell Tower led to concerns about Large Panel System buildings and a requirement for structural surveys which found that 11 of the 12 blocks at Broadwater Farm had structural problems. To mitigate the risks identified by the surveys, a joint project team from Haringey Council and HfH was set up to take forward various workstreams. These workstreams include:

- efforts to drive up the standard of housing management;
- the rehousing of the residents of the Tangmere and Northolt blocks that are due to be demolished;
- installing a new district heating programme along with the upgrading of kitchens and bathrooms;
- structural and refurbishment work;
- building new homes, to replace those that are demolished, through a New Homes and Urban Design Framework;

- communications and engagement with residents;
- a socio-economic programme funded by the Estate Renewal Programme and Haringey Community Gold;
- ensuring that other non-housing assets amenities, such as commercial units and the community centre, are considered as part of the overall programme;
- procuring the demolition work required on two of the blocks.

Asked by Cllr Barnes about the acknowledgment in paragraph 4.1 of the report that cleaning and maintenance on the estate was found not to be satisfactory following engagement with residents in 2018, David Sherrington said that a new estate grading system had been introduced to monitor cleanliness and communal repairs. HfH had recently approved a new deep cleaning team to be deployed at estates across the Borough to improve standards. Cllr Hare expressed surprise that these problems had not been identified earlier and David Sherrington said that he would look into this and provide a written response about the estate services standards. **(ACTION)**

Asked by Cllr Hare about the future of Broadwater Lodge, David Sherrington said it had been identified as an opportunity site and that architects had been asked to provide detailed designs for replacement homes following the demolition of the Tangmere and Northolt blocks. They had also been asked to provide design briefs for three opportunity sites which are the old Moselle school to the north of the site, a strip of land to the north-east and the Broadwater Lodge site which is a former care home currently being used as a Temporary Accommodation hostel. Broadwater Lodge currently provides an essential service which saves the Council money on Emergency Accommodation payments so, while it is included in the list of opportunity sites, this doesn't necessarily mean that a closure would be forthcoming because this service would still need to continue in some capacity. Asked by Cllr Say about timescales, David Sherrington said that it was too early to say and, while there was a clear timetable for the architects, the overall timescales would depend on the procurement process and the engagement with residents. Dan Hawthorn, Director of Housing, Regeneration & Planning, added that there is a balance to strike between not prolonging the disruption to the estate while also ensuring that residents are engaging in the design of the redevelopment.

In response to a question from Cllr Say, David Sherrington and Dan Hawthorn noted that a ballot of residents would be required for consent to the plans due to GLA guidance, however this applied only to the new plans and not the demolition because that GLA accepted the health and safety grounds for the demolition. Asked by Cllr Barnes whether there was a target for the turnout level in the ballot, David Sherrington said that there was no specific target but that the response from residents to the previous S105 consultation about demolishing the blocks had been very good with 70-80% engagement from residents.

In response to a question from Cllr Say about wider plans for the estate, Dan Hawthorn said that there were currently no plans to demolish any blocks on the estate other than the Tangmere and Northolt blocks.

53. HOUSING ASSOCIATIONS

Alan Benson, AD for Housing, introduced the report on this item which concerned housing associations in the Borough and the Council's relationship with them. He said that, in Haringey, housing associations own 43% of the total social rented stock. Housing Associations own a total of 13,780 homes in Haringey, with 11,597 of those owned by just seven Housing Associations. In comparison, the Council owns 15,283 tenanted properties and is the freeholder of 4,975 leasehold properties. The Council maintains a list of all housing association properties including details of which housing association owns it and their contact information.

Alan Benson noted that housing associations broadly have the same concerns as other social landlords, such as housing management and Decent Homes Standards, but that there have recently been two main differences. Firstly, they have had no homelessness responsibilities, unlike the Council, and secondly they have become the main developer of new social housing, including through a cross-subsidy model of using private sale to subsidise social housing. He added that, over the last 15 years, the government has turned off some local authority controls over housing associations. The Housing and Planning Act 2016 had introduced the voluntary right to buy for housing association tenants, paid for by high value sale of Council properties, thereby creating a major schism between housing associations and Councils. He also said that housing associations typically have a higher proportion of properties at Decent Homes standards and higher customer satisfaction levels but that they do not usually do as well in terms of direct engagement with tenants when things go wrong.

In Haringey, there are a range of ways in which the Council engages with housing associations. There had been recent meetings between the Leader of the Council and the Chief Executives of the local housing associations and a regular quarterly briefing had also been set up between council officers and representatives of local housing associations. HfH also meet with housing association staff on a regular basis to discuss housing management issues. Officers therefore have a range of options for engaging with housing associations should Members require this, but the Council cannot instruct housing associations on what they must do.

Local resident, Nicky Small, then addressed the Panel about her experiences as a tenant of a local housing association in the Tottenham area of the Borough. She described herself as severely disabled and said that she had experienced problems with violent crime and anti-social behaviour outside of her property and pest control

issues within the property. Southern Housing Group were responsible for the outside space around her property while Newlon Housing Trust own a number of the houses in the area, including her own property. A number of possible improvements to the outside spaces had been identified through discussions with the Police and with the local Neighbourhood Watch such as the blocking of alleyways, installation of gates and lighting and the felling of trees. However, she said that Southern Housing Group had not implemented these recommendations and that Haringey Council should take action to oblige Southern Housing Group, Newlon Housing Trust and private landlords to address these serious issues.

Cllr John Bevan then addressed the Panel commenting that, in his capacity as ward Councillor for the area for 17 years, he had had more dealings with this particular housing site than anywhere else and that it was particularly neglected. He said that, as Southern Housing Group owned very few properties in Haringey Borough, he was concerned that these properties might not receive sufficient attention in dealing with residents' issues. The involvement of both Southern Housing Group and Newlon Housing Trust meant that there was a lot of confusion and duplication over responsibility for issues that residents were concerned about. Cllr Bevan said that the whole estate should be managed by just one housing association to simplify these issues and that Newlon Housing Trust would be his preference to do this.

Asked by Cllr Stone how this situation with two housing associations had arisen, Alan Benson said that it was likely that some Council tenants had exercised their right to buy and that the properties had later been acquired by the housing associations. Alan Benson added that Southern Housing Group own around 30,000 properties across the country, but only 24 properties in Haringey, and should therefore not be operating in the Borough as they had no incentive to manage them effectively. Newlon Housing Trust owns a large number of properties in the Borough however, and so it would make sense if these properties were transferred to them to manage. The Council has no levers to make this happen but could have a conversation with the housing associations to encourage this. Cllr Gordon requested that some strong action should be taken over the issues that Nicky Small and Cllr Bevan had raised and that Alan Benson should report back to the Panel on this. Alan Benson said that the Council usually tends not to take enforcement action against housing associations, which are partners of the Council, but that it has been done in the past and could be done again. Asked by Cllr Hare whether the 24 properties could be taken on and owned by the Council, Alan Benson said that the Council could look at this but that it may not be viable to acquire the properties due to the prices expected of them. Asked by Cllr Stone whether action could be taken to prevent such a situation, with ownership involving more than one housing association, from occurring again, Alan Benson said that he would look into this and provide a response to the Panel. **(ACTION)**

Cllr Moyeed said that he would explore the options available to the Panel on this issue and consider what action could be taken. **(ACTION)**

54. NEW ITEMS OF URGENT BUSINESS

Cllr Barnes proposed that the Panel should give consideration to the Overview & Scrutiny Committee's fire safety review. Dan Hawthorn noted that an update on this issue was scheduled to be on the agenda of the Overview & Scrutiny Committee the following week. Cllr Moyeed suggested that the Panel should monitor this update and then determine whether the Panel requires any further information about this.

(ACTION)

CHAIR: Councillor Khaled Moyeed

Signed by Chair

Date

MINUTES OF THE MEETING OF THE HOUSING AND REGENERATION SCRUTINY PANEL HELD ON MONDAY 14TH SEPTEMBER 2020, 7:00pm - 9:00pm

PRESENT:

Councillors: Khaled Moyeed (Chair), Dawn Barnes, Ruth Gordon, Yvonne Say and Daniel Stone

1. FILMING AT MEETINGS

Members noted that the meeting was being streamed live on the Council's website.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bob Hare.

Apologies for lateness were received from Cllr Daniel Stone.

3. URGENT BUSINESS

None.

4. DECLARATIONS OF INTEREST

None.

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

6. MINUTES

Referring to item 51 (Local Plan) of the minutes of the previous meeting, Cllr Gordon raised a number of matters arising:

- It had been stated that a Member Working Group would be set up to provide a 'sounding board' for developments on the new Local Plan. Asked for an update on this and on the process of reviewing the Local Plan, Rob Krzysowski, Interim AD for Planning, said that the Councillors on this group were the same as those on the Regulatory Committee and Planning sub-Committee because they have had the relevant training. There had been an all-Member briefing on the Local Plan review which will also have various stages of public consultation that will provide opportunities for all Members to feed into. He also confirmed that, through this process, there would be scope to make changes to policies

- on issues such as the affordable housing percentage and the child yield calculator while operating within national and regional parameters.
- Asked about the consultation on how funds raised through Community Infrastructure Levy (CIL) would be spent, Rob Krzysowski noted that there had been a consultation in Feb/Mar 2020 on the distribution of the neighbourhood CIL. Following that there had been a decision to allocate neighbourhood CIL on projects reflective of a public consultation that took place in 2018. Information on the specific projects is publicly available on the CIL page of the Council's website. There was unlikely to be a consultation on Round 2 of CIL spend this year as most of the available CIL funds had been spent through Round 1.

Asked by Cllr Brabazon for further details about the child yield calculations referred to in his previous answer, Rob Krzysowski said that a previous paper to the Panel on this topic had set out actions which had now been implemented or were on track to being implemented. This included actions to use the updated GLA calculator rather than the older one which had been the source of concern from some Members. This had been actioned the previous summer and the updated calculator was now being used. The Council had also committed to using the most up to date calculator when drafting the new Local Plan. At national level, the Ministry for Housing, Communities and Local Government (MHCLG) and the Department for Education (DfE) have committed to producing a national child yield calculator. The Council wanted to ensure that this would be appropriate for use in Haringey and had recently had discussions with the Government on this. The Government was not on track with their original timetable to produce the calculator by the end of 2019 but the Council would continue to monitor this.

The minutes of the previous meeting on 3rd March 2020 were approved as an accurate record.

7. CABINET MEMBER QUESTIONS - HOUSING AND ESTATE RENEWAL

Cllr Emine Ibrahim, Cabinet Member for Housing and Estate Renewal, responded to questions from the Panel on issues relating to her portfolio:

- Cllr Gordon asked for further details about the purchase of 29 homes at 500 White Hart Lane. Cllr Ibrahim said that this related to a Cabinet decision made some time ago and that, of the 29 homes, 6 of them were always going to be shared ownership properties, so only 23 of them were counted towards the Council's housing target. Her understanding was that this purchase was funded through the Housing Revenue Account (HRA). A proposal to allow leaseholders from the Love Lane estate to be offered the first opportunity to purchase the shared ownership properties would shortly be considered by the Cabinet. However, the tenure of these 6 properties had not been changed as their shared ownership status had been determined by a Cabinet decision made quite some time previously. Cllr Ibrahim said that she would provide details to

the Panel of the date that this decision had previously been made. **(ACTION)**
Asked by Cllr Gordon why these 6 homes, which would end up in the private sector, were being paid for through the HRA, Cllr Ibrahim said that the leaseholders would need to purchase their share of the equity so the Council would get the money back for any share of the properties obtained by the leaseholders.

- Cllr Brabazon said that, according to the original Council report on 500 White Hart Lane, the total cost of the Council's purchase of the 29 properties was approximately £4.5m, which averages out at around £150,000 per property. Asked if this was accurate and at what price they would now be valued at, Cllr Ibrahim said that she would need to refer to the relevant Cabinet reports for the exact figures.
- Cllr Say asked for reassurance that there was a procedure in place for the naming of buildings. Cllr Ibrahim said that there is a planning policy and procedure in place which is followed for such matters.
- Cllr Moyeed asked for details about work to support rough sleepers in the Borough during the ongoing Covid-19 pandemic. Cllr Ibrahim said that she was proud of the work that had been done in this area, with the Council having met the Government's "Everybody In" challenge of accommodating all rough sleepers, including those who would not usually have been found to be in priority need. The Council had also developed a Rough Sleeping Discretion Policy to provide support to people who are not covered by the Council's existing statutory duty, including those who are not eligible for housing assistance due to their immigration status, even after the Government has reverted back to its previous guidance in this area.
- Asked by Cllr Moyeed about the Council's commitment to social rented properties, Cllr Ibrahim said that she and the Council remain strongly committed to social rented properties as they are the most affordable and secure type of tenure.
- Cllr Brabazon asked about a letter from March 2020 relating to High Road West that was recently published on Twitter. Cllr Ibrahim said that some of the information on the relevant Twitter feed was misleading and included some out of date information.
- Asked by Cllr Gordon about whether the consultation on changes to the Local Lettings Policy with regards to the Love Lane estate would include all Love Lane residents, Cllr Ibrahim confirmed that it would.

8. IMPACT OF COVID-19 ON HOUSING DEVELOPMENT

Robbie Erbmann, Assistant Director for Housing, introduced a report about the impact of the Covid-19 pandemic on the Council's Housing Delivery Programme.

He said that the Council had previously committed to a very ambitious programme of delivering 1,000 Council housing completions by 2022 and that, in order to meet that target, it would have been necessary for everything to go right. However, the onset of

the pandemic had adversely impacted on the programme in a number of ways including:

- Illnesses to a number of key staff;
- Migrating various procedures online from scratch;
- Reductions to availability within the supply chain;
- Suspension of construction work on a number of active sites;
- A significant shortage of building materials such as plaster;
- An exacerbation of labour market shortages;
- A reduction to the speed of construction work on site to around 60-70% due to social distancing;

The latest estimate was that the Council would achieve at least 1,000 'starts' by March 2022 and around 800 completions by May 2023. It may now not be possible to reach 1,000 completions until 2024. However, it was not yet known what the impact of a possible second wave of Covid-19 would have on this timetable.

Robbie Erbmann and Peter O'Brien responded to questions from the Panel as follows:

- Asked by Cllr Barnes about whether the ambitious housing target was realistic and whether the impact of Brexit had been factored in to the revised timetable, Robbie Erbmann said that the target was necessarily ambitious and had mobilised resources but that everything would have needed to go right to meet it. He added that the current impact from Brexit is factored into the plans though there is a wide degree of uncertainty over that impact which would need to be closely monitored.
- Asked by Cllr Gordon whether there was a robust and transparent system of project management of the projects within the Housing Delivery Programme, Robbie Erbmann said the Council had a number of experienced project managers from the local government and housing associations sectors leading the projects. There was a team of 18 with more being recruited to help deliver the projects and he was confident that the skills and the systems required to deliver the programme was in place. He added that they had looked at two points arising from an audit that had been carried out earlier in the year on reporting and on financial management. A new system of software had been introduced and embedded into the management processes along with a new reporting system. Cllr Gordon queried comments made in the auditor's report which could only give limited assurance that there had been the appropriate monitoring procedures in place due to the speed of the programme. Robbie Erbmann said that the report had identified areas for improvement, all of which had been actioned.
- Asked by Cllr Gordon for an update about the delivery of new homes at Broadwater Farm, Peter O'Brien reported that architects and viability consultants had recently been appointed and more detailed consultation with residents was planned. This consultation process had also been adversely

affected by the Covid-19 pandemic and it had been decided that consultation would not have been appropriate during the lockdown. However, a mixed approach to consultation had already been developed prior to this, including both face-to-face and online engagement. The Council was therefore assessing options on engaging with people who struggle with online communication, perhaps for example by organising physical events with smaller numbers of people, though this would create some challenges. A lot of innovation was happening across the country to address this kind of problem including new interactive tools such as virtual rooms that people could use instead of attending a physical event.

- Asked by Cllr Stone about how the impact of Covid-19 on the Housing Delivery Programme compared with other London Boroughs, Robbie Erbmann said that the overall planned trajectory had been quicker than other Boroughs and that even those that also had ambitious targets had started their delivery plans earlier. However, in general, all Boroughs were in the same boat with the timetables of their programmes being elongated. The GLA's Affordable Housing Grant programme had already been extended by another year in recognition of this.
- Cllr Moyeed asked for further details about the Council's approach to zero-carbon developments given that the Edith Road development in Bounds Green was described in the report as the Council's first zero-carbon development. Robbie Erbmann said that the Council would get as close as possible to zero-carbon on as many sites as possible but that zero-carbon can't always be achieved in every scenario. Various methods were being looked at to achieve carbon reductions for the projects being planned, including through the heating methods for example, and this was a top priority for the team.
- Asked by Cllr Moyeed about the overall mix of homes, who had noted that the first four-bedroom homes in the borough at social rent in over a decade were planned at Mount View Court in Harringay ward, Robbie Erbmann said that the current programme included around 26% family housing and there was an ambition to provide the 3-bed and 4-bed family housing that residents need.
- Asked by Cllr Brabazon about the viability of the programme and the delivery partners given the current economic circumstances, Robbie Erbmann said that there were some negative signs relating to the HRA including for example a decline in rent collection, though it was hoped that this would be a temporary issue. However, the negative impact of these factors was outweighed by the reduction of the interest rate through the Public Works Loans Board so viability was currently looking quite positive. In terms of procurement, while more due diligence may be required in selecting financially viable partners, there was still quite a lot of work in the sector so the risk was expected to be limited.
- Asked by Cllr Brabazon about the funding position relating to the Love Lane Estate, Peter O'Brien said that primary focus of the Council's efforts has been on securing a funding package from the GLA which would enable the delivery

of 500 Council homes through the High Road West scheme. Discussions were ongoing and it was hoped that more information on this would be available later in the year.

9. HOMELESSNESS UPDATE

Robbie Erbmann, Assistant Director for Housing, introduced a report about the Council's approach to rough sleeping since March 2020. Due to concerns about the significant risk that rough sleepers could be at as a result of the Covid-19 pandemic, the Ministry of Housing, Communities and Local Government (MHCLG) made a request to local authorities to accommodate anyone who was, or who was at risk of, rough sleeping. This became known as the "Everybody In" directive and the Council had worked with Homes for Haringey (HfH) and partners across the Borough to deliver this. Since March 2020 the Council had provided accommodation for over 700 individuals, only around 50 of which would have been considered to be in priority need. This peaked at around 400 people at any one time. As well as providing accommodation, the Council also provided wrap-around support services and so this had provided an opportunity to get people who had been rough sleeping for a long time into support programmes. About 400 of the people that had been accommodated had now found a long-term solution either through the help provided by the Council or by making their own arrangements.

As the Government funding for this policy began to be reduced, the Council introduced a Rough Sleeping Discretion Policy which ensures that anyone at risk with vulnerabilities to Covid would be accommodated. This was more generous than the statutory policy that was followed previously.

Around 235 individuals were now being accommodated and the Council was in the process of trying to find longer-term solutions for these people. One initiative towards this is the Ermine Road Modular Project which would involve acquiring 39 modular housing units. These are self-contained homes with their own bathrooms, kitchens and living areas brought together with multi-disciplinary support services. In addition to rough sleepers there were also around 3,100 households in Haringey in temporary accommodation. The number of families approaching the Council as homeless had reduced by around 34% during the pandemic due to the temporary ban on evictions, though this was due to expire on 20th September 2020.

Looking to the future, analysis suggested that there could be 2,062 households in Haringey at risk of homelessness, of which 1,452 live in the private rented sector. Of these, around half of these households are families, suggesting that around 700 families could be at risk of homelessness when the ban on evictions is lifted. However, were this to happen, it could be quite a slow process and it was expected that the Council would be able to cope with the demand.

Robbie Erbmann and Denise Gandy, Director of Housing Demand at Homes for Haringey (HfH), responded to questions from the Panel as follows:

- Asked by Cllr Moyeed whether recent events would have helped towards meeting the Council's existing commitment to end rough sleeping by 2022, Robbie Erbmann said that the work had undoubtedly helped to get people off the streets who had been there for a long time. However, it was currently difficult to map out the future as it was not known what the impact of the economic crisis would be and what level of government support there would be.
- Asked by Cllr Gordon about how the Council would address the issues resulting from a potential second wave of Covid-19 and a lifting of the ban on evictions at the same time, Robbie Erbmann emphasised that the 700 families referred to previously were only identified as being at risk of homelessness but they were not in the process of being made homeless. Denise Gandy said that around 260 families were going through the eviction process immediately prior to the lockdown but that this all went on hold due to the ban. It was now expected that this process would play out over a much longer time period, probably peaking in the spring of 2021, due to differing notice periods. In preparation for this, the 700 at-risk families that had been identified had been written to, in collaboration with the Citizens Advice Bureaux, in the hope of being able to see them early before their situation reaches crisis point.
- Asked by Cllr Stone about ongoing support for people with no recourse to public funds, Denise Gandy said that a dedicated Move On resource had been appointed to work with the 80 households with no recourse to public funds. A lot of this activity was directed towards helping people to resolve their immigration status where possible and there had been some limited success with this so far. Where this is not possible it would be necessary to work with partners on a charitable response.

10. WORK PROGRAMME 2020/21

Cllr Moyeed introduced the Scrutiny Panel's Work Programme for 2020/21 noting that the High Road West scrutiny review had been suspended due to the pandemic but that it was expected to resume later in the year. A number of priority issues for future meetings of the Panel were also included in the Work Programme.

Panel Members suggested additional items to be added to the list of priority issues:

- Maintenance service level agreements. This was suggested by Cllr Barnes who said that there had been incidents where services hadn't been carried out within a certain period of time resulting in accidents or problems for residents. It was agreed that this should be added to the list of priority issues. **(ACTION)**
- An examination of the number of empty homes in the Borough and how this is tracked by the Council. This was suggested by Cllr Gordon and it was agreed that this should be added to the list of priority issues. **(ACTION)**

- An update to provide details on how many local residents had taken up offers that were in place with some of the developments in Tottenham Hale to have the first option to purchase properties. This was suggested by Cllr Gordon and it was agreed that this could be raised during the next Question session with the Cabinet Member for Strategic Regeneration. **(ACTION)**

11. DATES OF FUTURE MEETINGS

- Thurs 5th Nov 2020
- Tues 15th Dec 2020
- Tues 2nd Mar 2021

CHAIR: Councillor Khaled Moyeed

Signed by Chair

Date

MINUTES OF MEETING ENVIRONMENT AND COMMUNITY SAFETY SCRUTINY PANEL HELD ON TUESDAY, 17TH DECEMBER, 2019, 19:00.

PRESENT:

Councillors: Adam Jogee (Chair), Peray Ahmet, Barbara Blake, Eldridge Culverwell, Julie Davies & Scott Emery.

Also present: Ian Sygrave.

ALSO ATTENDING:

15. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ogiehor. Apologies for lateness were received from Cllr Ahmet.

17. ITEMS OF URGENT BUSINESS

None.

18. DECLARATIONS OF INTEREST

In relation to agenda item 9, Cllr Culverwell advised that he was the Deputy Chair of the Friends of Finsbury Park.

19. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

The Panel received a deputation from a group of local residents in relation to what action was being taken by the Council following the declaration of a climate emergency in March 2019. The deputation party was made up of Norman Beddington, Helen Mayer and Chris Barker. The deputation party raised concerns about a perceived lack of progress by Haringey Council on appropriate measures to meet the climate emergency. The deputation party highlighted a number of progressive initiatives which were underway; such as the Haringey Pension Fund's divestment

from fossil fuels, a new Local Planning Framework supporting the zero carbon borough aspiration and the planting of 740 new street trees.

The deputation party advised that they were aware that there was also an intention to present a stage 2 zero carbon action plan to Cabinet in February, but advised they were concerned about a lack of publicity for all of these schemes. The deputation party requested that procedures and processes be developed to strengthen the Haringey Climate Forum and that this forum be used as a key link to the voluntary and community sector. The Panel were asked to consider whether the Council was working across the organisation to develop a response and suggested Haringey People could be better utilised to communicate with residents on what was being done in response to the climate emergency. The deputation party also raised concerns about the use of glyphosate in parks and green spaces and questioned whether other suitable alternatives had been trialled instead, given the potential harmful effects of the substance.

The following was noted in response to the deputation:

- a. The Chair acknowledged the need for the Panel to consider how the Council communicated with its residents and how the Council could improve this.
- b. In response to a question around the level of engagement to date with the Cabinet Member, the deputation party advised that they were thankful for the support and engagement of the Cabinet Member and advised that Cllr Hearn had come along to meetings of the Haringey Climate Action Group. Mr Beddington advised that they would like to see the group develop greater role and influence, becoming a key community engagement tool. The deputees advised that the response to the climate emergency needed to be community based and community led.
- c. In response to comments around the Council's stated goal of becoming carbon neutral by 2050, the Panel was advised that it was important that action was taken now and that year on year progress was made in response to this issue.
- d. In response to a question around what other groups had been engaged with, the deputation party advised that there were a number of different groups such as Extinction Rebellion, Friends of the Earth and the Muswell Hill Sustainability Group. In response to a follow-up question, officers acknowledged that they had also been closely involved with Friends of Parks groups.
- e. The Panel queried what the alternatives to glyphosate were and sought their opinion about viable alternatives. In response, the deputation party advised that they would like to see a number of alternatives trailed and tested and suggested that some other authorities, such as LB Hammersmith and Fulham had already moved to alternatives.
- f. A Panel Member acknowledged the difficulties with cultivating community engagement and involvement, and suggested that she had been actively trying to elicit the support of Friends of Earth around tree planting. The Panel Member advised that greater funding sources were required around tackling the climate emergency and suggested that this work needed to be a priority for the Council.

The Cabinet Member thanked the delegation for their contribution and assured them that she was similarly concerned about the climate emergency and that she was working closely with officers to deliver schemes. The Cabinet Member advised that the Zero Carbon Plan was due to go to the climate change and sustainability

subgroup of CAB in January and then Cabinet in February. The Cabinet Member commented that this was a wide ranging and ambitious plan but that she also wanted to deliver something that was realistic. The Cabinet Member advised that she agreed with the call for greater publicity and engagement activity and advised that she was currently developing communication plans with officers across her portfolio. In response to a question, the Cabinet Member agreed to relaunching the Haringey Climate Forum in some guise and acknowledged its key role with community groups. The Cabinet Member set out that she was happy to meet with the deputation party in the new year to discuss this further.

The Chair thanked the delegation for their contribution. Cllr Blake also thanked the deputation party and extended an invitation for them to visit the work that was being done in Markfield Park around tree planting.

20. MINUTES

RESOLVED

The minutes of the meeting on 5th November were agreed as a correct record.

21. HERBICIDE USAGE ON COUNCIL LAND IN HARINGEY

The Panel received a short written briefing on the usage of herbicides on Council owned land in Haringey. The report was introduced by Simon Farrow, Highways, Parking, Parks & Open Spaces Manager as set out in the agenda pack at page 11. The following was noted in response to this item.

Clerks note – Cllr Ahmet arrived at the meeting at this point.

- a. In response to concerns, officers advised that herbicides including glyphosate were applied no more than four times a year and the Council was trying to adopt a balanced approach between herbicides and other forms of weed control. In response to a question, officers acknowledged that HfH paid extra for four applications a year, as appose to the three specified in the Veolia contract.
- b. The Panel requested a site visit to Tower Gardens in the spring, to see the pilot herbicide-free project taking place with the Friends of Tower Gardens. Action: **(Clerk/Simon Farrow)**.
- c. In response to concerns about the side effects, officers advised that the glyphosate came in pre-mixed packs to ensure that the proper formula and a specific quantity was used. The chemical itself went inert on contact with plants and weeds and did not harm cats or dogs. Officers assured the Panel that they did all they could to prevent contamination, in line with best practice.
- d. In response to further concerns, officers set out that most gardeners had stronger chemicals in their sheds and that all products used where regulated and went through a licensing process.
- e. The Panel enquired whether officers had looked at increasing the frequency of applications to prevent the weeds from seeding. In response, officers acknowledged the need to schedule applications to prevent them from seeding in the following year and advised that twice a year on shrub beds was most

effective. Officers advised that they had not costed for additional spraying frequency or capacity.

RESOLVED

That the briefing was noted.

22. SINGLE USE PLASTICS

The Panel received a report which provided an update on work being done to reduce the amount of plastic used as well as the development of a policy on single use plastics. The report was introduced by Emma Williamson, AD for Planning as set out in the agenda pack at page 13. The following was noted in discussion of the report:

- a. The Panel sought further information around specific and timed actions taking place, including information around proposals to remove plastic cups from Council offices – How and what would they be replaced with? What about the Civic Centre? **(Action: Cllr Hearn/Joe Baker).**
- b. The Panel supported the idea of the Council getting its own house in order and ensuring that it led by example.
- c. The Panel expressed surprise that single use plastics were still being used in Council offices and sought further information on the timescales for the phasing out as well as any data on how much single use plastics were used, in say River Park House. In response the Cabinet Member agreed to provide further information to the Panel on the amount of single use plastic. **(Action: Cllr Hearn/Joe Baker).**
- d. The Panel sought assurances about a perceived lack of progress on implementing a single use plastics policy, following its agreement at Cabinet in March. The Cabinet Member acknowledged these concerns and commented that she shared these frustrations.
- e. The Chair requested a further update on single use plastics at the next meeting. **(Action: Clerk/Joe Baker).**

RESOLVED

That the Panel noted the contents of the update in relation to the development of a single use plastics policy.

23. SCRUTINY OF THE 2020/21 DRAFT BUDGET / 5 YEAR MEDIUM TERM FINANCIAL STRATEGY (2020/21 - 2024/25)

The Committee received a cover report, along with a copy of the five-year draft General Fund Budget (2020-21)/Medium Term Financial Strategy (2020/21-2024/25) as considered by Cabinet on 10th December 2019. A copy of the 2020 budget saving proposals and new capital schemes, for Place were also attached to the cover report for the Panel's consideration. The report and appendices were introduced by Frances Palopoli, Head of Corporate Financial Strategy & Monitoring and Stephen McDonnell Director of Environment and Neighbourhoods as set out in the agenda pack at pages 15 – 101. The Cabinet Member for Climate Change and Sustainability as well as the Cabinet Member for Neighbourhoods were also present. The following was noted in discussion of the draft budget/MTFS and savings proposals:

- a. Officers advised that the budget had been developed with the aim of protecting frontline services and that the majority of the savings proposals put forward related to income generation.
- b. The Panel sought clarification from officers on how confident they were in achieving the savings proposed. In response, the Panel was advised that most of the savings had been assigned a RAG status of amber. The Director of Environment and Neighbourhoods advised that the service had achieved 95% of its savings from previous years.
- c. The Panel suggested that the parks budget had been cut too far, too quickly in the past as evidenced by the recent issues around Green Flags and sought assurances around how confident officers were that they could continue to protect parks as a public utility, given the prevalence of concerts and some of the disruption and damage caused. In response, officers advised that they had been able to ring-fence additional funding for parks due to the increased revenue generated from major events.
- d. The Panel raised concerns about the proposed reduction of staff in the Veolia call centre and the impact on the perception of residents using the service. The Panel also set the need to consider how to engage with residents about any changes and the change in response times.
- e. The Panel suggested that in relation to increasing permit charges for the highest emitting vehicles, this would have an undue impact on poorer residents. Furthermore, any further incentivisation of electric vehicles would only impact those who could afford them. In relation to a question on the spread of electric vehicles across the Borough, officers advised that they did not have this information. In the response the concerns raised about permit charges, officers highlighted that as although less affluent, the east of the Borough also had the greatest need from significantly poorer air quality.
- f. The Panel broadly welcomed the savings proposals in relation to selective licensing and CCTV enforcement of weight restrictions but questioned the feasibility of the income levels suggested, particularly in light of a perceived failure to adequately enforce against HGV traffic on Wightman Road, despite the presence of two CCTV cameras.
- g. The Panel questioned why the selective licensing scheme wasn't being brought in sooner and whether there was scope to reduce the level of coverage so that it fell below the threshold needed for Secretary of State approval. In response officers advised that they had identified a 60% coverage need, particularly in the east of the Borough and so it wasn't anticipated that approval of the Secretary of State would be a barrier, as there was a clear need and officers were confident of receiving approval. In response to concerns about the timescales for the introduction of selective licensing, officers advised that they would like to bring it in at the earliest opportunity but there was an acknowledgement that there was a huge amount of work involved. The key factor in the proposed timescales, rather than Secretary of State approval, was the need for significant consultation work to be undertaken.
- h. In response to concerns around 1400 incidents of HGVs using Wightman Road in 2018/19 despite cameras and restrictions in place to prevent this, the Director of Environment and Neighbourhoods agreed to look into the issue and to come back to members with some further information. **(Action: Stephen McDonnell).**

- i. The Panel raised concerns around the proposal to lose two members of staff from the Veolia contact centre and questioned whether this was something the Council could afford to do given the income from bulky waste and green waste collections. In response officers advised that the aim was to move people online and that the saving was for 2021/22, so there was a year to implement this channel shift.
- j. In response to a question around the type of buildings in parks from which it was proposed to increase lease income, officers advised that these increases related to some inflationary increases that had been agreed in advance, such as the kiosk at Ducketts Common. There was also examples such as the building at Queens Wood, which had previously had paid no lease fees but the Council was now receiving £6k a year.
- k. In relation to outstanding parking debt recovery, officers estimated that this was probably around £4m as of September. In relation to the debt recovery saving proposal, officers advised that this related to the hiring of three additional staff members with an expectation that they would each recover £120k of debt. The net position was a £210k saving after costs. In response to a further question, officers acknowledged that there was some link between these officers and increased recovery of parking debt. However, the introduction of the new IT platform was the main driver of increasing the parking debt recovery rate. The Panel noted that the current recovery rate was around 58% and the anticipation was that this would increase to around 70%.
- l. In response to concerns raised around the saving proposal around mail volumes and postal costs, officers advised that this was about digitalisation of mail and automated printing and posting of letters.
- m. The Panel raised concerns about the redeployment of Amey staff and set out that this needed to be done in a compassionate and constructive manner.
- n. The Panel emphasised the need for clear and effective engagement with the public in relation to increasing Electric Vehicle charging points, particularly in relation loss of parking spaces. The Panel also set out that there needed to be some consideration given to their location and spread across the Borough. Officers acknowledged these concerns and suggested that local businesses were also key stakeholders as many of the charging points would be outside shop fronts etcetera.

RESOLVED

That the Panel considered the Council's 2020/21 Draft Budget/5-year Medium Term Financial strategy (MTFS) 2020/21-2024/25 proposals relating to its remit and made the following recommendations to Cabinet:

Selective Licensing and CCTV Enforcement of Weight Limits and Emissions

The Panel welcomed savings proposals PL01 and PL03 in relation to Selective Licensing and CCTV enforcement of weight limits and emissions through ANPR/DVLA check. The Panel noted the significant level of savings set out in both schemes (£239K & £642k respectively) and questioned the extent to which these net savings were achievable.

The Panel requested that further evidence of the feasibility of achieving these two net savings targets? The Panel also sought further assurance from Cabinet around the

enforcement activities that would be in place to ensure compliance and, ultimately, ensure that the stated income levels were achieved? As a specific example, the Panel commented that there were two cameras already in place at either end of Wightman Road to enforce against weight limits for vehicular traffic. However, HGVs continued to use this road regularly with over 1400 incidents in 2018 and approximately 2,000 incidents so far in 2019. How would the Council ensure that robust enforcement would be carried out in relation to PL03, if existing enforcement activities on weight limits on Wightman Road were only partially successful?

Electric Vehicle Charging points

The Panel also broadly welcomed proposals to increase the number of Electric Vehicle charging points across the Borough (PL13). In the context of recent concerns relayed to the Panel around consultation and engagement, the Panel set out the importance of clear and effective communication with residents and local businesses. The Panel requested assurances of how the additional roll out of EV charging points would be communicated across the borough, including the impact on specific locations i.e. loss of individual parking spaces for residents and business. The Panel also requested that Cabinet provide further information on the roll-out and equitable distribution of charging points across the borough. The Panel requested to know how would this would be done, what locations were proposed and the timescales involved. Furthermore, how would all of this be communicated to residents and local businesses?

Veolia Contract Centre Efficiencies

The Panel raised concerns with saving proposal PL06 in relation to the loss of two staff members from the Veolia Contact Centre. The Panel were clear that waste, recycling and cleansing services were a key area of concern for residents and questioned the necessity and impact of making this saving. The Panel noted the mitigation that management sought to channel shift customers online but were concerned about the equalities impact of this as well as a lower level of responsiveness overall. The Panel requested that Cabinet reconsider this saving proposal in light of the potential impact on the level of service to our residents and the relatively small net saving achieved as a result.

FM Transformation

In light of the proposal for FM Transformation (PL08) and the commercial exit from the incumbent FM contract and the TUPE transfer of staff back to the Council, the Panel requested that Cabinet give consideration as to what lessons could be learnt for the future. The Panel suggested that some of the staff affected had been treated poorly by the Council and the Panel would like assurance that the organisation would ensure that adequate training and support for staff was in place for those being transferred. The Panel would also like assurances that staff coming back into the organisation would be recycled into other roles, where that service was subject to staffing reductions and that in general, redeployment of staff was done in an imaginative, compassionate and constructive manner.

24. UPDATE ON CROUCH END LIVEABLE STREETS

The Panel received a verbal update on Crouch End Liveable Neighbourhoods, following the publication of feedback responses to the initial trial period on the 13th December and a meeting with ward councillors on 16th December. The update was provided by Sam Neal, Streets and Spaces Consultant and Peter Watson, Major Schemes Project Manager.

- a. Officers advised the Panel that the results of the trial had been published online and they had also met with the stakeholder forum to go through the results and consider consultation proposals for the next stage.
- b. Throughout the course of the trial 4000 people had been engaged with. The Liveable Neighbourhoods Project Board had requested that officers go back and re-engage with these people on the aims and objectives of the scheme.
- c. Officers advised that there were also going to invite stakeholders back for another meeting in January to agree the content of the public questionnaire. The questionnaire would then be released for public responses over four weeks until early February. The purpose of the questionnaire was to get a better understanding of which direction to take and the public's appetite for change.
- d. Once the responses to the questionnaire had been compiled and analysed, officers would develop further proposals for the next stage of the scheme and submit these to TfL for approval. A formal public consultation process would then begin in the summer.

The following was noted in discussion of this agenda item:

- a. The Panel sought clarification around which wards were represented at the ward councillor meeting. Officers advised that this involved the neighbouring boroughs of Muswell Hill, Stroud Green, Crouch End and Hornsey. In response to a question around communications activity undertaken by the Cabinet Member, Cllr Hearn advised that as well as attending the stakeholder meetings, she had also responded to a large number of emails and had recorded a couple of video updates for the website.
- b. In response to a question about whether the Cabinet Member was happy with the trial, the Panel was advised that one of the main purposes of the trial was to iron out any concerns and understand the type of issues that would arise. In that context the Cabinet Member advised that she was happy with the trial and that officers had learnt a lot as a result, particularly in terms of traffic flow and peak traffic levels. The Cabinet Member advised that there was an overall reduction in traffic of around 9-10% and that if this could be replicated long term that would constitute a marked success. Officers added that one of the other main aims of the trial was around raising the profile of the scheme and that this had demonstrably been achieved. Officers set out that contact details for 4000 local residents would provide an invaluable basis for further consultation and engagement work.
- c. In response to a question around whether phase 2 was going ahead, the Cabinet Member advised that it was her intention to do so but that the final decision would be taken by the project board, following the outcome of the consultation process. This would help identify possible schemes and locations for further rollout as part of phase 2.
- d. In response to a request for a ward councillor from Muswell Hill to join the Board, the Cabinet Member advised that she was still considering how best to ensure effective representation and whether, for instance, Stroud Green would

- also need to be represented. The Cabinet Member agreed to come back to the Panel on this when she had given it further consideration. **(Action: Cllr Hearn).**
- e. The Panel noted the successful implementation of a similar scheme in Waltham Forest and Cllr Culverwell urged that the Council should persevere with the scheme.
 - f. In response to a query, officers acknowledged that they had factored in the upcoming mayoral elections into the funding window and the overall timescales for the scheme.

RESOLVED

The Panel noted the verbal update in relation to Liveable Neighbourhoods.

25. CABINET MEMBER Q&A - CABINET MEMBER FOR CLIMATE CHANGE AND SUSTAINABILITY

The Panel undertook a question and answer session with the Cabinet Member for Climate Change and Sustainability on her portfolio area. The following arose from the discussion of this item:

- a. In response to a question around some of the key actions undertaken recently in response to the climate emergency, the Cabinet Member advised that her key focus had been around mapping out the zero carbon strategy which was due to be considered at the CAB environment sub-Committee in February.
- b. The Panel sought reassurance about what was being done in relation to maintaining sustainable funding for parks, particularly in terms of safety and maintenance, following the issues around Green Flags. In response, the Cabinet Member advised that officers were looking into how to ensure sustainable funding in parks in the future and also advised that events were helping to provide additional funding. The Cabinet Member advised that she was hopeful of maintaining revenue levels from major events from a fewer number of concerts in Finsbury Parks.
- c. In response to a question, the Cabinet Member acknowledged that work on developing a plastic free policy had not progressed as far as she had hoped but highlighted that there was work being undertaken at a community level, particularly involving the NLWA. Officers added that the focus had been around the priority change action plan but that a graduate trainee had been brought in to work on the plastic free policy. Officers acknowledged that an update would be brought to the next meeting.
- d. In response to a request for timescales and deadlines for the plastic free policy, the AD Planning agreed to speak to colleagues and then email round details of the key dates for its implementation. **(Action: Emma Williamson).**

26. WORK PROGRAMME UPDATE

RESOLVED

- I. That the Panel noted its current work programme, attached at Appendix A of the report.
- II. That the Panel agreed that the Overview and Scrutiny Committee be asked to endorse the updated work plan at its next meeting.

27. NEW ITEMS OF URGENT BUSINESS

None.

28. DATES OF FUTURE MEETINGS

5th March 2020

CHAIR: Councillor Adam Jogee

Signed by Chair

Date

MINUTES OF MEETING ENVIRONMENT AND COMMUNITY SAFETY SCRUTINY PANEL HELD ON THURSDAY, 5TH MARCH, 2020, 7.00 PM

PRESENT:

Councillors: Adam Jogee (Chair), Peray Ahmet, Barbara Blake, Eldridge Culverwell, Julie Davies, Julia Ogiehor and Sygrave

ALSO ATTENDING:

1. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Emery.

Apologies for lateness were received from Cllr Ahmet and Cllr Ogiehor.

3. ITEMS OF URGENT BUSINESS

There were no items of urgent business

4. DECLARATIONS OF INTEREST

Ian Sygrave advised that as Chair of the LCSP he had been in contact with the Cabinet Member to raise concerns about the impact of traffic overspill in and around the Ladders that had occurred following the Liveable Crouch End trial.

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None

6. MINUTES

The Panel noted concerns with the response to the action around the CCTV enforcement of HGV weight limits being received on the afternoon of the meeting. The Panel also commented that the numbers of HGVs seemed to be on the increase and questioned whether usage by HGVs that was not deemed to be legitimate was resulting in prosecution. In response, officers acknowledged these concerns and

apologised for the late response. Officers advised that they didn't have the figures to hand but would come back to members with numbers of prosecutions and FPNs issued. Officers also set out that some work was being undertaken to assess the impact on adjacent roads and would provide a response on alternative locations for cameras, such as the Ladders. **(Action: Stephen McDonnell).**

In response to a previous action from the 17th December meeting, the Cabinet Member for Climate Change and Sustainability confirmed that she met with members of the deputation party from the Climate Change Action Group.

RESOLVED

That the minutes of the meeting on 17th December were agreed as a correct record.

7. LIVEABLE STREETS UPDATE

The Panel received a written update on the Liveable Neighbourhoods scheme in Crouch End. The report was introduced by Peter Watson, Major Schemes Project Manager, as set out in the agenda pack at pages 11-13. The following was noted in discussion of the report:

- a) The Panel raised concerns about the impact of the trial road closure which took place between 7-20 October on the displacement of traffic to the surrounding roads including the Ladders and Wightman Road. The Panel suggested that it was important to engage with residents and to bring them along with the scheme. The impact of traffic displacement and a failure to properly engage with those residents was likely to be perceived negatively.
- b) In response, the Cabinet Member acknowledged these concerns and advised that officers were continuing to implement an engagement programme, undertake a design survey and that she had met with residents recently. The Cabinet Member also set out that ward councillors have joined the stakeholder forum and their concerns and comments had been taken on board. The Panel were advised that the pre-election Purdah period was due to start on 23rd March and that this would have an impact on the timescales for agreeing phase 2 of the scheme. Consultation would continue following the expiry of Purdah.
- c) The Panel sought clarification on how the final report would be publicised when released in March. In response, the Cabinet Member advised that she had prepared a video blog for the website and that leaflets had been sent out to libraries etcetera.
- d) The Chair sought reassurance around whether engagement had been undertaken with traders on Hornsey High Street, given the disproportionate impact on those traders. In response, the Cabinet Member acknowledged that the engagement to date had been focused on Crouch End but that additional resources were going to be available from the Regen team going forwards. The Cabinet Member agreed that she would commit to engaging with the Hornsey traders as well as any other groups that the Panel would like to put forward. **(Action: Cllr Hearn).**
- e) Officers clarified that they had not yet reached the design phase and that before extensive engagement took place on these proposals, they would like to have design proposals in place.
- f) The Panel noted the 500 email addresses received as part of the initial stage of engagement and questioned whether the results of the survey had been shared

with these people. In response, officers advised that the survey had not been completed yet but that extensive consultation would take place once it had been finalised. In response to questions around the extent to which local MPs and GLA members had been engaged with, the Cabinet Member advised that formal consultation had not taken place but that she was meeting Catherine West MP tomorrow.

- g) The Panel acknowledged the extent to which residents had responded to the survey, with 2493 responses received to date, but cautioned the need for the Council to listen to those responses as well.
- h) The Panel requested clarification on why Crouch End was chosen as the trial location rather than say Tottenham, which had a much higher population density and number of schools. In response, officers advised that Liveable Crouch End was one of 7 successful bids selected by TfL from 26 submissions and one of the main attractions of the Crouch End bid was the proximity of the TfL cycling route from Kentish Town to Crouch End. TfL also chose Crouch End due to its traffic density and the proximity of main arterial roads. It was noted that the Crouch End bid was prepared by the previous administration. Officers advised that they had submitted a bid for a Liveable Streets scheme in Bruce Grove but were still awaiting the outcome of that bid.
- i) In response to a question about the feasibility of incorporating improved pedestrian access to rail/Overground facilities, the Cabinet Member advised that this was outside of the scheme. The Cabinet Member agreed to circulate a briefing on what was included in the Liveable Streets scheme and what wasn't. **(Action: Cllr Hearn).**
- j) The Panel sought clarification about air quality on Crouch End and whether this was significantly worse than in other parts of the Borough. In response, officers set out that the primary driver was around modal shift and that improved air quality was a secondary consequence of reducing the number of vehicles on the road. Officers fed back that there were 1000 fewer vehicles on the road over the two week trial period and that it was considered successful in that context.
- k) In response to a question, officers advised that the Transport Planning team had been tasked with putting together a strategic plan to link up the Liveable Streets scheme and see how other parts of the borough could benefit from this.
- l) The Chair urged caution in applying for further bids and set out that he was surprised that these were being made before the first scheme had been successfully implemented and adequate engagement with the community had been sought. Cllr Davies commented that she was broadly supportive of expanding the scheme across different parts of the Borough.

RESOLVED

That the Panel noted the written update in relation to Liveable Crouch End.

8. UPDATE ON SINGLE USE PLASTICS

The Panel received a verbal update from Joe Baker, Head of Carbon Management on actions taken to date to reduce the amount of single use plastics and the development of a single use plastic policy. The draft Single Use Plastics policy was scheduled to

go to Corporate Board in May before being agreed by Cabinet in June. The following update was given in relation to the work undertaken to date:

- a. George Meehan House no longer used plastic stirrers, lids, cups, individual milk containers or cutlery.
- b. From 31st January, new staff were given a reusable coffee cup at their Corporate Induction, which would reduce the number of disposable single use plastics coffee cups being purchased by staff.
- c. The Council's café (Podium) introduced a charge for the provision of disposable cups and plastic containers and is offering reusable coffee cups for sale.
- d. A Staff Waste Reduction Network had been set up with 30 members. The network would be working on waste and plastic reduction goals and help with communications to improve the rate of recycling and prevent contamination of recycling. Plastic cups were no longer being ordered for water dispensers and the current stock was being run down.
- e. Investigations had begun regarding the provision of food waste bins in office kitchen areas.
- f. The recycling bins at the back of River Park House were now locked, which had significantly reduced contamination.
- g. An audit has been sent out to all senior staff to identify areas for plastic and waste reduction in service areas.
- h. The Events Team sent a questionnaire out to all past event organisers to determine what single use plastics they used and how we could work to reduce them. The Parks and Green Spaces Strategy would include new policies on single use plastics.
- i. Officers were working on the installation of up to 5 water fountains across the borough with the GLA – providing publicly accessible drinking water.
- j. Work was ongoing with procurement to include weighting towards not using single use plastics in our procurement processes.
- k. The Council was working with the North London Waste Authority (NLWA) to deliver waste reduction and single use plastic workshops in two Haringey schools.
- l. Work has also been undertaken with the NLWA and Plastic Free Crouch End to work towards achieving 'low plastic zone' accreditation in Crouch End.
- m. Many of the actions identified were cost-free or low cost and can be delivered without significant resources.

The following was noted in discussion of this item:

- a. The Chair raised concerns that there was no written briefing circulated in advance of the meeting and requested that a written briefing be provided in future. Officers agreed to circulate a note on single use plastics to the Panel. **(Action: Joe Baker).**
- b. The Chair requested that Councillors also be given a reusable plastic cup as well as new staff members. Officers agreed to look into this. **(Action: Joe Baker).**

- c. In response to a question around whether consideration had been given to providing water fountains in parks, officers advised that they were looking to secure free provision of water from available cafes and kiosks in parks.
- d. In response to a question around whether there was a figure around the reduction in single use plastics achieved, officers advised that a baseline survey was carried out by the champions network but no assessment of current usage had been done as yet.
- e. In response to a question on eco-friendly comms, officers acknowledged that further work on this would be undertaken and that this would form part of the programme moving forwards.
- f. The Panel suggested that more could be done to promote local litter picking events across the borough.
- g. The Panel sought reassurance around the role of the champions' network and why there were only 30 staff involved. In response, officers advised that they were leading on culture change within the organisation and that they would be used to mentor other staff and increase awareness.
- h. The Panel raised concerns about ensuring that actions taken as part of this strategy were measureable. Officers advised in response that, as part of the Cabinet report in June, there would be an action plan developed that would contain measurable outcomes.

RESOLVED

That the Panel noted the update on single use plastics.

9. WASTE RECYCLING AND CLEANSING DATA

The Panel received a report which set out current performance on waste and recycling and progress against Borough Plan commitments for waste and street cleansing, including fly-tipping. The report was introduced by Ian Kershaw, client and Commissioning Manager. The following was noted in discussion of this report:

- a. The Panel sought assurance around what was being done to tackle contamination of recycling from items such as nappies and whether producing comms materials in different languages was required. In response, officers acknowledged that kerbside contamination was a key issue. Communication leaflets were being produced in a number of different languages for residents. These would complement the work carried out by Veolia Outreach officers (who spoke several languages) and the core information new sent to all residents with our collections calendar – which was to be circulated borough-wide in the next two weeks. Officers agreed to share the work review undertaken by the NLWA with the Panel. **(Action: Ian Kershaw).**
- b. In response to a query about the response to contaminated bins and whether they were rejected at the kerbside, officers advised that the most effective response was to put a label or sticker on the bin in question. If the bin was still contaminated the following week then the bin would be collected to prevent overflowing rubbish. If the same thing happened again then a letter would be sent out. In severe cases, the Council could remove the recycling bin altogether, especially in regards to HMOs.

- c. The Panel commented that they would like to see additional enforcement taken against rogue landlords, particularly in light of the further rollout of mandatory licensing. Officers advised that conditions were being prepared covering control of waste in conjunction with the selective licensing scheme.
- d. In response to concerns about those without English as a first language, officers advised that leaflets were designed to be as pictorial as possible in order to be easily understood by different community groups.
- e. The Panel enquired about whether additional rollout of CCTV cameras was in the pipeline. In response, the Panel was advised that the Council was undergoing a significant upgrade of its CCTV facilities. The Cabinet Member also acknowledged the role that education played but emphasised the fact that people already knew that fly tipping was against the law and that it was necessary to create a risk factor.

RESOLVED

That the Panel noted performance to date and comments on progress against Borough Plan objectives.

10. ENGAGING WITH OUR COMMUNITIES

Clerk's note: The Chair requested that agenda items 10 and 11 be combined and that the Cabinet Member provide a short combined verbal update, followed by the scheduled question and answer session.

The Panel received a verbal update from the Cabinet Member for Neighbourhoods in relation to how the Council sought to engage with residents and communities and involve them in service delivery. The Panel also received a more general update on the Cabinet Member's portfolio. This was followed by a question and answer session. The following was noted in relation to the verbal update:

- a. The Panel were advised that the AD Stronger Communities was now responsible for the contract management of Veolia as well as waste enforcement. It was noted that the merging of those teams reflected a clear synergy and provided greater opportunities for joined up working across this area, including HMO licencing and ASB.
- b. The Panel noted that work was ongoing with bringing the Street Enforcement Team back in-house, following the conclusion of the pilot with an outsourced service through Kingdom. Staff were being recruited and it was anticipated that this should be in place by May. The in-house service would have a wider remit than Kingdom and would be responsible for general flytipping and trade waste enforcement.
- c. The Cabinet Member advised that 280 FPNs for flytipping had been issued since April 2019. Work was also continuing with increasing signage about flytipping/dumping across the borough.
- d. The CPZ policy was due to be considered by Cabinet in March, which would provide an updated and refreshed strategy to reflect current parking pressures and new housing developments.
- e. The Highways Plan was also due to be considered at Cabinet at the meeting taking place the following week. This would set out the planned highways maintenance works for the next 12 months and would reflect an increased

- investment in highways. The plan would also include the upgrading of around 4000 streetlights. Some of which were identified as being over 30 years old.
- f. The Cabinet Member advised that she was working to bring reactive highways maintenance back in house and that the additional investment into highways infrastructure would make this economically viable and allow significant improvements to be made.
 - g. The Cabinet Member advised the Panel that she was also seeking to bring the reporting of potholes back from Customer Services in order to improve the service and make it more joined-up.
 - h. The Cabinet Member characterised the overall strategy as one of ensuring that the Council responded to residents properly and that it did what it said it would.

The following was noted in discussion of this item:

- a. The Panel sought assurance about the length of time it had taken to bring the street enforcement service back in-house. In response, the Cabinet Member acknowledged that initial discussion about insourcing of the service began two years ago. The Cabinet Member set out that a lot of work had been undertaken since then looking at a variety of different models and learning from best practice elsewhere. The proposed service would have a much broader role and remit than Kingdom, including enforcing timed waste collections. The Panel were advised that the recruitment process was underway and that interviews were taking place.
- b. In response to a question, the Cabinet Member advised that the intention was that the Wood Green inner zone would be one of the first zones to be looked at as part of the review of CPZ policy.
- c. The Panel raised concerns with the quality of pothole repairs in the Borough and suggested that cheap repairs resulted in cracks appearing and the work having to be redone. The Cabinet Member acknowledged these concerns and advised that there had been some issues with the LOHAC contract and the contract monitoring of this. The Cabinet Member advised that a new contract had been awarded and better contract management would be put in place to ensure improved service levels.
- d. The Panel also raised concerns about recent flooding in the Borough, particularly in and around Green Lanes as well a recent spate of blocked drains. In response, the Cabinet Member acknowledged these concerns and advised that drains often involved a number of agencies including Thames Water and the Council. The Cabinet Member advised that work was underway to look at how improvements could be made in respect of responding to block drains and localised instances of flooding. The Panel were advised that Green Lanes was a principal road and managed by TfL, the Council was in discussion with TfL to try and agree greater investment and improvements to Green Lanes.
- e. In response to further questions around roadworks and road closures, the Cabinet Member confirmed that most of the disruptive work was done by utility companies and tended to be unplanned emergency works.
- f. In response to a question around the evidence base for the wall of shame, the Cabinet Member advised that Barking and Dagenham had a similar scheme in place for two years which had resulted in 28 prosecutions and led to a reduction in fly tipping by a third. The Cabinet Member emphasised that the education/behaviour change aspect was the main driver. In response to

concerns about whether there were performance targets in place, the Panel was advised that targets were set out as part of the Fly tipping Strategy.

- g. In response to a question, the Cabinet Member confirmed that all councillors had been given the opportunity to provide comments on the Highways Plan.

RESOLVED

That the update was noted.

11. CABINET MEMBER Q&A WITH CABINET MEMBER FOR NEIGHBOURHOODS

As per the minutes for Agenda Item 10.

12. SCRUTINY REVIEW INTO BLUE BADGES

The Panel considered the Scrutiny Review report on Blue Badges and improving access to disabled parking services.

The Panel raised concerns about the fact that Blue Badge holders had to buy tickets/permits to park in Apcoa managed car parks, but without any apparent facility to purchase them on site. In response the Chair advised that this was outside the scope of the review and instead he would address the issue with the Cabinet Member directly. **(Action: Chair).**

RESOLVED

- I. That the Panel noted the report and approved its recommendations.
- II. That the report be submitted to Overview and Scrutiny Committee for formal approval at its meeting on 12th March.

13. WORK PROGRAMME UPDATE

The Panel suggested that they would like to see a future agenda item looking into why the recycling rate had dropped.

RESOLVED

The Panel noted the Work Plan.

14. NEW ITEMS OF URGENT BUSINESS

N/A

15. DATES OF FUTURE MEETINGS

There are no further meetings in the current municipal year.

CHAIR: Councillor Adam Joguee

Signed by Chair

Date

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MINUTES OF MEETING ENVIRONMENT AND COMMUNITY SAFETY SCRUTINY PANEL HELD ON THURSDAY, 3RD SEPTEMBER, 2020, 7.00 - 9.15 PM

PRESENT:

Councillors: Adam Jogee (Chair), Peray Ahmet, Barbara Blake, Eldridge Culverwell, Scott Emery, Julia Ogiehor

ALSO ATTENDING: Ian Sygrave

16. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

17. APOLOGIES FOR ABSENCE

There were no apologies for absence.

18. ITEMS OF URGENT BUSINESS

There were no items of urgent business.

19. DECLARATIONS OF INTEREST

Councillor Jogee declared that, in relation to Agenda Item 5, both he and Councillor Culverwell had been to Queens Wood to meet the people demonstrating against the proposed felling of trees.*

Councillor Emery declared that he had also been down to Queens Wood to meet the demonstrators.

Clerks' note – Cllr Culverwell was unavailable at this point in the meeting as he has been having a problem with his IT equipment.

20. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

The Panel received a deputation from Dr Glenys Law on behalf of an organisation she represented called SHIFT. The deputation was in relation to an ongoing case in Queen's Wood involving an adjacent property. The insurance company (AXA) acting for the owners of this property had submitted a compensation claim to the Council claiming that trees in the

wood had caused damage to the property in question. In response to the insurance claim, the Council was seeking to remove four oaks trees from Queens Wood.

The deputation party put forward the following points in support of the deputation:

- Engagement with the local community showed how important Queen's Wood was to local people. 9,000 people signed a petition to Haringey asking for the 4 trees to be saved and a further 5,000 signed a petition to Axa.
- Haringey felled more than twice as many trees as it planted over the last three years.
- The property in question was a relatively new property which, it was suggested, had been squeezed into a plot adjacent to Queen's Wood. It was built too close to the woodland and the fact that it was suffering subsidence was unsurprising. It was suggested that it was important to note the fact that the wood was there first.
- The deputation party felt a certain level of sympathy for the council and understood that it felt it had no choice but to cut down the trees due to the potential cost implications.
- Ancient woodlands were irreplaceable, and no amount of new planting could make up for their loss. The four trees were vital components of the ancient woodland ecosystem; a home to protected species such as bats, hobbies and stag beetles, as well as an array of flora. The ecosystem had developed over centuries and would be seriously damaged if the trees were removed.
- In regard to the value of these four mature trees, it was suggested that they were an almost free asset in contrast to new tree planting. It was suggested that the 4 mature oaks in Queen's Wood captured about 240 pounds of carbon a year. In contrast, Haringey would need to plant 2,400 new saplings to mitigate the carbon cost of felling these 4 oaks.
- The deputation party also raised concerns that felling the four trees in question would not guarantee a solution to the subsidence problem. It was suggested that heave or landslip could easily occur without the retaining influence of the root network.

The Deputation party requested that:

- 1) The Council should negotiate with Axa to help protect this ancient woodland in line with their stated environmental goals. Axa were paying for a second independent engineer's report which, hopefully would come up with an engineering solution, such as underpinning or a root barrier that did not involve the felling of the trees.
- 2) Haringey urgently needed to implement a proper tree strategy. There had been no approved tree policy by Haringey Council for nearly a decade. It was suggested that the existing draft Tree Strategy should be updated, approved and implemented to provide a reference point for future planning and operational decisions. The borough had a new conservation officer who was currently working on producing a biodiversity plan for the borough. The Panel should lobby for this to include trees and ancient woodland.
- 3) Haringey, unlike many other London Boroughs, is not signed up to the London Tree Officer's Association Joint Mitigation Protocol which included a formula known as CAVAT (Capital Asset Valuation of Amenity Trees). CAVAT calculations applied to the four threatened Queen's Wood oaks suggested that their value would be assessed at around £200,000.
- 4) Having a tree protection officer in place would allow the Council to have in place someone to review all planning applications and insurance claims. It was suggested that hundreds of trees in the borough were lost every year due to the lack of scrutiny of planning applications.

The following was noted in discussion of the deputation:

- a. The Panel sought clarification about the outcome that was hoped for through negotiation with Axa. In response, Glenys set out that the Council needed to consider the importance of the trees and that the starting position should be that the trees needed to remain and that alternative options should be explored. It was noted that Axa had commissioned an independent engineers' report to look into possible alternative options and it was advocated that an alternative engineering solution should be pursued. It was also suggested that the Council should also request a breakdown of the costs for the claim.
- b. In response to a question around the extent to which the Cabinet Member had been engaged on the issue, the deputation party advised that she had been down to visit the site and was broadly supportive of the cause. The Panel sought further clarification from the Cabinet Member as to what conversations she had with officers on the issue. The Chair agreed to follow this up in writing with the Cabinet Member. **(Action: Chair)**.
- c. The Panel questioned whether in not felling the trees now, the Council would simply be creating a bigger problem for itself at a later date. In response, it was suggested that the engineers report would set out the extent to which the trees would grow further and the depth of the foundations required at the property to prevent subsidence. It was suggested that there was a depth below which tree roots did not grow. One possible solution advocated was the use of root barriers, which released copper into the soil to divert root growth. In response to a follow up, it was acknowledged that part of the problem was that alternative solutions could cost more money.
- d. The Panel noted that street trees was a scheduled agenda item on its next meeting and it was agreed that an update on Queens Wood would be incorporated into the street trees item. **(Action: Clerk)**.

21. MINUTES

Clerk's note – Cllr Culverwell re-joined the meeting at this point.

The Panel noted that in regards to the response to a previous action, that 371 HGVs had a PCN issued for illegally using Wightman Road from April to 15th August 2020, with 110 of those subsequently cancelled. This left 261 instances and the Panel suggested that this underlined how much unlawful activity by HGVs there was on Wightman Road.

The Panel requested further information around how much an the fine for an individual PCN for illegal HGV use of a Wightman Road was. The Panel also requested further information about what happened to that money- Where did it go? Was the revenue generated by the PCN ring-fenced? **(Action: Ann Cunningham/Clerk)**.

The Panel also requested further information about who in the Council was responsible for chasing up the PCNs and ensuring that they were paid. **(Action: Ann Cunningham/Clerk)**.

RESOLVED

That the minutes of the meeting on 5th March were agreed as a correct record.

22. COVID-19 RECOVERY UPDATE

Members received a report which provided an update to the Environment and Community Safety Scrutiny Panel on the actions taken by key services within Environment & Neighbourhoods, in response to the COVID-19 pandemic. The report was introduced by Tim Walker, Programme Manager - Highways & Parking; Ian Kershaw, Community Safety, Enforcement & Waste Manager & Simon Farrow, Highways, Parking, Parks & Open Space Manager, as set out in the agenda pack at pages 15-18. The following was noted in discussion of the report:

- a. In relation to a question around recovery of parking enforcement, the Panel was advised that numbers for July 2020, were very similar to those of July 2019.
- b. In response a query around the impact on recycling, it was acknowledged that this had been tracked during COVID-19 but that different boroughs had used different methodologies for doing so. The Panel was advised that the most obvious impact of COVID-19 in relation to this was the fall off in the commercial waste stream.
- c. In relation to concerns around damage to Finsbury Park, caused by illegal music events, officers advised that the summer period would usually see some damage due to barbeques taking place and additional use of the park. However, part of the issue had been that the parks had been so busy due to COVID-19. It was suggested that the main impact of music events and increased footfall in general was the additional amount of waste that was generated, rather than damage to the park.
- d. The Panel also requested comment from officers around the crowds on Green Lanes during August as a result of the 'Eat Out to Help Out' scheme. Officers responded that engagement work had been undertaken with local businesses to ensure they were compliant with the regulations and social distancing in particular. Officers suggested that there was one particular incident involving very large queues that was widely reported and that the business owner in question was engaged with. It was suggested that this issue was not unique to Haringey.
- e. Concerns were raised around unlicensed music events in Markfield Park and it was commented that these had been taking place for years. Cllr Blake commented that officers had been fantastic in dealing with these during lockdown. Officers responded that they were continuing to monitor this situation closely and that security guards would be used to patrol the park at key times.
- f. The Panel sought clarification as to whether the current system of having to book a slot for use of the reuse and recycling centre would continue. Officers advised that this was due to government regulations around social distancing. The decision was ultimately down to the NLWA but that officers were keen to reopen the centre fully as soon as was practicable.
- g. The Panel acknowledged the work done by the Parks team in keeping the parks open and keeping them clean, especially Finsbury Park which was kept very clean and free of litter.
- h. The Panel also welcomed that Finsbury Park was largely vehicle free in recent months and questioned whether something could be done to ensure that it remained so. In response, officers set out that a consultation on the topic had been carried out last year. Whilst the results of the consultation did favour removing car parking, officers commented that a happy medium was required,

as some access would always be needed for disabled park users and for parks vehicles.

RESOLVED

That the Panel noted the contents of this report for information

23. UPDATE ON TFL CYCLING INFRASTRUCTURE BIDS

Clerk's note – The Chair amended the order of the agenda and brought items 11 & 12 forward. The minutes reflect the order in which items were discussed, rather than the order published on the agenda.

The Panel received a report which provided an update on the bids submitted to TfL for active travel schemes such as walking and cycling, in response to the Covid 19 crisis to enable social distancing. The report was introduced by Neil Goldberg, Transport Planning Consultant as set out in pages 97-100 of the agenda pack. Maurice Richards, Transport Planning Team Manager, Sam Neal Consultant Project Manager & Rob Krzyszowski - Interim Assistant Director, Planning, Building Standards & Sustainability were also present.

Haringey submitted 18 bids to the Streetspace Plan fund and a single bid comprising 5 cycleway improvements for £100,000 to the DfT. The Council was successfully awarded £1,139,285 in total. The funded cycleway projects included:

- Improvements to Cycle Superhighway 1 (CS1)
- The extension of CS1 to connect to the London Borough of Enfield
- Designing a new cycle route which will connect Haringey to Islington via Crouch End with the aim to secure further funding later this year to implement the scheme
- DfT funded improvements to existing advisory cycle lanes in the borough at five locations – Ferry Lane, Station Road N22, High Road N22, Bounds Green Road and the southern end of Green Lanes.

In July 2020, a further round of bids was submitted and the Panel were advised that an announcement on whether they were successful was expected imminently. These schemes included:

- The implementation of the Crouch End and Hornsey Cycleway which received funding for designing in the first funding round
- A Wood Green to Finsbury Park Cycleway
- Implementation of Cycle Future Route 2 between Tottenham Hale and Finsbury Park in Haringey
- Implementation of Quietway 10 between Bowes Park and Finsbury Park in Haringey.

The following was noted in discussion of this item:

- a. The Panel sought clarification as to whether the proposed Seven Sisters cycle route would go through Finsbury Park or whether it would include the surrounding roads. In response, officers advised that a final solution had not yet been agreed and that the proposal was on hold for the moment due to the revenue shortfall that TfL had experienced from COVID-19.
- b. In response to a question around Liveable Crouch End, officers advised that this scheme was currently on-hold due to TfL funding restrictions. The cycleway proposed as part of this scheme was temporary due to the parameters of the original bid but officers advised that the scheme could be a useful pilot in providing a similar permanent scheme going forwards.

RESOLVED

That the Scrutiny Panel noted the progress made to date in achieving funding from TfL and the DfT and the delivery progress of the funded cycling schemes.

24. UPDATE ON THE RECOMMENDATIONS FROM THE SCRUTINY REVIEW ON PARKS (MARCH 2018).

The Panel received an update on the recommendations to the Scrutiny Review on Parks from March 2018. The report was introduced by Simon Farrow, Highways, Parking, Parks & Open Space Manager. The Panel were advised that the work done in response to the Scrutiny Review would continue as part of the Parks and Green Spaces Strategy.

In response to a question around the implications from a shortfall in revenue from cancelled Major Events in Finsbury Park, Officers advised that there was no threat to staffing levels in Finsbury Park. However, the Council was still working through the implications of a shortfall to its revenue from across the organisation due to COVID-19. The full implications would be known until the government announced funding levels for local government for 2021/22.

RESOLVED

The Panel noted the update on the recommendations to the Scrutiny Review on Parks.

25. YOUNG PEOPLE AT RISK STRATEGY UPDATE

The Panel received a report which provided an update to the Environment and Community Safety Scrutiny Panel regarding the Young People at Risk Strategy 2019-29, which was approved by Cabinet in March 2019. It set out progress made in the delivery of commitments made in the strategy and the Young People at Risk Action Plan. The report was introduced by Hugh Smith, Policy & Equalities Officer as set out at pages 19-82. The following arose in discussion of the report:

- a. The Panel sought assurances around the extent to which the programme had been affected due to COVID-19. In response officers, advised that between March 2019 and March 2020, all of the services that were due to be in place were up and running, such as Community Gold and the CAMHS Trail blazer. COVID-19 had an impact, however services had shown a high degree of

- resilience to this and services were being delivered in different ways, with activities being delivered online and in other COVID-secure ways.
- b. The Panel requested a breakdown of the percentage change in serious youth violence in response to COVID-19. Officers advised that there had been a decrease of 25-30% in serious youth violence compared with the same period last year. This figure was broadly in line with the rest of London. Officers agreed to provide a breakdown of the figures for different types of youth violence. **(Action: Hugh Smith)**.
 - c. In response to a question, officers advised that there was a summer activity programme delivered this year in conjunction with public sector and voluntary partners, however the figures for this were still being compiled. Officers agreed to feedback to the Panel with further information on the level of engagement from the summer programme. **(Action: Hugh Smith)**.
 - d. The Panel questioned why the strategy had not been updated to incorporate the new Borough Commander. Officers advised that the strategy was agreed in March 2019 when the previous Borough Commander was in post. Officers agreed to feed this back to colleagues for further consideration.
 - e. The Panel sought further information around what the critical list was at Bruce Grove youth space and how many people were on it. Officers agreed to come back to the Panel with a response. **(Action: Hugh Smith)**.
 - f. The Cabinet Member for Communities, Safety and Engagement acknowledged the point around the Borough Commander and advised the Panel that he had agreed with officers to undertake a refresh of the strategy in light of COVID-19 and Black Lives Matter. This would be worked on over the coming months.

RESOLVED

That the Panel noted the report.

26. HARINGEY CRIME PERFORMANCE OVERVIEW AND UPDATE ON THE TURNPIKE LANE JOINT STRATEGY WORKING GROUP

The Panel received a presentation and covering report, which outlined current performance levels in relation to the MOPAC indicators for crime in Haringey. The Panel noted that Haringey had experienced large reductions in most crime types since March 2020. Overall crime in Haringey had decreased by 7.6% in the past year, which was larger than the London-wide decrease of 5.8%. The report and presentation were introduced by Joe Benmore, IOM Strategic Lead as set out in the agenda pack at pages 83-92.

RESOLVED

That the Panel noted the report.

27. CABINET MEMBER QUESTIONS; CABINET MEMBER FOR COMMUNITIES, SAFETY AND ENGAGEMENT

The Panel received a verbal update from Cllr Mark Blake, the Cabinet Member for Communities, Safety & Engagement on his portfolio and this was followed by a Q&A session. The following arose in discussion of this item:

- a. The Panel sought further information around a proposed Black Lives Matter motion at an upcoming Council meeting. In response, the Cabinet Member advised that this was being progressed. The Panel also noted that the Mayor London had implemented an action plan to improve trust and confidence in policing and that the Council was supporting this where it could.
- b. The Panel noted some concerns with a lack of joint working around unlicensed music events in and around Seven Sisters and Cllr Blake invited the Cabinet Member to attend a local community meeting on this. The Cabinet Member advised that a lot of work had been done across the borough on early interventions to unlicensed music events over recent months. In relation to Markfield Park, the Cabinet Member advised that robust proposals were being drawn up with the Friends group and police colleagues and that he was in the process of arranging a meeting to progress this. As part of a follow-up, Cllr Barbara Blake welcome progress on this issue but advised that, to date, she had found it a struggle to make any progress on the issue and to get to the point where something was being done about it.
- c. The Panel also expressed concerns with delays in getting a statement out around antisemitism, in the wake of the high profile story around the Grime artist Wiley and advocated that there needed to be better communication between the administration and the community on this issue. In response, the Cabinet Member acknowledged these concerns and commented that he was keen to get a statement out as soon as possible, to the extent that he did so through the local Labour party website, as it was felt that this would be a quicker way of doing so. In response to a follow-up on this, the Panel suggested that the issue was one of political leadership rather than an issue with the communications team.
- d. The Panel noted some concerns around the Council's engagement with community groups in response to COVID-19 and urged the Cabinet Member to undertake early intervention and engagement with community groups and faith forums etcetera. In response, the Cabinet Member acknowledged these concerns and set out that he had sought to pilot a number of community conversations with community groups prior to lockdown. The Cabinet Member also advised that grant programme bid had also been made for £500k to support local voluntary and community sector organisations. The Chair requested that the Cabinet Member provide follow-up to the Panel in writing about what activities had taken place with around engaging with mosques, faith forums and other community groups. **(Action: Cllr Mark Blake)**.
- e. In response to a question around the Cabinet Member's key local priorities, the Panel noted concerns around disproportionate policing methods for and an overreliance on Stop and Search powers. The Cabinet Member advocated a greater onus on community policing and the need for engagement with communities, as well as the need for educational opportunities and safe places to go for young people in the borough.
- f. The Cabinet Member advised that he was looking to arrange a briefing session with Members and the Borough Commander.

RESOLVED

Noted

28. WORK PROGRAMME UPDATE

The Panel received a report which presented an outline work plan for 2020-21 and requested the views of the Panel on priorities and issues to be added.

RESOLVED

- I. That the Panel approved the draft current work programme for 2020-21, attached at Appendix A of the report.
- II. That consideration was given to which one-off items to prioritise and any additional issues to be added to the work plan.
- III. That the Overview and Scrutiny Committee were requested to endorse the work plan for the Panel at its upcoming meeting on 6 October.

29. NEW ITEMS OF URGENT BUSINESS

N/A

30. DATES OF FUTURE MEETINGS

3rd November 2020
10th December 2020
4th March 2021

31. A.O.B.

The Panel requested an agenda item around recycling rates be added to the next agenda, in response to a concerns about a drop-off in recycling performance. **(Action: Clerk).**

CHAIR: Councillor Adam Jogee

Signed by Chair

Date

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MINUTES OF MEETING OF CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL HELD ON THURSDAY 19TH DECEMBER 2019

PRESENT:

Councillors: Erdal Dogan (Chair), Dana Carlin, James Chiriyankandath, Josh Dixon and Tammy Palmer

Co-opted Members: Mark Chapman, Luci Davin and Lourdes Keever

12. FILMING AT MEETINGS

The Chair referred Members present to item 1 on the agenda in respect of filming at this meeting and Members noted the information contained therein.

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Davies and Hakata.

14. ITEMS OF URGENT BUSINESS

None.

15. DECLARATIONS OF INTEREST

None.

16. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

17. MINUTES

In respect of item 10 (Educational Attainment and Performance), it was agreed to add to the actions agreed that reference to how Haringey Education Partnership is ensuring that statutory obligations on religious education are fulfilled be included in future reports.

AGREED:

That, subject to the above amendment, the minutes of the meeting of 7 November be approved.

18. CABINET MEMBER QUESTIONS - CHILDREN AND FAMILIES

Councillor Zena Brabazon, Cabinet Member for Children and Families, outlined the key developments within her Cabinet portfolio:

- OFSTED had recently undertaken a focussed inspection of children's social care services, including the Multi Agency Safeguarding Hub (MASH). Preliminary feedback that had been provided had been positive;
- Beverly Hendricks had been appointed to the post of Assistant Director for Social Care as part of the consolidation of the Children and Young People's Service management team;
- The Outstanding for All Awards had taken place recently and she had written to congratulate all of those who had been recognised as part of this. There had also been an awards ceremony for looked after children. She stated that she would like to invite Panel Members to attend future events;
- She had recently attended two briefings aimed at school governors. She had some concerns regarding levels of participation and felt that there was work that needed to be done to increase their engagement as their role was very important;
- In respect of the budget, the High Needs funding block was overspent despite the additional £4m in funds that had been allocated by the government;
- The Grove School had opened recently in the building previously occupied by the Professional Development Centre. The Grove was a free school for children with autism of up to the age of 19. The new facilities were very well resourced;
- Take up of free nursery places for two and three year olds was not as good as hoped. This was a London wide issue and a source of concern. There had been a lot of outreach work including door knocking. The reasons for the drop were unclear but it was likely that there were a number of factors, including housing issues;
- She felt that the ability of school staff to cope with the high levels of turnover and wide diversity of children and young people within Haringey schools needed to be recognised and celebrated.

In answer to a question, she stated that work was also required to develop a collective response to falling school rolls, which was a major strategic issue. This would need to involve all relevant stakeholders. Ann Graham, the Director of Children's Services, reported that discussions with schools were taking place and further work on the matter was planned in the New Year. The issue affected schools across the borough. The importance of schools to individual neighbourhoods was acknowledged though.

In answer to a question regarding the "hostile environment" and possible government action to reduce the immigration rights of unaccompanied children from the European Union, the Cabinet Member stated that the Council would lobby against any potential change that would affect them adversely. There was an obligation and a commitment to support children who lived in the borough and attended Haringey schools. Ms Graham reported that legislation would be responded to as and when required. The vision for Children's Services was to do the best for all children in need, in accordance with the Children Act.

In answer to a question regarding the loss of Blue Badge parking spaces that parents of children with a disability were able to use, the Cabinet Member stated that the pressure on families was considerable. The Council therefore should be seeking to make life easier for such families. She requested further information on the instance referred to in the question and agreed to take the matter up with the Council's Environment and Neighbourhoods Service, who were responsible for parking issues.

In respect of the recent OFSTED inspection, Ms Graham reported that limited notice had been given. The outcome of the process was that a letter would be sent to the Director providing detailed feedback. Such visits by OFSTED could trigger a full inspection if specific concerns were identified. However, positive verbal feedback had been given. In particular, it had been considered that children were not unsafe and thresholds were appropriate. Reference was made to strong early help and assessment functions. The service was also found to be caring, with officers prepared to go the extra mile to help families. There were no particular areas that were flagged up as areas of concern. The process had been rigorous and the positive feedback that had been given was therefore very welcome.

In response to a question regarding how schools were being educated in the needs of non-binary children, the Panel noted that the compulsory Relationship and Sex Education (RSE) was being introduced in schools. Linda Edward, Senior Commissioner in the Public Health Service, reported that engagement had taken place with Headteachers and school governors on the introduction of the new programme. This had included training on the process and especially how to engage effectively with parents in the light of the high profile issues regarding RSE that had been raised in Birmingham. It was agreed that Members would be included in future training plans on the issue.

AGREED:

That training for Members be included in the future training plan on the Relationship Education and Relationship and Sex Education processes.

19. SCRUTINY OF THE 2020/21 DRAFT BUDGET / 5 YEAR MEDIUM TERM FINANCIAL STRATEGY (2020/21-2024/25)

Paul Durrant, Head of Finance, reported that there was a budgetary gap of £5.5 million and the proposals within the Medium Term Financial Strategy (MTFS) represented the contribution of services for children and young people to reducing this. The Panel noted the following proposals:

- A new integrated public health commissioned service delivery model for 0-19 year olds that would save £125k in each of the forthcoming two years;
- Reducing placement costs through effective management of the market;
- Insourcing accommodation for Unaccompanied Asylum Seeker Children;
- Reducing operational costs in Schools and Learning and Commissioning; and
- Reviewing spending on transport and taxis.

Panel Members queried the presentation of a budget reduction in the Public Health Service as having a positive impact. Ms Edward reported that health visiting had previously been very targeted, with parents only receiving a small number of visits. However, the service had now been transformed and, in particular, increased its reach against the five health visiting mandated areas. Parents were now receiving a greatly increased number of visits. The proposed savings were to be achieved through merging the health visiting and school nursing services. This would lead to natural efficiencies through less duplication and back office savings. The Panel noted that public health grant funding was ring fenced and the savings achieved would need to be deployed elsewhere within Public Health.

Ms Edward reported that the provider for health visiting was Whittington Health. 92% of parents were currently receiving a new birth visit between 10 and 14 days of the birth. 78% of parents were receiving a 6 to 8 week visit. Although this represented an improvement, further progress still needed to be made.

John O'Keefe, Interim Capital Accountant, reported that the proposal relating to School Streets was currently included within those for children's services but was to be moved to those within the "Place" priority. The main capital investment that was planned was in respect of schools estate maintenance. A number of surveys of the schools estate had taken place during the last 18 months and these had revealed its condition. An additional amount of £10 million per year for five years had been put into the capital budget to fund the work that was required. It was noted that the government only provided a grant of £3m per annum. However, the amounts that had been allocated were still not enough to cover all of the work that was required. The Council was currently developing an asset management plan which will assist in the setting of priorities. It was agreed that a report be submitted to a future meeting of the Panel on the challenges that schools estates were facing.

The Panel noted that the additional funding would cover all of the Children's Services estate and not just schools. It was accepted that the amount that had been allocated was indicative but the need for investment needed to be balanced against the pressure on the Council's revenue budget, which was under pressure and would be affected by additional borrowing costs. The Asset Management Plan and the Capital Strategy would contain additional detail on the proposals including scheduling and priorities. In respect of deliverability, current performance showed an improvement so that was an increased level of confidence.

Ms Graham commented that a lot of preparatory work had been undertaken in the past year on the schools estate due to its maintenance being given a higher priority. Specific criteria was being used to prioritise work that was based on the degree of urgency. In addition, consideration was also given to the priorities of individual schools. Further detail could be provided in a report to a future meeting.

The Cabinet Member stated that there was a massive need for repairs in schools and as much as possible had been allocated for this work. However, there were longer term issues that needed to be considered, such as the future school population. The Panel noted that there would be a regular cycle of reports to inform and guide the work that was undertaken, including the pupil place planning reports. The environmental impact of work would be considered as part of the process.

AGREED:

That a report be submitted to a future meeting of the Panel regarding school estates and action being taken to address maintenance issues.

20. SUPPORT TO CHILDREN FROM REFUGEE FAMILIES - UPDATE ON IMPLEMENTATION OF RECOMMENDATIONS OF SCRUTINY REVIEW.

Beverley Hendricks, Assistant Director for Safeguarding and Social Care stated that the report covered progress with the implementation of the recommendations of the Scrutiny Review on Support to Children from Refugee Families and, in addition, provided additional information on the context within which the Council was currently working. Appendix 1 of the report indicated whether the recommendations had been either agreed or partially agreed.

There were only two recommendations where further work was still required. One of these related to the implementation of the recommendations a practice audit that was undertaken of the No Recourse to Public Funds (NRPF) team where a progress report to the Panel was requested. This could be placed on the work plan as an item for a future meeting of the Panel. The other outstanding issue related to a report on the provision of good quality immigration advice to families with NRPF. She reported that there was currently much work being undertaken within the service. Examples included the settlement status of unaccompanied children from the EU. Consideration also needed to be given to the citizenship of looked after children and care leavers. The Council was a member of NRPF Connect, which provided local authorities access to a database with a wide range of information, including details on immigration status. It also provided access to relevant teams within the Home Office and this provided the opportunity for the Council to encourage them to regularise the immigration status of relevant families.

In answer to a question, Ms Hendricks stated that she could confirm that there was currently no officer from the Home Office embedded within the NRPF Team. She reported that the Department for Education had recently written to the local authorities asking if reassurance could be given that looked after children were being supported to secure citizenship. A briefing could be submitted to a future meeting of the Panel regarding this if members deemed this useful.

Panel Members felt that resolving the immigration status of families needed to be given a high priority and that referral for good quality immigration advice was essential for this. Ms Hendricks reported that the Council worked closely with the Coram centre, who could assist with legal advice. She stated that NRPF Connect produced quarterly statistical reports and she was happy to report in detail on the findings of these. Amongst other matters, they showed the importance of the granting of leave to remain in ending the need for local authority involvement in cases.

The Cabinet Member reported that the High Court had just ruled that the £1012 fee charged for citizenship was unlawful. Whilst this was good news, the decision was likely to be appealed.

In answer to a question regarding Border Security Force raids, Ms Hendricks reported that there was an obligation on the part of the Police to inform children's social care services when a raid likely to impact on children was planned so that its impact could be mitigated.

In answer to another question, she stated that there was currently no local intelligence on any children returning to the borough from Syria. However, she reported that London Councils and boroughs in close proximity to access points had undertaken some work on this issue and a paper could be submitted to a future meeting on this for information.

She reported that it was proposed that the rates that were set for subsistence for families with NRPF use the NASS rates, which was a national benchmark that was used by other local authorities.

AGREED:

1. That an update on progress with implementing improvements identified as required by the practice audit undertaken on the work of the NRPF team in 2017 be submitted to a future Panel meeting; and
2. That a report be made to a future meeting of the Panel on how families with NRPF are assisted in accessing good quality immigration advice so that they are better able to resolve their status quickly.

21. WORK PROGRAMME UPDATE

AGREED:

That the work plan be noted.

CHAIR: Councillor Erdal Dogan

Signed by Chair

Date

MINUTES OF MEETING CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL HELD ON MONDAY, 2ND MARCH, 2020

PRESENT:

Councillors: Erdal Dogan (Chair), Dana Carlin, Julie Davies, Josh Dixon, Mike Hakata and Tammy Palmer

Co-opted Member: Mark Chapman and Luci Davin (Parent governor representatives), Yvonne Denny and Lourdes Keever (Church representatives)

27. FILMING AT MEETINGS

The Chair referred Members present to agenda item 1 as shown on the agenda in respect of filming at this meeting and Members noted the information contained therein.

28. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Chiriyankandath.

29. ITEMS OF URGENT BUSINESS

None.

30. DECLARATIONS OF INTEREST

None.

31. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

32. MINUTES

AGREED:

That the minutes of the meeting of 19 December 2019 be approved.

33. HARINGEY COMMUNITY GOLD - END OF YEAR ONE SUMMARY

Eubert Malcolm, the Interim Assistant Director for Stronger Communities, reported on the progress up to quarter four with Haringey Community Gold initiative. It was aimed at young people at risk of exclusion from school or on the fringe of criminality. A public health approach was used that focused on strengths. The aim was to turn lives around

and realise potential. Engagement had taken place with 1364 young people in 2019. There were also 309 young people completing activities out of original target of 500. A total of 452 young people had also engaged in aspects of the programme following initial engagement through the outreach team. Activities had also taken place in schools, including a number on employment issues. The ethnicity of the largest percentage of participants was Black British. Payment for the work undertaken as part of the initiative was based on results and £480k had been received so far.

There had been a number of challenges that had been faced in setting up the programme of activities. It had started late due to issues related to processes, recruitment, training and compliance. The programme had been led by voluntary sector partners, who had then invited the Council to lead the consortium. There had been alignment difficulties for the delivery of the programme due to the number and diversity of partners. The drive to engage large numbers of young people also created an influx of requests which presented capacity challenges to grass roots delivery partners. In addition, there were also challenges in ensuring that there was the capacity to deliver a service in multiple locations in order to support young people unwilling to travel.

There were a number of objectives for the second year of the programme. These included:

- Developing closer working relations with Bruce Grove Youth Centre, Project 2020 and Project Future;
- Continuing to promote the programme across Haringey and neighbouring boroughs;
- Finalising the development of the young people's shadow board to provide a strong voice to influence the delivery of activity; and
- Supporting employment, physical activity and sports activity to reflect feedback from young people and practitioners.

In answer to a question, Mr Malcolm stated that there were could be challenges in working with the community. In particular, it could be difficult addressing challenging behaviour amongst young people. An evaluation would take place following the second year of the initiative. This would include case studies that would focus on the changes that the initiative had led to the lives of young people involved. The initiative would contribute to the achievement of the objectives of the Youth at Risk strategy and its associated 10 year action plan.

In answer to another question, he stated that many young people did not feel comfortable disclosing their sexual orientation and not trusting of figures of authority. Efforts were being made to involve girls and there were female detached workers undertaking specific work to address this. There were nevertheless challenges in identifying the sort of activities that young women wanted. He was happy to report back on progress with this. There were targets for levels of participation that had been set by the GLA for the three years of the initiative and it was likely that these would be exceeded.

In answer to a question, Mr Malcolm reported that the initiative was community led and it was partners who had selected the Council to lead the programme. The Council and its partners were always willing to consider the inclusion of new groups though. Some groups would need upskilling and there was also a need to support partners. Some

partners were already over providing. There was a clear project plan. If targets were not met, the Council and its partners would not be paid the grant funding.

Ann Graham, Director of Children's Services, reported that the project plan was extensive and included red, amber and green (RAG) ratings. There were regular meetings between partners and an early warning system in place for any performance issues. The consortium's aim was not just to receive the funding but to deliver outcomes.

In answer to a question regarding provision of activities in the south Tottenham area, Mr Malcolm stated that there were detached youth workers working in the area and consideration was being given to expanding activities there. In addition, some activities had been arranged with Gladesmore School. Staff would go to any areas of the borough where there was a need.

The Panel noted that the target for the total number of participants in the initiative was 1500 for the year. There were key performance indicators (KPIs) which could be shared with the Panel in future reports on progress. It was possible to refer participants in activities to a range of partners. The Exodus scheme was still in operation in the borough. Consideration was being given an exit strategy including income streams so that activities could continue when the initiative finished. Significant funding would be required to ensure sustainability and, in addition, members of the community would need to be provided with the necessary skills. The summer programme was separate from the initiative.

In answer to a question, Mr Malcolm stated that the earlier that interventions took place, the better. Workshops were being undertaken in schools and partners were happy to visits schools that would like ones arranged. The largest cohort of young people involved in the initiative were those between 14 and 16.

The Panel felt thanked officers for the report. They felt that start of the initiative had been positive and demonstrated good joint working. It was important that provision was sustainable and alternative sources of funding needed to identified, such as from the National Lottery. They requested further reports on progress in due course, including monitoring data.

AGREED:

That further reports on progress with the initiative, including monitoring data, be submitted to the Panel.

34. EQUALITY OF ACCESS TO LEISURE AND RECREATION FACILITIES

Andrea Keeble, Commissioning Manager for Active Communities reported that the UK's Chief Medical Adviser had recommended that all children and young people received 60 minutes of physical activity per day. Evidence from Sport England's Children and Young People's Active Lives Survey of 2017/18 indicated that 46% nationally and 43% in London of children and young people were meeting the recommended level. The figure for Haringey was slightly below this at 41%.

There were inequalities in levels of activity, with wealthier individuals tending to be more active. However, there was a lack of data currently and efforts were being made to address this. It had nevertheless been possible to obtain some data on current levels of participation within Haringey for the report. This had shown large increases in the number of under 16s using Council leisure centres since 2016. The proportion of children and young people from disadvantaged groups using them was also quite high. Many children and young people accessed centres without a membership or leisure card. There were inconsistencies in the data from leisure centres and some areas of concern. In particular, black and minority ethnic (BAME) children were under represented but there was an even balance between genders in accessing facilities. It also appeared that disabled children and young people were using facilities but a lot did not have leisure cards. The National Benchmarking Survey of leisure centres had shown that, whilst Tottenham Green performed well, Park Road needed to attract more children and young people from ethnic minorities.

Ms Keeble stated that the report had shown that there were a number of areas where action was required. In particular, there was a need to encourage the use of leisure cards and increase the robustness of data. Targeted work was also required to increase use by under represented groups.

The Panel noted that the summer programmes of 2018 and 2019 showed positive outcomes. These included reductions in crime and referral to the Multi Agency Safeguarding Hub (MASH). However, work was required to increase participation amongst girls. In addition, the quality of monitoring data needed to be improved and, in particular, that relating to equalities.

Panel Members felt that the current concessionary schemes could be simplified. In addition, concerns were expressed about the quality of service provided at Tottenham Green leisure centre. It was also felt that the centres did not always provide all the activities that people wanted.

Ms Keeble stated that it was recognised that there were challenges at Tottenham Green and Council officers were working with Fusion to address them. Some of the Issues relating to concessions were the Council's responsibility and there was a need for simplification. The provision of additional activities was being considered and further work would be done regarding this, particularly in respect of the summer programme.

Panel Members felt that some leisure centres were not being utilised as much as they could be, particularly New River. It was also felt that the processes required to obtain the concessionary rate could be challenging for some families. In addition, more outreach could be undertaken in schools. It was also suggested that the level of concession could be looked at.

Ms Keeble reported that there would be a major marketing exercise when changes to the concessionary scheme were brought in. Outreach already took place in schools and consideration could be given to signing up children and young people for leisure cards within schools. Whilst Fusion could be encouraged to review the level of concession, care needed to be taken to not adversely affect their income levels as they needed to make enough for the contract to remain economically viable. There was

additional funding for the summer programme though and this could provide a degree of additional flexibility.

35. ELECTIVE HOME EDUCATION AND UNREGISTERED SCHOOLS

Eveleen Riordan, Assistant Director for Schools and Learning, reported that there had been an increase in the number of children who were being home schooled. There had been just under 350 in 2018 but this had dropped down slightly last year to 184. Of these, 68 were girls and 116 were boys. None of these were currently subject to a child protection plan. There were a number of reasons why parents might choose to home educate and these might include religious or philosophical considerations, bullying, medical issues and to avoid exclusion. Children with an Education and Health Care (EHC) plan were also able to be home schooled. There was flexibility regarding what could be taught although there was an expectation that English and Maths would be included. The Council provided an advisory teacher who provided advice and guidance to parents. Visits were also undertaken to monitor the progress of children. However, parents were not obliged to provide access. Action could nevertheless be taken where it was determined that children were not being educated adequately. In respect of unregistered schools, there had been one in the east of the borough but there were currently none.

In answer to a question, Ms Riordan reported that numbers fluctuated but tended to increase towards the end of the school year. It was acknowledged that the role that local authorities had could be challenging. However, home schooling could deliver some good results. One option that could be used was flexi-schooling, where children attended school for part of the week and were home schooled for the remainder. This was subject to the discretion of head teachers. Ms Graham reported that whilst home schooling could be rich and nurturing, there were also risks and there had been some cases where it had gone badly wrong.

Panel Members stated that there were unregistered schools in neighbouring boroughs and these could be accessed by Haringey children. In particular, a recent report had shown there to be significant numbers of unregistered schools in Hackney. Ms. Riordan reported that the Council was in contact with neighbouring boroughs and able to raise concerns with them.

In answer to a question, Ms Riordan reported that there were not the resources to support the development of networks amongst home schooling parents to share good practice. However, they were aware of some networks that already existed and could signpost parents. There had been an increase nationally in the number of home schooled children and she would investigate whether there was any further information or research to explain why this was happening and, in particular, whether there were any particular religious groups who were over represented. However, the proportion within Haringey was broadly similar to other boroughs. There was no evidence that schools were pressurising some children and young people to be home educated in order to remove them from schools rolls. Such actions would be viewed seriously were they found to be occurring.

AGREED:

That the Assistant Director for Schools and Learning be requested to provide further information for the Panel on the reasons for home schooling and, in particular, if there were any particular patterns within the borough or religious groups that are over represented.

36. UNREGISTERED/UNREGULATED AND SEMI-INDEPENDENT HOMES FOR CHILDREN AND YOUNG PEOPLE

Beverly Hendricks, Assistant Director for Social Care, reported that there had been an increase in the level of demand for accommodation outside of family homes in recent years but the amount of suitable placements had not kept up with demand. Providers who offer support and accommodation for young people over the age of 16 were not required to be registered and therefore did not come under the monitoring remit of Ofsted. There were now 16 semi-independent providers within the borough but these were largely used by other local authorities. Engagement was taking place with them and this included support and training on safeguarding issues. The Council's brokerage team was also working with these providers to determine whether they were suitable for use by Haringey. It was important that there was confidence in providers and extensive quality assurance was therefore undertaken. Consideration had been given to the borough joining the West London Alliance consortium of local authorities to commission providers but it had been felt that the spread of accommodation available did not currently meet the needs of Haringey young people. Haringey had placed 73 young people in semi-independent provision in the past year.

Panel Members expressed concerns regarding the educational impact of semi-independent living on young people between the ages of 16 and 18 as it was felt that the level of support that could be provided was not as great as that which could be provided in the home. This could impact on A Level performance. Ms Hendricks stated that this concern was shared. However, there was key worker support available to each young person. She was happy to draft a note outlining the support that was provided. In addition, she felt that it would be useful to undertake an audit to see how young people had benefitted. In respect of costs, Ms Hendricks reported that provision ranged from £320 to £1000 per week which compared favourably with the position elsewhere.

AGREED:

That a briefing note outlining the learning support that was provided to young people between the ages of 16 and 18 in semi-independent accommodation be circulated to the Panel and that this includes an audit of how young people had benefitted from what is currently provided.

37. WORK PROGRAMME UPDATE

The Panel noted that there were a number of outstanding issues within the current plan and agreed that the following issues be prioritised for inclusion on the agenda for the first Panel meeting of the new Municipal Year:

- School estates and action being taken to address maintenance issues; and
- Nurseries and the two and three year old offer.

CHAIR: Councillor Erdal Dogan

Signed by Chair

Date

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**MINUTES OF CHILDREN AND YOUNG PEOPLE'S SCRUTINY
PANEL HELD ON WEDNESDAY, 11TH MARCH, 2020
(JOINT MEETING WITH ADULTS AND HEALTH SCRUTINY
PANEL)**

PRESENT:

**Councillors: Erdal Dogan (Chair), James Chiriyankandath, Mike Hakata,
and Tammy Palmer**

**Co-opted Members: Luci Davin (Parent Governor representative) and
Yvonne Denny (Church representative)**

38. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

39. APOLOGIES FOR ABSENCE

Apologies for lateness were received from Cllr Opoku

40. ITEMS OF URGENT BUSINESS

There were no items of urgent business.

41. DECLARATIONS OF INTEREST

None

42. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

43. TRANSITIONS

At a joint meeting of the Children and Young People's Scrutiny Panel and the Adults & Health Scrutiny Panel, Members received a presentation on a review of priorities for a whole of life autism strategy. Members were asked to note the presentation and provide comments. The presentation set out the policy context, drivers and priorities for young adults with autism who were transitioning from children to adults and the pathways involved in that transition from child-orientated to adult services. It was noted that this was a follow up to a previous look into transitions undertaken by the Adults and Health panel last year. The presentation was introduced by Charlotte Pomery, AD for

Commissioning and Georgie Jones-Conaghan, Joint Lead Commissioner for Adult Learning Disability and Autism.

It was noted that an Autism Strategy Group had been established which included a wide array of partners and parent/carer representatives. The group had met three times and was still developing and expanding.

Members were advised that Autism was a life-long condition for which there is no 'cure'. Autism is a spectrum condition. Which meant there are a wide range of traits associated with autism and different levels of need. Some autistic people also had learning disabilities, mental health issues or other conditions, meaning people needed different levels of support.

Autism causes difficulties with social communication and interactions, as well as a potentially restricted and repetitive range of behaviours, activities or interests. Autistic people are more likely to have environmental sensitivity. This means they may be hypersensitive or under sensitive to pain, temperature or other aspects of their surroundings. This will vary in type and intensity from person to person. The social model of autism is increasingly moving away from seeing autism as a 'disorder' and adopting a 'neurodiverse' understanding that sees autism as being different but not deficient.

Officers set out that a whole of life strategy was being developed, which was partially a response to increased awareness of autism, a recognition of that pathways for autistic people were in some cases inadequate as well as a recognition of the need to listen to the voice of those with autism. Officers also set out that the Council was beginning a process of co-production of services with services users and that this had highlighted a need for change. Further drivers of this work included the Autism Needs Assessment in 2017, a recognition of the need for better early intervention and prevention, as well as the SEND Joint Strategic Needs Assessment completed in March 2020 which showed a growing prevalence of autism in Haringey.

Some key facts and figures:

- There are at least 700,000 autistic people currently living in the UK, which is around 1% of the population.
- Approximately 40% of autistic people have co-occurring learning or intellectual disabilities 80% of autistic people, at some point in their lives, have mental health problems such as anxiety and depression, and the majority rate their anxiety as the number one problem in their lives.
- Autistic people without a learning disability are 9 times more likely to take their own life than the general population.
- There are under reported BAME and equalities issues for autistic people, including a high prevalence of autism amongst trans people and some cultures not recognising autism and having no word for it. Autism is apparently more prevalent in males than females, but this is likely to be due to under-reporting of girls and women and their better ability to mask features and behaviours.
- White Hart Lane, Tottenham Hale and Grove were identified as the wards with the highest number of autistic children in the borough. Officers advised that similar information was not held in relation to adults with autism.

The following was noted in response to the discussion on the policy context and drivers of a Haringey whole of life autism strategy:

- a. In response to a concerns raised about the fact that Tottenham had the highest rate of autism in the Borough and the reasons for this, officers clarified that it was three wards rather than the whole of Tottenham and advised that they were looking to see whether there were any environmental factors that could explain this. Officers advised that they were also working on the Joint Strategic Needs Assessment to identify the issues involved. Members were advised that there was a correlation with a need for speech and language therapy in those areas.
- b. In response to concerns about the Grove and an increasing tendency to concentrate children in specialised schools, officers advised that there were 779 young people with an Education, Health and Care Plan who were identified as being autistic and of these around 530 were in mainstream schools. In contrast, there were around 240 in specialist schools of whom 80 went to the Grove. Officers clarified that these figures related to children who were registered as Haringey residents and could attend educational institutions both inside and outside of the Borough.
- c. In relation to a follow-up question, Officers advised that there were 2282 Education, Health and Care Plans (EHCP) in the borough, which represented an 18% growth from the previous year. One of the key things reflected in an EHCP was autism.
- d. Officers advised that the prevalence of autism within Haringey was broadly on trend with the rest of the UK.
- e. Members sought clarification around what was meant by embedding 'neuro diversity'. In response, officers advised that the language used was crucial with autism as well as the need to adopt an inclusive approach. Overall, the approach involved consulting and listening to patients and providing a person specific response.
- f. Members enquired whether there were home school stats for children with autism. Officers advised that the prevalence of home schooling for children in Haringey was comparatively quite low. Officers agreed to send round the figures for home schooling after the meeting. **(Action: Nathan Jones).**
- g. In response to a question, officers advised that information on adults with autism was much scarcer due to the fact that EHCPs were one of the key means by which autism was identified and pathways/responses were determined. There was no register as such for Haringey adults with autism and Members were advised that only clinical institutions like Maudsley Hospital would hold this information. Officers acknowledged that one of the key outcomes in developing a strategy was to provide better information advice and guidance that our ability to signpost services was improved.
- h. In response to a question, officers set out the importance of self-evaluation and the need to be driven by the data.

Priority one of the Autism Strategy was improving diagnostic services for autistic children, young people and adults. The key elements of this included:

- The development of new pre and post diagnostic support in-borough, run by BEH MHT.
- Children's clinical providers had started to work together on joint clinics across CAMHS/ autism diagnostic services. A review of the current children's diagnostic pathway was underway

- Review and emphasis based on feedback from users on importance of pre & post diagnostic support
- Careful planning to ensure young people transitioning will not be disadvantaged by a children and adult diagnostic service, and agreement locally to ensure a whole of life pathway would underpin this.

The following arose in response to the discussion of priority one of the autism strategy:

- a. Members sought assurances about how much work was being undertaken in relation to hard to reach cases and in particular where English wasn't a first language. In response, officers acknowledged these concerns and agreed that some consideration would be given on how to reach hard to reach communities and what support could be given to help them access services.
- b. In response to a question, officers advised that there was a growing body of research into the causes of autism and that clinical knowledge was developing all of the time. It was noted that autism is something that children could be born with and there were also a range of environmental factors that could have an impact.
- c. In response to a question around the autism hub, officers advised that it was primarily designed for ages 16+, however it was hoped that it would also provide a safe space for parents and carers of autistic children to meet and access a varied of other information and services.
- d. In response to a question around other boroughs that provided a similar autism hub, officers advised that Kensington and Chelsea and Westminster were in the process of implementing something similar and that officers had spoken to their counterparts in those boroughs.
- e. The Chair raised concerns about the transition from children to adult services and the disjointed nature of some of those services. Given that the hub was designed for 16+, the Chair was keen to understand what hub-type services existed for younger children and what those pathways were for preparing for adulthood. In response, officers acknowledged that it was more problematic for children without an Education Health and Care Plan as there was a requirement to be planning for adulthood from 14+ in the EHCP. Officers acknowledged that transitions was an area where outcomes needed to be improved and that a lot of the connection services and career guidance had been passed back to schools which made this more difficult.
- f. In response to officers conceding that there was no equivalent hub service for children, the Chair emphasised the ease of access involved with having a hub as well as people knowing where to go. In response, officers set out that a hub service was not the only source of information, advice and guidance and that the Council also had a local service offer which listed universal services as well as disability specific services across the borough. Officers also set out that schools did a huge amount of work in ensuring people received the correct information and signposting services.
- g. Members requested that further consideration be given to what service offer could be provided for the 14-16-year-old cohort in relation to the autism hub and supporting the transition to adulthood. **(Action: Charlotte Pomery).**

Priority two of the Autism Strategy was increasing complex care services for autistic children, young people and adults in the community. The key elements of this included:

- Working with BEH to improve support for autistic people with mental health needs
- Discharging people from hospital and avoiding admission as per Transforming Care
- Developing Positive Behaviour Support (PBS) local provider market.
- Developing autism supported housing programme e.g. Linden Road, SEN 'halls' in borough
- Developing new PBS LD and Autism day service at Waltheof Gardens to support carers.
- Rolling out PBS training in schools and services in the local area and providing a network for PBS supervisors from April 2020.

The following arose in discussion of priority two of the autism strategy:

- a. In response to a request for clarification in relation to the transforming care accelerator pilot proposal, officers advised that this related to additional funding for children who were discharged from hospital to ensure that they retained the same key worker throughout their treatment in order to reduce instances of readmission. In response to a follow up, Members were advised that this was specifically related to complex care needs such as autism and those in receipt of psychiatric care.
- b. In relation to a question on the nature of SEN 'halls', officers set out that this was a project being developed to provide new supported housing at a site in Linden Road for people with autism or who had been discharged from psychiatric care and who were unable to live at home. The facility would be for the 16-25 age demographic and would facilitate their continued attendance at either school or college.
- c. In relation to a query about what suitable housing entailed, officers advised that needs could vary widely across the autistic cohort but that some level of specialist design was required. In particular, housing design needed to have level of environmental sensitivity as ill-considered lighting and decoration could potentially trigger behaviour.

Priority three of the autism strategy was enhancing crisis planning for autistic children, young people and adults in recognition that autistic people were over-represented in mental health services and that without crisis planning, they could spend a long time in psychiatric hospitals unnecessarily. The key elements of this included:

- Crisis management teams.
- The autism hub aims provide low level mental health support, health and wellbeing support and peer support which can prevent crisis in some instances
- Holding a register of those 'at risk' for both children & adults at risk of admission
- Arrange community (education) treatment reviews (CETR) in the community to prevent admission with family and professionals and independent panel of experts.
- Developing Hazelmere respite service for young people and families at risk of placement breakdown and/or admission

The following arose in discussion of priority three of the autism strategy:

- a. In response to a question around providing a rapid response during a crisis, officers advised that a recovery team provided a rapid response as well as there being a dedicated crisis liaison service through CAMHS.
- b. Members questioned whether there was specific service offer towards looked after children and care leavers to reflect the vulnerable nature of this cohort and the additional duty of care owed to them by Members, as corporate parents. The Chair questioned whether a specific target could be put in place for care leavers to reflect this. In response, officers acknowledged these concerns and agreed to develop this further as part of the ongoing development of the autism strategy work.
- c. Members sought clarification around provision of services for low level mental health and anxiety issues as well as the provision of peer review/support services. In response, officers confirmed that the autism hub would include access to CBT and IAPT services. The Chair commented that this could potentially have a big impact on children and young people in the borough.
- d. In relation to a follow-up question about who was leading on the pathway for these services, officers advised that part of the work being undertaken in developing this strategy was around identifying pathways and capturing where gaps existed. It was noted that the autism strategy group were responsible for leading on the development of the strategy and that its composition was developing with time.
- e. The AD for Commissioning agreed to come back to the Children's Panel with a work plan which included a potential improved offer to care leavers as well as pathways for low level mental health support services for children and young people, once this had been developed. **(Action: Charlotte Pomery).**

Priority four of the autism strategy was developing stronger care and support in the community for autistic children, young people and adults in recognition that people with autism and their families could benefit from a range of targeted community services. The key elements of this included:

- Community services such as Markfield, Kith and Kids.
- The learning disability (LD) and autism day service would provide care for people with LD and autism in the community as well as providing respite for parents and carers.
- The autism hub would provide a place for the community to come together in a safe and accessible environment for people with autism and their support networks.
- The autism Hub would also provide autism awareness training in borough to help make Haringey more autism friendly.

The following arose in discussion of priority four of the autism strategy:

- a. Panel Members were keen to see additional roll out of sensory services such as colour coding of library books and book shelves in libraries to make them more accessible. It was also commented that navigation on the London Underground could be difficult for those autism and that more should be done to lobby TfL to colour code stations in a way that was autism friendly.
- b. In relation to a question around best practice examples on developing sensory approaches, officers acknowledged that there was a significant body of work around best practice on this such as Montessori schools.

Priority five of the autism strategy was improving accessibility for autistic children, young people and adults. In recognition of the limited understanding and awareness of autism in mainstream services including health, education and social care reducing their ability to meet the needs of autistic residents. There was also a recognition by the autism strategy group that autistic residents and their families didn't know where to go for help.

The key elements of this included:

- Improved digital accessibility such as through Haricare, but more needed in range of different media; documents such as Preparing for Adulthood Pathway guide very popular.
- Driving the health check scheme to support GP's to identify all patients aged 14 + with learning disabilities, to maintain a register and offer an annual health check, including a health action plan.
- The autism hub aims to provide signposting, training and support in the community to improve access to services and awareness of autism.
- Parent post diagnosis workshops and courses including Signet create vital peer support groups that help families navigate services.

The following arose in discussion of priority five of the autism strategy:

- a. Panel Members sought clarification around the accessibility and availability of information through libraries. Members also commented that Haricare was not well known and sought assurance about how its profile could be raised. In response, officers emphasised the need to provide information consistently and ensure it was widely available. There was a recognition that people often only looked for the information when they needed it and that it was important to make sure that information was available in places that were accessible.
- b. In response to a question about the role of schools, officers advised that there was a lot of information shared with schools but that it was only as effective as the individual schools and the extent to which they passed this information on. It was also recognised that information tended to be increasingly online.
- c. In response to concerns about Haringey being recognised as an autism friendly borough and the obstacles to this, officers recognised that this was a key challenge going forwards and that there was a focus on ensuring that the Council listened to the feedback provided by residents and that what residents wanted was for the information to be available locally.

Priority six of the autism strategy is improving education, employment and training in the community for autistic children, young people and adults. This priority was in recognition that many children and young people faced challenges with the education settings and increased challenges of finding employment or training post 16. The key elements of this included:

- Work was underway in transitions and SEND to improve the offer and pathway during transitions.
- Alternative Provision Review to address the gap in SEMH long term education provision and enabling new approach to exclusions
- SEN commission Project Search and number of supported employment initiatives.
- The autism hub would provide employment and training support for people with autism aged 16+. The hub will also employ people with autism, providing more opportunities in Haringey.

- The borough partnership is prioritising adult supported employment initiatives in adults and health, this was at a scoping stage and the intention was for this to develop at pace and grow significantly.

The following arose in discussion of priority six of the autism strategy:

- a. Panel Members sought clarification around the employment of people with autism within the hub, in response officers advised that funding existed for two roles: One team leader and one administrator role. Officers also outlined that it was envisaged that the hub would also include a volunteering facility for people those with autism.
- b. Members enquired about the issues faced with securing good work experience placements and apprenticeships. It was suggested that the Council should be playing a key role in pushing for good work experience placements. In response, officers advised that there was a real drive around supported employments within Adult Social Services. It was acknowledged that there was a problem with the availability of placements and that the Council had a role in coordinating this.
- c. Members also sought assurance about exclusions and concerns that schools passed difficult children on to other schools. Officers advised that a lot of work was being done around exclusions, which included ensuring that children with undiagnosed autism were not part of an exclusion process. Officers also set out a process of supporting a managed move to another school if a particular child was having problems with their current peer group.
- d. Officers agreed to share figures for the number of apprenticeships and work experience schemes in Haringey. **(Action: Charlotte Pomery).**

Priority seven of the autism strategy is developing stronger community safety for autistic children, young people and adults. This priority was in recognition that evidence suggested that people with autism are over-represented in criminal justice systems both as victims and perpetrators of crimes. There was a lack of specialist support within the criminal justice system.

The key elements of this included:

- Support in schools available –but there were questions about the effectiveness of supporting transition to adulthood.
- Links with community safety needed to be better established –there was crossover with PREVENT and hate crime/ mate crime agendas where autistic people are over-represented in case work
- Implementing the Young People at Risk Strategy with clear focus on supporting those most vulnerable to risk
- Safeguarding in the community and making it everyone’s business – was there a campaign needed?

The following arose in discussion of priority seven of the autism strategy:

- a. In response to a question, members were advised that the head of the family courts had suggested that around one third of all of the cases related to individuals with undiagnosed mental health conditions.
- b. Members advocated the involvement of the police within the autism hub to help police officers deal with people with autism and to improve understanding of the condition. It was suggested that there was a key role around training police officers and that the Borough Commander could be invited to attend the autism

hub. Officers acknowledged this suggestion and agree to try and take this forward. **(Action: Charlotte Pomery/Georgie Jones-Conaghan).**

Priority eight of the autism strategy is empowering autistic children, young people and adults. This priority was in recognition that the 2017 Haringey Strategic Needs Assessment highlighted that there was not enough representation of people with autism in the designing and commissioning of services. The following proposals were put forward:

- The autism strategy group includes autistic residents and parent carers to improve representation and ownership and challenge old norms of 'disorder' e.g. neurodiverse.
- The specification for the autism hub was being designed alongside a series of community engagement sessions with autistic residents and community groups.
- The autism hub would work closely with be coproduced with autistic residents, community groups and partners.
- The primary function of the hub would be about facilitating peer support, so autistic people could support each other and find solutions to issues themselves or as part of a wider community.

The following arose in discussion of priority eight of the autism strategy:

- a. Members requested further information around the make-up of the autism strategy group, as well as the framework that would be used to actively engage people and encourage parents, carers and community groups to be part of the coproduction process. **(Action: Charlotte Pomery).**
- b. Members advocated that the Council needed to be as visible and inclusive as possible in terms of its communication activity to ensure that representation of people with autism was central to the designing and commissioning of services.

Priority nine of the autism strategy is improving data collection for autistic children, young people and adults. This priority was in recognition that the 2017 Haringey Strategic Needs Assessment highlighted that there were a number of significant gaps in the data which make it difficult to present a comprehensive picture of the autistic population in Haringey and their needs, which made it harder to commission services for autistic residents in Haringey. The following proposals were put forward:

- Trying to embed better autism data collection in services through the autism strategy e.g. provision of an adult diagnostic service.
- Improve our understanding and awareness of the issues facing the local autistic community, through community engagement.
- Improve data collection around people with autism in Haringey, through the autism hub.

The following arose in discussion of priority nine of the autism strategy:

- a. The Chair set out the importance of being able to evidence how the data collected would inform the next of strategy development. In response officers acknowledged this concern and assured Members that work was being undertaken to look at how information could be shared with primary care providers. In relation to the data gathering process, officers advised that the self-evaluation framework was a key tool that provided annual data on how Haringey was performing as well as the performance of other boroughs.
- b. The Chair requested that officers provide feedback to the Children and Young People as well as the Adult and Health Panel on how they could be involved

further in the autism strategy process as it developed. **(Action: Charlotte Pomery).**

AGREED:

1. That statistics be circulated to the Panels on the number of children with autism who are home schooled;
2. That further consideration be given to what service offer could be provided for the 14-16-year-old cohort in relation to the autism hub and supporting the transition to adulthood;
3. That the Assistant Director for Commissioning be requested to report back to the Children and Young People's Panel with a work plan that includes a potential improved offer to care leavers as well as pathways for low level mental health support services for children and young people;
4. That figures for the number of apprenticeships and work experience schemes in Haringey for young people with autism be circulated by the Assistant Director for Commissioning to Members of the Panels;
5. That the Police Borough Commander be invited to attend the autism hub;
6. That further information be circulated to the Panels by the Assistant Director for Commissioning on the make-up of the autism strategy group and the framework that would be used to actively engage people and encourage parents, carers and community groups to be part of the coproduction process;
7. That the Assistant Director for Commissioning provide feedback to the Children and Young People's and Adults and Health Scrutiny Panels on how they could be involved further in the autism strategy process as it developed.

CHAIR: Councillor Erdal Dogan/Pippa Connor

Signed by Chair

Date

**MINUTES OF THE MEETING OF THE ADULTS & HEALTH
SCRUTINY PANEL HELD ON MONDAY 6th JANUARY 2020, 6.30-
8.35pm**

PRESENT:

**Councillors: Pippa Connor (Chair), Patrick Berryman, Nick da Costa,
Eldridge Culverwell, Matt White**

Co-opted Members: Helena Kania

35. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

36. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Felicia Opoku and Cllr Mike Hakata.

37. ITEMS OF URGENT BUSINESS

None.

38. DECLARATIONS OF INTEREST

Cllr Pippa Connor declared an interest by virtue of her membership of the Royal College of Nursing.

Cllr Pippa Connor declared an interest by virtue of her sister working as a GP in Tottenham.

39. DEPUTATIONS/PETITIONS/ PRESENTATIONS/ QUESTIONS

None.

40. MINUTES

Cllr Connor reported that following the agenda item at the previous meeting on St Ann's hospital, she would be meeting with Sarah Mansuralli, Director of Strategic Commissioning at North Central London CCGs, later in the month to discuss this

further. Feedback on St Ann's hospital is also expected at the North Central London Joint Health Overview & Scrutiny Committee meeting due to take place at Haringey Civic Centre on 31st January.

Cllr Connor referred to the agenda item at the previous meeting on safeguarding policies and noted that there was a new initiative to look at transitional safeguarding in conjunction with Children's Services, so information on this should be available for next year's report.

Cllr Connor also referred to a suggestion made by a member of the public at the last meeting that neighbourhood watch groups should be provided with a safeguarding guide of what to look for as they are well placed as the largest community group in Haringey to widen the scope of safeguarding. This had not previously been recorded as an action point but it was suggested that a response to this would be welcomed and so Beverley Tarka, Director of Adults and Health, agreed to look into this.

(ACTION)

Other action points recorded in the minutes had either already been circulated or would be followed up shortly.

The accuracy of the minutes from the previous meeting was then agreed.

AGREED: That the minutes of the meeting held on 14th November 2019 be approved as an accurate record.

41. JOINT COMMISSIONING AND INTEGRATED CARE

Tim Miller, Joint Assistant Director for Vulnerable Adults & Children at Haringey Council & Haringey CCG and Paul Allen, Head of Integrated Commissioning (Integrated Care & Frailty) at Haringey CCG, presented slides to the Panel on joint commissioning and integrated care. The key points covered were:

- The Better Care Fund Plan funds three main elements of a "community-based system":
 - A community-based approach to commissioning and asset building.
 - Multi-agency anticipatory care solutions to manage people who could benefit from a coordinated approach.
 - Crisis and Recovery Pathways.
- A community-based approach to commissioning which is about mobilising all assets within a community to support individuals at an earlier stage with their health and care needs. This requires information, advice and guidance targeted at the right individuals and community navigation (such as Local Area Coordinators) and social prescribing to connect people to community solutions.
- The multi-agency anticipatory care solutions bring together professionals to discuss social and medical needs of people. Examples of this include:

- Haringey Coordination & Prevention Team – this includes nurses, therapists, pharmacists, social care workers and community navigators which manage cases of people with complex needs.
- Multi-disciplinary team (MDT) Tele-conferences for older people – these focus on individuals with multiple A&E or hospital admissions and enable the coordination of a care plan.
- Frailty Care Closer to Home – this focuses on individuals with less complex needs but moderate frailty issues who may need community navigation or a comprehensive geriatric assessment.
- Crisis and Recovery Pathways refers to services that help people to recover their health and independence after an illness/crisis or to avoid a crisis/hospital episode. Examples include:
 - Nurse-led Rapid Response to help people avoid hospitalisation
 - Single Point of Access that triages people into the right solution
 - Home-based reablement to help recover daily living tasks
 - Bed-based rehabilitation to help people with more complex needs
- The jointly provided and commissioned care services for adults with severe mental health conditions or learning disabilities comprise of three main elements:
 - Care teams – such as Haringey Learning Disability Partnership and Mental Health Locality Teams which include doctors, nurses, therapists, social workers and some third sector staff working together as an integrated team to provide individuals with the care and support that they need.
 - Personalised assessment and planning – the team works together with individuals to develop a care plan and some people may have the right to a personal budget to meet any eligible care needs.
 - Care funding – community and preventative services are jointly commissioned by the Council and the CCG. Individual care packages are also jointly funded by the Council and the CCG.

Tim Miller and Paul Allen then responded to questions from the Panel:

- Asked how 'crisis' is defined, Paul Allen said that medically this is when an individual's biophysical-social model of health has suddenly dropped to a low level. The rapid response service visits people in their homes in crisis situations which may be able to stabilise someone and prevent the need for them to go to A&E.
- On the monitoring of performance, there are service specifications for the services that have been described and these include performance metrics which are routinely collected by the service and are monitored as part of the contract management process. There is an evaluation of services funded by the Better Care Fund at the end of each year with course correction measures taken if required. The integrated nature of this doesn't lessen the oversight but

can help to avoid individuals from falling through the gaps of services. Asked whether these figures could be provided to the Panel at a future date, this would be possible but there is a large amount of complex data so it may be necessary to select one or two specific areas to examine.

- Asked about seasonal pressures in winter and summer, the NHS has recently moved away from describing 'winter pressures' and now refers to 'system resilience' as there is increased recognition that there can be pressures at other times of the year such as respiratory conditions in August caused by heat for example. The Better Care Fund Plan identifies a number of areas where investment for system resilience needs to be considered all year round.
- Asked about the statistic quoted in paragraph 6.1.2 of the report that 78% of over-65s were at home for 91 days after hospital discharge (as opposed to returning to hospital or being admitted to a care home), Paul Allen confirmed that this is the figure for Haringey and is slightly lower than the national average but that the precise figures could be provided in writing to the Panel **(ACTION)**.
- The Community Navigator Network referred to in paragraph 6.4.1 of the report will be launched in January 2020.
- On the various services referred to in paragraph 5.2.2 of the report, the joint commissioning arrangements had been agreed by the Cabinet and the CCG's governing body. They are each separate but they are all covered by the agreement. Though the Better Care Fund Plan has a different funding stream it runs through the same process. Charlotte Pomery, AD for Commissioning, added that this is a partnership agreement set out under Section 75 of the National Health Service Act 2006. Tim Miller and Paul Allen's managerial roles are both joint appointments and Cllrs James and Brabazon both sit on the Joint Finance and Performance Partnership Board which has significant delegated responsibility.
- The Integrated Brokerage Team referred to in paragraph 6.3.3 of the report secures providers for the care and support that social workers or nurses have determined is required by an individual as part of their support plan. The team is led by the Council but has some CCG staff as part of the integrated arrangements. Asked whether demand for this could drop as a consequence of personal budgets, Tim Miller said that the brokers are busy and that there is no shortage of work. The team also includes the financial assessments team and the direct payment support team so the range of type of care packages is covered. The use of funds is audited so the direct payment support team has oversight on overspending or underspending patterns in personal budgets which may indicate that an individual requires advice or support. John Everson, AD for Adult Social Services, added that there is a schedule of reviews for individuals, who should receive one at least every 12 months, but that if information was received via a different route that an additional conversation was required then this would happen. Asked about the staff carrying out the assessments, John Everson said that there are reviewing officers working

alongside social workers. These reviewing officers may not necessarily have a formal social work qualification but come from a variety of backgrounds and have the right skills and abilities to understand and manage care and support needs.

Cllr Connor thanked Tim Miller and Paul Allen for their presentation and said that there would be a follow-up conversation soon on the next stage of the Panel's scrutiny over joint funding.

42. SCRUTINY OF THE 2020/21 DRAFT BUDGET / 5 YEAR MEDIUM TERM FINANCIAL STRATEGY (2020/21 - 2024/25)

Beverley Tarka, Director for Adults and Health, introduced the report for the 2020/21 draft budget and the Medium Term Financial Strategy (MTFS) for 2020/21 to 2024/25. The MTFS agreed in Feb 2019 had identified a budget gap of £13.1m for 2020/21 that would need to be addressed through further budget reductions. The recent spending review confirmed the social care funding at 2019/20 levels plus an additional £5m. The overall budget gap for 2020/21 has been reduced from £13.1m to £5.5m. Brian Smith, Business Partner, gave further detail on this saying that there was £5m of pre-agreed savings in the 2020/21 budget along with some additional savings to agree this year. The Council budget also has growth of £11.6m, comprising of just over £6m for the London Living Wage and demographic growth of £5.5m, and £9m of additional funding from the social care precept and the external social care grant. Cllr Connor queried why in that case, Appendix B to the report showed the Adults part of the budget as being £83.5m in 2019/20 but £76.1m in the draft budget for 2020/21, a reduction of over £7m. Brian Smith responded that the £83.5m figure may be incorrect and so the finance team would look into this send a corrected figure to the Panel **(ACTION)**.

In response to further questions, Brian Smith clarified that the Adults budget is £4.4m higher in 2020/21 than in the previous financial year. The savings for 2020/21 that had already been agreed in previous years total £4.039m and the new savings relating to Osborne Grove are £1.034m amounting to overall savings in 2020/21 of £5.073m. Asked about the progress on the previously agreed savings, John Everson said that these were currently running slightly behind track but that the likelihood of delivering the savings is high.

Cllr White commented that it would be easier to scrutinise the budget if all of these figures had been included in the report to the Panel and that this ought to be provided in future budget scrutiny reports.

The Panel than moved on to scrutinise the two MTFS budget reduction proposals included in the agenda papers.

PE01 Public Health Lifestyles

Will Maimaris, Director for Public Health, set the context for this item by stating that the public health grant received by the Council had been reducing for several consecutive years, leading to reductions in services, but was expected to rise next year. There is a budget of £700k used to fund an integrated lifestyles service in areas such as smoking cessation, exercise and NHS Health Checks. The budget reduction proposal aims to make an additional saving of £60k, representing a cut of nearly 10% to the budget which could potentially be partly mitigated by seeking alternative funding from partners such as the CCG. There are a number of options for reducing this budget. Existing services could be targeted at people who need them most and the NHS Health Check offer could be reviewed, as there has been a lack of long-term evidence that they improves cardiovascular disease outcomes. Smoking cessation through GP surgeries could also be reviewed as this had not been shown to be particularly effective.

Asked whether the savings could be achieved without significantly impacting on residents, Will Maimaris said that services will change but the important point is outcomes that are achieved while the risks could be mitigated. Ideally, more money would be invested in services but other previous budget reductions, such as with sexual health services, have not led to a deterioration in outcomes as services have been delivered in different ways.

PE02 Osborne Grove redevelopment

Beverly Tarka introduced this proposal explaining to the Panel that Osborne Grove nursing home is expected to close in 2021 after which there will be full revenue cost savings totalling £1.034m per year. When Osborne Grove opens again in 2023/24 after the rebuilding, there will be revenue costs of £476k meaning that there will be net savings of £558k per year after that point compared to current costs. The new set up is expected to be more efficient, partly because there are only two residents at present so there is expected to be more revenue coming in from a larger number of residents from 2023/24.

The Panel asked a number of questions to officers:

- On whether the interest costs from the capital borrowing had been factored into the figures, John O'Keefe, Capital Accountant, explained that there is a separate corporate budget for this and that the business case for the rebuilding has to demonstrate that the interest and capital repayment costs can be met when the facility is open. After that has been taken into account, the saving amounts £558k per year.
- Asked whether there will be demand for the 70 beds and what the risk to the budget would be if the beds aren't filled, Charlotte Pomery, AD for Commissioning, acknowledged that operating to capacity is a major issue but

there had been a lot of work done on anticipating the likely demand. The long-term population projections show an increase in the older, frailer group, particularly those from more deprived backgrounds so an increase in demand is anticipated. People are living longer and so the amount of time in nursing care is expected to increase. The new nursing home is also designed to be as flexible and adaptable as possible for different uses.

- Asked about the Equalities Impact Assessment (EqIA) referred to in the report, Charlotte Pomery said that a paper on the closure of Osborne Grove nursing home would be submitted to Cabinet and an EqIA would be attached to that.
- On how redundancy costs had been factored in, Beverley Tarka said that these costs would be met corporately.

In considering the recommendations that the Panel could make about the budget and the savings proposals, Cllr Connor said that it had been difficult to scrutinise the budget given the lack of clarity about some of the figures. The Panel determined that it would not therefore make any recommendations at this stage and would instead wait for more detail from the finance officers over the next few days and then consider again what recommendations would be appropriate.

Capital proposals

John O'Keefe, Capital Accountant, and Charlotte Pomery informed the Panel about the four capital proposals outlined in the report:

- In relation to proposal 217, a Cabinet decision had been taken to acquire Burgoyne Road and the Council was currently in the process of exchanging contracts. A budget of £3m had been made available, including investment from the GLA, to refurbish or rebuild it but decisions on this have yet to be taken as a detailed feasibility study is to be carried out first. Burgoyne Road will be used as a refuge for families and the current refuges that they will be transferred from will be repurposed for general needs housing or supported living.
- Proposal 218 provides funding as an allowance for social, emotional and health (SEMH) provision within the borough. The funding allocated is a high-level estimate of potential costs as the requirements for this provision is not yet known.
- Proposal 219 provides a block allowance for Additional Supported Living to enable the Council to be more opportunistic in acquiring properties by having the funding quickly available.
- Proposal 220 provides the funding for the rebuilding of Osborne Grove as discussed earlier in the meeting under the budget reduction proposal PE02. The overall costs had increased significantly since the original budget proposal which had been a high level estimate based on the expected costs of a

standard building. However, the current cost estimate includes the specialist construction and equipment that will be required and additional supporting living on the site. The business case makes clear that savings are expected to be made overall after paying back the debt.

Charlotte Pomery and John O’Keefe then responded to questions from the Panel as follows:

- The timeframes for the detailed business cases for each proposal (those that haven’t already had one) will differ and there are likely to be a number of different stages at which the Cabinet will need to make decisions.
- The interest costs for the schemes are taken into account in the Council’s corporate treasury budgets. Each scheme will have a number of gateway reviews to assess whether the business case still stacks up and whether the investment should proceed.
- The funding for proposal 217 (Burgoyne Road) comes from an existing capital budget from 2019/20. The property is just being acquired and then a feasibility study from architects and the subsequent review and report to Cabinet might take around six months. The Cabinet would then need to agree to the contract for the construction works. Further information on the scheme would therefore become publicly available through these Cabinet reports.
- On proposal 219 (Additional Supported Living), the unallocated budget of £6.42m described in the report is a balance left over from the supported living budget set in 2019/20 after the costs for Linden House had been allocated. It is therefore possible to reallocate this leftover balance to fund additional supported living.

Panel Members acknowledged that though some of the information about the capital budget is still high level as some schemes are at an early stage, the information that the Panel had received was more detailed than in previous years which was welcome. The Panel agreed to note the information received on the capital budget.

43. WORK PROGRAMME UPDATE

Cllr Connor drew the Panel’s attention to the latest work programme, noting that the commissioning project was continuing with dates for several evidence sessions currently held in the diary. The next full Panel meeting in February 2020 is due to receive reports on a review of service improvement within the Adults & Health directorate and an update on Canning Crescent.

Cllr Culverwell raised concerns around staffing issues at Osborne Grove Nursing Home. Cllr Connor suggested that he raise this directly with Beverley Tarka and to then bring this back to the Panel if he still had further concerns about this.

44. DATES OF FUTURE MEETINGS

- 25th February 2020

CHAIR: Councillor Pippa Connor

Signed by Chair

Date

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**MINUTES OF THE MEETING OF THE ADULTS & HEALTH
SCRUTINY PANEL HELD ON TUESDAY 25th FEBRUARY 2020,
6.30 - 8.40pm**

PRESENT:

Councillors: Pippa Connor (Chair), Patrick Berryman, Nick da Costa, Eldridge Culverwell, Mike Hakata, Felicia Opoku and Matt White.

Co-opted Members: Helena Kania

45. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

46. APOLOGIES FOR ABSENCE

Apologies for lateness had been received from Cllr Mike Hakata.

47. ITEMS OF URGENT BUSINESS

Dominic O'Brien, Scrutiny Officer, informed the Panel that, while the minutes of the previous meeting had been available on the Haringey Council website for over a week, they had not been included in the agenda pack for this meeting. The minutes from an earlier meeting had been included instead in error. The correct minutes had since been circulated to the Panel and were tabled under Item 6.

48. DECLARATIONS OF INTEREST

Cllr Pippa Connor declared an interest by virtue of her membership of the Royal College of Nursing.

Cllr Pippa Connor declared an interest by virtue of her sister working as a GP in Tottenham.

49. DEPUTATIONS/PETITIONS/ PRESENTATIONS/ QUESTIONS

None.

50. MINUTES

The minutes from the meeting dated January 6th 2020 were tabled and their accuracy was agreed by the Panel.

Cllr Connor noted that under item 40 of the minutes it had been recorded that she would be meeting with Sarah Mansuralli, Director of Strategic Commissioning at North Central London CCGs, for a discussion about St Ann's Hospital. The meeting had since taken place and Cllr Connor reported that she had enquired about the lack of reablement beds on the St Ann's Hospital and whether more beds could be added to the new site so that local people can be treated locally. Cllr Connor had also since sent an email to the Mayor of London, as the site is part-owned by the GLA, to ask him to facilitate a further discussion on this matter and was currently awaiting a response.

AGREED: That the minutes of the meeting held on 6th January 2020 be approved as an accurate record.

51. CABINET MEMBER QUESTIONS

Cllr Sarah James, Cabinet Member for Adults & Health, opened this item with a brief introduction, reporting to the Panel that the budget had been passed at the Full Council meeting the previous evening. This had included:

- provisions to pay the London Living Wage to care staff and others;
- investment in autism and learning disability services at Waltheof Gardens;
- investment in the Linden Road scheme, providing accommodation for people with autism, learning difficulties and challenging behaviour, which would be coming on stream shortly;
- investment in mental health provision at Canning Crescent.

Cllr James then took questions from the Panel on issues within her portfolio.

Helena Kania asked what measures the Council had put in place to protect workers who come into contact with the public and at hubs such as at Waltheof Gardens from the coronavirus. Cllr James said that health advice was being distributed, including by text message from GP practices. The national general health advice is being followed which includes, for example, to self-isolate if displaying any symptoms of the virus. Asked about whether extra provision of hand gels and disinfecting stations would be provided at certain places, Beverley Tarka, Director of Adults and Health, said that Will Maimaris, Director of Public Health, is in close contact with Public Health England and that the whole issue of additional sanitisers had been discussed within the Council. However, at this stage, the conclusion was reached that this was not a proportionate response and could create additional anxiety within staff. The Council was following the Department of Health guidelines and referring staff to these guidelines on the advice of Public Health England. London ADASS (Association of

Directors of Adult Social Services) is currently conducting a survey of all London Boroughs to establish what additional support is required for home care providers.

Cllr da Costa commented that the Council's response was, in his view, a different interpretation of the Public Health England advice which he said was encouraging companies to ensure that people in offices clean and disinfect their hands.

Asked about how Same Day Emergency Care (SDEC) in hospitals might impact on Council services, given that some of these patients being sent home will require more social care, Cllr James said that this will required joined up care and would be addressed through the Borough Plan and partnership working. John Everson, Assistant Director for Adults, added that the Council is working closely on this with the CCGs, Acute Trusts and the A&E Delivery Boards. Any impact on discharge would need to be worked through with the Council as discharge wouldn't be possible without certain Council facilities such as Single Point of Access, Reablement services or intermediate care beds. Work was ongoing on this issue but it was not an area that had been identified as a risk at this stage. Helena Kania expressed concern that statistics might not be collected on what happens to patients after SDEC and on whether they require further hospital treatment. John Everson responded that the Council does already measure the number of people who are discharged but return to hospital within 91 days but acknowledged that this is an important point and would take that away to consider.

Asked by Cllr Da Costa what risk assessment the Council had carried out regarding the government's proposed new points-based immigration system and the potential loss of care workers, Cllr James noted that the Council's plans to pay care workers the London Living Wage is expected to help with the recruitment and retention of staff. She acknowledged that there had already been concerns about the impact of Brexit on foreign workers in the care sector prior to these proposals so it would be necessary to ensure that those who need to apply for settled status are aware of this and do so. Some coordination across the NCL area may be necessary on how to deal with threats to the sustainability of the labour force and to make those views known to the government.

Referring to an article in the Guardian newspaper on 18th February 2020, which reported that over 22,000 residents in the NCL area had not received mail sent to them from Barnet and Chase Farm Hospitals following an error by a private contractor, Cllr da Costa asked what contact there had been between the Council and the NHS Trust to ensure that residents were updated on their medical status. Cllr James said that she was not previously aware of this incident but that she would look into this and provide a written response. **(ACTION)**

Referring to an article in the Ham & High newspaper on 20th February 2020, which reporting on an inadequate CQC rating for Alexandra Park care home, Cllr da Costa

asked what communication between the Council and care home was ongoing. Beverley Tarka said that quality assurance colleagues were working closely with the CQC and the care home, will support the care home and their service improvement plan and are in the process of reviewing the Council's six clients within the home.

Asked by Cllr Berryman why the capital costs to rebuild Osborne Grove nursing home had escalated from an estimated £7.9m in June 2018 to £35.9m in the budget papers in February 2020, Cllr James said that the original budget line in 2018 was a very rough estimate at best and was based on plans for a much smaller building. The opportunity to expand the site to 70 beds obviously comes with significant additional costs attached to it. It has been through a feasibility study and a process of consultation and co-design process and there had been a suggestion of adding supported housing units to the site as well which was the subject of further work and had pushed the costs up further. GLA funding may be available for this, which could mitigate some of the costs. Cllr Berryman responded that the June 2018 estimate in the Cabinet report had also been for a 70-bed home so this did not explain such a large rise in costs and asked for further details about the supported housing. Beverley Tarka clarified that the recent Cabinet paper was concerned only with the rebuild of the 70-bed care unit but that work was still ongoing work concerning the other site at the front which would be subject to another Cabinet decision. She also said that the more recent proposals for the care unit included a more specialised specification which took on board proposals from the co-design group for the various client groups. Cllr Connor said that the Adults & Health scrutiny panel would continue to monitor the capital spend on Osborne Grove.

Asked by Cllr White for an update on the Waltheof Gardens project, Cllr James said that this was in two parts, a centre for people with autism/learning difficulties and an autism hub to be run by people with autism. She had met with the designers earlier in the week and there had been a lot of input from carers with work on site expected to begin soon which would take around 10 weeks. Potential service users were already in the process of being identified and feedback from carers had been optimistic about the project and positive about the co-design process.

Asked by Cllr Connor whether a dementia hub would be provided in the east of the Borough to mirror the service provided by the Haynes Centre in the west of the Borough, Cllr James said that a review of dementia provision was ongoing which would look at whether more services are needed. She added that the Haynes Centre staff currently do a lot of work to upskill providers elsewhere in the Borough such as at the Grace Organisation and the Cypriot Centre.

Cllr Connor asked for clarification about the funding and delivery models to pay the London Living Wage which, according to the papers from full Council the previous day, had been described as cost neutral by 2024. Beverley Tarka said that, as well as paying the London Living Wage, the aim was also to get quality returns from providers

and so the tendering process would identify a smaller number of providers that are able to meet those quality standards. The Council also aims to increase the use of Direct Payments which are known to be the most cost effective way of delivering social care, as well as giving service users more choice and control. However, only around 25% of payments are made through this route currently so there would be a strand of work to increase the number of Direct Payments workers. That team has a duty to review on a regular basis how money is being spent and whether it is meeting the needs of the care package. Finally, there would be a strand of work to increase the use of assistive technology, which can promote the independence of service users and reduce the cost of paid care. These measures, taken together, would help to mitigate the additional costs associated with paying the London Living Wage to care workers. Asked about the additional social isolation that could result from replacing some care work with assistive technology, Beverley Tarka said that paid care hours would not be taken away but rather that the assistive technology would improve the overall quality of the care package provided. However, the Council recognises social isolation as a problem and the Connected Communities programme aims to take action to address this.

Cllr Connor asked what was being done to establish what would happen financially next year given that the government had provided a one-off £4.9m additional payment for social care this year. Cllr James and Beverley Tarka acknowledged that there was no guarantee of receiving such funds in future years but that the Council monitors the situation through various sources such as London ADASS.

52. QUALITY ASSURANCE AND SERVICE IMPROVEMENT

John Everson, Assistant Director for Adults, introduced the report on this item on the Quality Assurance and Service Improvement infrastructure within the department. Key points included that:

- The internal focus is regulated through the Quality Assurance Board which checks on both the practice within the service and the quality of the service that is delivered to service users and carers.
- This enables the team to look in more detail at individual practice through case file audits and to interrogate complaints and compliments, which helps to inform service improvement plans.
- There is a more robust service improvement management infrastructure recently put in place to focus on areas that face challenges such as getting assessments around occupational therapy.
- The Governance and Improvement team has, among other things, a role in safeguarding and on the outcomes for vulnerable people in the community.
- The external focus includes an audit service provided by Mazars, which carries out its audits in areas where the department feels could improve or needs to be tested. There are a number of these each year which informs future practice.

- The London ADASS network is used for peer review which comes in to look at one of three themes each year – Safeguarding, Commissioning and Use of Resources.
- The Adult Social Care Outcomes Framework (ASCOF) which provides local and national statistics on outcomes that care and support services should achieve and sets a benchmark for how well each Council is performing on these.
- The Local Government Association (LGA) also provides analysis and has recently been involved in some work to better understand demand and cost of care within Haringey.

John Everson then responded to questions from the Panel on each of the different sections within the report.

Quality Assurance Board

- On the criteria used by the Board, John Everson said that they look at benchmarks of what is considered to be good quality in adult social care such as the indicators used by the ASCOF for example. Considerations include the timeliness of assessments, feedback from service users and carers, compliments and complaints received and CQC ratings.
- Asked whether there is independent input on the Board, he acknowledged that it is an internal board but said that there is external audit from Mazurs who assess the department's practice in key areas as well as the input from London ADASS.
- Asked whether the Local Account (which details the performance and priorities of Adult Social Services) was an online-only document, he confirmed that it was but that it could be printed out on request. Helena Kania commented that paper copies should be made available to the public in libraries. The 2018/19 Local Account has recently been published and it was agreed that this document be shared with the Panel. **(ACTION)**
- On how the questions to service users were structured and whether they were based on pre-set questions or more in-depth interviews, he said that the infrastructure is set up to broadly look at the whole picture. The conversations with service users and carers through the review process is designed to tease out what is working well or not for individuals. There is clearly a need to triangulate the themes of that information with other broader data to identify areas of concern and look at these further, including by exploring them through the strong working relationship with the CQC. The broader data includes the Adult Social Care survey, which comprises of a set of questions that are standardised across the whole country and are used on a more strategic level to get a sense of how services are performing.

Audit Process

- Panel Members commented that paragraph 2.10 of the report explained only the process around recent audits but did not provide figures or RAG status indicators to demonstrate what the conclusions of the audits were. The Chair requested that recent figures/indicators from these audits be provided to the Panel, perhaps covering a 6-month period. **(ACTION)**
- Asked about the general conclusions that can be drawn from the audit tool, John Everson said that it varies as a random sample of 15 cases is used each month. There is also a high turnover of staff which can affect the results. In some months the indicators can be mainly green but basic mistakes are sometimes identified and, when that happens, clear plans are put in place with that team to mitigate the poor practice and to improve future performance.

Complaints and Compliments

- Challenged about the assumption in paragraph 2.13 of the report that learning and actions by the teams was the cause of certain issues not being repeated in the complaints, he took the point but said that, for example, the occupational therapy issue had been a particular concern for quite some time and complaints about these were not now being seen in the same way.
- Asked about the number of complaints, John Everson said that in Quarter 2, 12 complaints were upheld.
- Cllr da Costa commented that it would be useful for the Panel to have oversight of the reports that go to the Quality Assurance Board on a quarterly basis.
- In response to a question from the public gallery by Lauritz Hansen-Bay about improving access to information about services that are available, John Everson said it was important to recognise that people can find it difficult to get into a complex system. The Connected Communities programme and the ongoing work to develop a place-based approach North Tottenham is key to this and aims to find solutions to these issues by provided a coordinated first response service for people when they have issues.
- Cllr Connor asked whether a 'suggestions' option could be provided as a more neutral method of providing feedback rather than just compliments or complaints. John Everson said that this sounded like a positive idea and Beverley Tarka said that although this isn't currently an option, there is feedback collated from forums which includes suggestions from service users and carers about what they might like to see being done differently.

Service Improvement and Business Management

- Asked what service improvements had been identified, John Everson said that one of the key things in the borough plan is on how the department makes sure that the information and advice provided by the first response team is good. However, it had been recognised that the customer experience was not particularly good with people struggling to get through or on hold for a long time for example. To improve that experience the team has put in place technological solutions, such as putting in place an automatic callback system instead of a hold system and improved triaging to direct people to the right areas.

External Quality Assurance

- On how improvement plans are being put in place following the Mazurs audits, John Everson said that the audits highlight areas for improvement including how the Council brokers and sets up care packages to ensure that the packages were achieving best value for money. The audits on Mental Health and Transitions were not yet published. Asked whether these audits could be shared with the Panel, Beverley Tarka said that she would look into this and report back to the Panel. **(ACTION)**
- Asked how Mazurs are appointed by the Council as a whole and when their appointment is next due to be renewed, Beverley Tarka said that she would check this and report back to the Panel. **(ACTION)**
- Asked whether the outline of the Mazurs audit planned for 2020 on reablement could be provided to the Panel, John Everson said that he would look into this and report back to the Panel. **(ACTION)**
- Asked whether the LGA analysis referred to in paragraph 3.9 of the report could be provided to the Panel, John Everson said that he would check this and report back to the Panel. **(ACTION)** The report had concluded that Haringey was an outlier for the costs paid for some learning disability placements which had helped the team to understand what other local authorities do in these areas. It has also informed work at NCL level around care home placements. These findings don't necessarily always raise issues of concern but sometimes highlight areas where market conditions may be different.

Cllr Connor recommended that a report on quality assurance and service improvement should come back to the Panel again at the same time next year but with additional information including much more data from the internal and external audits. **(ACTION)**

53. CANNING CRESCENT UPDATE

Tim Miller, Joint Assistant Director for Vulnerable Adults and Children for Haringey Council and NHS Haringey CCG, introduced the report for this item, noting that the Cabinet had recently given approval to proceed with this development. The Canning Crescent site was previously built as a mental health community centre and had been occupied by Barnet, Enfield and Haringey Mental Health Trust. The Council acquired the site in 2019 and now has approval to develop it into a community mental health recovery centre with partners. The development will include a new home for Clarendon Recovery College, the Council's directly-provided education-based day opportunities service for adult mental health. It will also provide a new Safe Haven (or "crisis café") which is an out of hours, non-clinical service for people who may be experiencing a mental health crisis. The third element is a Recovery House, which is currently run from a Council-run building in Fortis Green and provides six rooms of short-stay accommodation for people who may be experiencing a mental health crisis providing non-clinical support and respite. Moving this service to Canning Crescent would provide an opportunity to expand and redesign the provision. There had originally been an aspiration to provide a supported living scheme on the site but this was not found to be the best option. However, there is still a commitment to deliver the scheme so alternative sites were being looked at including at the Fortis Green building.

Tim Miller then responded to questions from the Panel.

- Asked for further details about the 'recovery college' approach, he said that for a long time service users had been sent to day centres which helped to reduce social isolation but did not always make progress with other issues. The recovery colleges take an educational approach to health and well-being and provide a range of courses focused on mental health which are taught by professionals, family carers and people with lived experience of mental health conditions.
- On how the local community had been involved in the project, he said that people who had previously used the Clarendon had been involved in the design. A group of service users had been working with the Mental Health Trust on the Recovery House redesign project and there had been some focus groups with people at the Recovery College. There had also been some discussion with organisations in the Wood Green area but it has not been in-depth so far as the project had not been approved until very recently. A key principle of the project is that it is embedded in the community and is a resource for the community. It should also be noted that the site was already used as a mental health facility prior to the project being approved. Asked whether he could provide an update in future about how the local community was being involved in the design now that the project had been approved, he confirmed that he would be happy to do so. **(ACTION)**

- Asked about oversight and service user engagement after the service is operational, he said that the approach goes beyond engagement. The Mental Health Trust are doing particularly well in their peer-support worker employment programmes and their vision for the Recovery House is that it is a peer-led service supported by non-peer professionals and, behind them, supported by experienced clinicians. The Mental Health Trust now have a well-established training and induction programme for their peer support workers.
- Asked about access criteria to the Crisis Café, he said that the design work on this is ongoing. However, the feedback from engagement sessions with professionals and people with lived experience so far had been that the Crisis Café should be open access.
- Asked about the finances for the project, he said that there is a Section 75 partnership agreement between the Council and the CCG that brings together the investment into a single agreement and a single vision.
- On whether this could generate savings for the NHS through innovative improvements, he said that the direction of integrated health and social care is the recognition of the interdependencies between the two and that this is a financial issue as well as a clinical issue.

54. WORK PROGRAMME UPDATE

Dominic O'Brien, Scrutiny Officer, updated Members on the Panel's work programme. Evidence sessions for the Scrutiny Review on Adult Social Care Commissioning would be continuing the following week with a meeting with the Severe and Complex Autism Reference Group (SCALD) to discuss co-design issues.

Other sessions were booked with Council officers and a full list of forthcoming meetings would be circulated to Members by email.

A joint meeting involving Members from both the Adults & Health Scrutiny Panel and the Children & Young People's Scrutiny Panel on the topic of transitions and the forthcoming Autism Strategy was scheduled for 11th March 2020.

The Scrutiny Café, a community consultation event to discuss which topics the Scrutiny Committee/Panels should include in their next Work Programmes, was scheduled for 20th March 2020.

55. NEW ITEMS OF URGENT BUSINESS

CHAIR: Councillor Pippa Connor

Signed by Chair

Date

**MINUTES OF THE MEETING OF THE ADULTS & HEALTH
SCRUTINY PANEL HELD ON MONDAY 21st SEPTEMBER 2020,
6:30pm - 9:15pm**

PRESENT:

**Councillors: Pippa Connor (Chair), Nick da Costa, Eldridge Culverwell,
Mike Hakata and Felicia Opoku**

Co-opted Members: Helena Kania

1. FILMING AT MEETINGS

Members noted that the meeting was being streamed live on the Council's website.

2. APOLOGIES FOR ABSENCE

None.

3. ITEMS OF URGENT BUSINESS

None.

4. DECLARATIONS OF INTEREST

Cllr Pippa Connor declared an interest by virtue of her membership of the Royal College of Nursing.

Cllr Pippa Connor declared an interest by virtue of her sister working as a GP in Tottenham.

Cllr Nick da Costa declared an interest by virtue of his ownership of a company working with the NHS, medical providers and healthcare practitioners on a variety of projects, none of which, to his knowledge, work in Haringey Borough though they do potentially work in surrounding areas and with service providers across London.

5. DEPUTATIONS/PETITIONS/ PRESENTATIONS/ QUESTIONS

None.

6. MINUTES

The minutes of the previous meeting on 25th February 2020 were approved as an accurate record.

7. CARE HOMES IN HARINGEY

Will Maimaris, Director of Public Health, introduced a report summarising the impact of Covid-19 on care homes in Haringey Borough. He said that care homes remain a clear priority for the Council in terms of the response to Covid-19. There had been a significant impact on the care sector in Haringey, particularly in March, April and May in terms of excess deaths. The report highlighted some of the learning from that and the interventions that had been put in place since then. He pointed out that in Haringey there is quite a small number of older people's nursing and residential homes and so the Council had a close relationship and regular communication with all of the care providers. He said that some of the key priority areas in terms of preventing future outbreaks in the coming months were:

- Personal Protective Equipment (PPE) – which all Haringey care homes have access to.
- Regular testing
- Hospital discharge protocols
- Advice and guidance being received by care homes
- Clinical support for care homes

Will Maimaris said that a further report had been provided to the North Central London Joint Health Overview and Scrutiny Committee which included data on death rates in care homes and that Haringey had performed better than the sector average. (Report available at:

<https://barnet.moderngov.co.uk/ieListDocuments.aspx?CIId=360&MIId=10089&Ver=4>)

Will Maimaris (Director of Public Health), Charlotte Pomery (Assistant Director for Commissioning), John Everson (Assistant Director for Adults), Angela Healy (Quality Assurance Manager, NCL CCG) and Farzad Fazilat (Head of Brokerage) responded to questions from the Panel:

- Asked by Cllr da Costa about recent media reports about underpaid care workers in Haringey and when the London Living Wage would be implemented for them, Charlotte Pomery said that the reports related to an employment tribunal regarding a historic practice from 2016. She said that the implementation of the London Living Wage was being worked on with the expectation that this would be in place by October.
- Asked by Cllr da Costa for an update about the amended decent sick pay for care workers motion passed at a recent Full Council meeting, Charlotte Pomery said that this was a complex issue and that the necessary background work was currently being done by officers as requested by the motion.

- Asked by Cllr Connor whether care homes were currently able to fund care workers who are required to self-isolate, Charlotte Pomery said that a new initiative had been recently announced to support those who might hesitate to say that they have symptoms for fear of losing out financially. The Adult Social Care Infection Control Fund had also recently been extended. Cllr Connor asked for clarification about whether care workers who are required to self-isolate still receive their full wage. Charlotte Pomery responded that there was some complexity about the different types of care workers and so it would be necessary to gather this information and provide it to the Panel in writing.
(ACTION)
- Asked by Cllr Culverwell about the most vulnerable demographic groups, Will Maimaris said that those most at risk were people with long-term conditions, those in the oldest age groups and people from BAME groups. However, people from all demographic groups presenting with Covid symptoms were able to access medical treatment when required.
- Asked by Cllr Connor about access to hospital services for care home residents, Will Maimaris said that during the height of the pandemic there had been few additional services available due to the risk of cross-infection. Services had now resumed but clearly if the number of cases increased again then the risks would become greater. Further details could be provided to the Panel in writing. **(ACTION)** Asked by Helena Kania about telephone/video triaging for care home residents, Will Maimaris said that many GPs were generally operating in this way currently anyway and Angela Sealy added that some GP visits to care homes were now taking place.
- Asked by Helena Kania about the policy on visitors to care homes, Will Maimaris said that the Council provides public health advice to care homes about whether visitors can be safely allowed and care homes can then carry out their own risk assessment before deciding to proceed. While the advice was currently that visitors can be allowed, with the ongoing rise in community transmission this would be kept under review. Farzad Fazilat added that care homes had been supported to facilitate digital means of communications between residents and family members and to ensure that there is social distancing during physical visits. He added that care homes in Haringey generally have a good relationship with families and engage with them through family forums and newsletters.
- Asked by Cllr Hakata about the how the pandemic had changed working practices with providers, Will Maimaris said that the working relationships were already strong but had recently been further strengthened through the regular meetings that providers were having with the Council and the CCG.
- Asked by Cllr Hakata about supplies of PPE, Will Maimaris confirmed that care homes had struggled to get supplies from the usual channels and so the Council had been making provisions to various providers in the Borough. However, providers had become a lot more self-sufficient in the past couple of months.
- Asked by Cllr Hakata about the heightened risk to BAME people, Will Maimaris said that in the general population it was known that younger BAME people

were at higher risk but that he did not have equivalent data for care home residents in the borough. However, it was likely that the discrepancy would not be as significant because people of all ethnicities in care homes have high levels of frailty and risk factors. Registrars in Haringey had recently been asked to record ethnicity when a death occurs, though the place of death of care home residents may often have occurred at a hospital and be recorded as such which makes this more difficult to track.

- Asked by Cllr Hakata about a recent Joint Partnerships Board report which stated that up to 40% of care homes in the borough may now have financial viability issues, Charlotte Pomery said that Haringey was not unique in facing this problem currently as a consequence of the pandemic. Reasons for this include the requirement for care homes to carry voids and a significant downturn in applications for care home places. Work was ongoing with other boroughs across the North Central London area on this issue and there had been direct representations to central government about social care funding.
- Asked by Cllr Connor about deaths of Haringey residents who had been placed in care homes outside of the borough, Farzad Fazilat said that information about deaths of Haringey residents in care homes outside of the borough could be provided to the Panel, but that it may be more difficult to establish how many of these had died due to Covid. **(ACTION)**
- Asked by Cllr Connor whether discharges from hospitals to care homes without testing had impacted on the death rate in Haringey, Will Maimaris said that, while that was a possibility, he believed that the main factor impacting on care homes had been widespread community transmission. The lack of testing for care home staff had also been a significant problem.
- Cllr da Costa queried when the discharge protocols referred to in the NCL After Action Review would be completed but officers did not have information about a specific date at this stage.
- Asked by Cllr da Costa about digital inclusion for care home residents, Charlotte Pomery said that in some cases, smartphones and tablets had been provided along with support for access. This work had continued as it is recognised that this would be a long-term issue.
- Asked by Cllr Connor about testing, Will Maimaris said that there had recently been weekly testing for care home staff and four-weekly testing for care home residents, though the process is different in the event of a care home outbreak. If there were to be issues with the national testing system it would be possible to access testing through the NHS in North Central London which can be mobilised quickly – this had already previously been done during the first Covid wave to provide regular testing to the Priscilla Wakefield care home. Farzad Fazilat added that there had recently been delays in the national system with test results taking three to four days. Cllr Connor suggested that the local system could be mobilised if case numbers continue to rise but the national system is still slow.
- Asked by Cllr Connor about the data on learning disability residential care provision, Farzad Fazilat said that information was regularly received from

- providers and collated including any positive cases. Cllr Connor requested that this information be provided to the Panel. **(ACTION)**
- Asked by Cllr Connor about the pathways for hospital discharge to care homes, John Everson said that intermediate care beds were generally used for this at places such as Magnolia Court. Where possible the reablement service was equipped to provide care and support to people at home. A lot of work had happened across North Central London to ensure that sufficient capacity was available in the right places. Charlotte Pomery noted that this issue was part of the NCL After Action Review process so there would be an opportunity to report back on this in more detail when this had been completed. Cllr Connor asked for further detail on the specific pathways for hospital discharge and which facilities would be used for this in the event of a second wave of Covid. **(ACTION)**
 - Asked by Cllr Connor about the implementation of Enhanced Health in Care Homes (EHCH), Angela Sealy said that the original EHCH framework was published in 2016, including interventions to enhance the quality of care for residents. The Council had been working on the framework since 2016, particularly on end of life care and on advanced care planning. Covid-19 had accelerated this, such as through the requirement to have primary care networks with a clinical lead for each care home. All Haringey care homes now had an identified clinical lead and there were also now multi-disciplinary team teleconferences.

8. LEARNING DISABILITY & AUTISM UPDATE

Charlotte Pomery, Assistant Director for Commissioning, introducing this item noting that the report provided an update on the work being done with users of learning disabilities and autism services and the impact of Covid-19 on those plans.

Charlotte Pomery and Georgie Jones-Conaghan, Lead Commissioner for Adult Learning Disability and Autism, responded to questions from the Panel:

- Asked by Cllr da Costa about the virtual digital offer and people who are digitally excluded, Georgie Jones-Conaghan said that services at Ermine Road were developing ten hours per week of a digital programme as part of their day services offer. Part of this had been tried out during the first wave of Covid and had received a positive response. Several day service providers had shared similar experiences as part of a provider forum that had taken place the previous week. It would be important to consider the needs of people with learning disabilities as part of the wider work on digital exclusion.
- Asked by Cllr da Costa about the Learning Disability Strategy, Georgie Jones-Conaghan said that this would start development next year and would be co-designed.
- Asked by Helena Kania about support for carers, Georgie Jones-Conaghan said that a Carers Strategy had been in development prior to the Covid-19 pandemic and there had then been a significant amount of telephone outreach

with carers during the lockdown period to understand what support they needed and to offer support through Connected Communities, the Adult Social Care First Response Team or through the NHS. The Carers Strategy was expected to be launched next month and had been co-designed with carers. Helena Kania noted that the phone exercise demonstrated how out of date much of the Council's data was, as many of the people contacted were no longer carers. Georgie Jones-Conaghan said that part of the recent learning as one of the themes of the Carers Strategy was on the identification of and communication with carers. Cllr James added that she had recently attended a couple of carers forum meetings and welcomed the good level of engagement from carers. Cllr Connor noted that some further information about the Carers Strategy had been made available through the Adult Social Care Redesign Group and asked that this be forwarded to Helena Kania. **(ACTION)**

- Asked by Cllr Culverwell about the use of the term “enhanced communication”, Charlotte Pomery said that communication issues included people who are non-verbal or who do not speak English as a first language so taking these factors into account was important when identifying support needs and the wider strategic approach of the Council.
- Asked by Cllr Opoku whether the Covid-19 pandemic had worsened contact with families or the existing health conditions of service users, Charlotte Pomery said that the lockdown period had actually been a time of enhanced communications with carers and acknowledged that certain health conditions present in people with learning disabilities and autism could make them more vulnerable to Covid complications. Georgie Jones-Conaghan added that a particular challenge in supporting people with complex needs during the pandemic was to maintain their routine and keep life as normal as possible.
- Cllr da Costa welcomed the case study in the report from the Preparing for Adulthood pilot and asked whether information on a broader range of service users could be provided in future. **(ACTION)** Georgie Jones-Conaghan said that she aimed to embed this approach of measuring before and after outcomes in order to better understand the benefits being delivered through services.
- In response to a question from Cllr Hakata, Charlotte Pomery confirmed that the Autism Strategy Group had been continuing to meet virtually.
- Cllr Hakata asked about the impact of the closure of The Grove School during the lockdown but it was noted that a response on this would need to be sought from Children's Services officers.
- Asked by Cllr Hakata how Covid-19 had impacted on the design of buildings, Charlotte Pomery said that there had been some changes due to social distancing and that thinking was ongoing about the future for day opportunities and what opportunities would be possible in the wider community if the use of buildings was constrained. Asked by Cllr Connor for an update on Ermine Road, Georgie Jones-Conaghan said that all service users had continued to receive a service. Though they may not have been able to access the building, service users had access to outreach, park visits, digital packs, art supplies and phone calls. John Everson added that the one-to-one conversations with

service users and with carers to establish what support individuals needed to manage during an unprecedented period had been crucial.

- Asked by Cllr Connor about services at Waltheof Gardens, Charlotte Pomery acknowledged that the timeframe had been delayed and, while the staff were in place and involved in the outreach work, the latest estimate for the opening of buildings was January 2021.
- Asked by Cllr Hakata about the expansion of co-production, Charlotte Pomery said that it was developing further, for example on Ermine Road starting with a person-centred approach and was now fundamental to the way that Adult Services operated. Despite some initial worries at the beginning of the pandemic, it had proved possible for this work to continue.

9. 'STOCK TAKE' ON CURRENT SITUATION WITH ADULT SERVICES

John Everson introduced this item, noting that the report covered issues including the approach to service delivery since the lockdown, some of which had been discussed earlier in the meeting. In particular, he highlighted the commitment and drive of staff and in partner organisations to respond to a huge change in the way that services had to be delivered in terms of the restrictions that were in place and the additional demands on the system.

John Everson then responded to questions from the Panel:

- Cllr Hakata noted that the Connected Communities programme had worked well and asked how it could work together with mutual aid groups. John Everson said that Connected Communities had been a very powerful and effective stream of work that had increased the capacity of the Council to respond to the pandemic and the ability to rebuild afterwards. Beverley Tarka said that the impact of the pandemic had disproportionately affected some sections of the community and that the mutual aid groups had been an important part of the response, adding that these connections would be sustained going forward. Cllr James added that the local mutual aid groups were invited and sometimes attended the meetings of the Community Enablement Group which brings together organisations from the community and voluntary sector. Cllr Connor said that it would be useful to receive a future update on the Community Enablement Group and how it is working with community organisations. **(ACTION)**
- In response to a point from Cllr da Costa about supporting mutual aid groups with safeguarding concerns, John Everson said that a sub-group of the Safeguarding Adults Board (SAB) had been set up to look at the nuances that Covid presented and to flag risks. The SAB aims to ensure that all partners, including mutual aid groups, have sufficient access and support to understand safeguarding principles and procedures. There had also recently been an increase in people highlighting safeguarding concerns which was, in a way, reassuring as it demonstrated that people were actively using referral

processes and thereby enabling appropriate investigations to take place. Asked by Cllr Connor whether there were sufficient staff to investigate these referrals, John Everson said that his team monitors safeguarding activity, had increased staffing capacity to manage that and had put in place triaging approaches to improve ways of working.

- Asked by Helena Kania how often people in the shielded group were contacted, given that their situations may change, John Everson said that after the initial contacts, shielded people were triaged to appropriate Council services or connected to voluntary and community support services. Additional information was provided to people so that they could call back at a later time if required. Beverley Tarka added that the approach is not simply one-off crisis management because the data on shielded people had helped the Council to better understand which people have short-term needs, medium-term needs and more complex support needs with people then directed to the appropriate pathways. Asked by Cllr da Costa for data on shielding people who had said that they didn't feel that their care needs were being met, John Everson said that he could look into this and report back to the Panel. **(ACTION)**
- Asked by Helena Kania about the impact on adult social care assessments, John Everson said that statutory assessments continued where they could be conducted safely and appropriately, including over the phone or other remote means. Where this couldn't be done, assessments were carried out with appropriate PPE in place. The overall number of assessments being carried out within 28 days had improved, possibly because staff working from home were better able to manage their workload.
- Asked by Cllr Opoku about digital inclusion, John Everson said that the Council is clear with the people that they provide services to and their families how they wish to be communicated with. If they don't have the ability to access online options then telephone communication is used. If this is not possible then a team provides one-to-one support which was currently being done with risk assessments and PPE equipment.
- Asked by Cllr Opoku about staff wellbeing, John Everson said that a comprehensive range of support options was in place for staff including access to support to manage wellbeing, opportunities to come together virtually and arrangements for people to work in the office in cases where home working was difficult.

Cllr Connor raised the "Living Through Lockdown" report by the Joint Partnership Board and said that the Scrutiny Panel would support the recommendations of the report being followed up and acted upon, including by responding directly to the Joint Partnership Board. Helena Kania welcomed this comment, noted that she co-chairs the Joint Partnership Board and that it includes a lot of the vulnerable groups in Haringey including autism, learning difficulties, older people and carers. Beverley Tarka put on record her thanks to the Joint Partnership Board for their excellent and

useful report which would help to improve understanding of the perspective of people that the Council supports.

Cllr Connor noted that finances were a particularly important item at present, with concerns about the overspend in the current circumstances with uncertainty about how much money would be coming back from the Government and whether savings proposed in the Medium Term Financial Strategy (MTFS) could still be met.

10. WORK PROGRAMME 2020/21

Cllr Connor updated the Panel on the Adult Social Care Commissioning scrutiny review which had previously been suspended due to the Covid-19 pandemic and the consequent lack of officer availability. The Panel agreed to gather the remaining evidence required through a final session with officers as soon as possible and to conclude the review.

Panel members made suggestions for topics for future scrutiny reviews:

- New ways of working in the NHS, including the way that people access A&E, how patients see their GP and developments relating to the 111 service.
- How the mutual aid groups see their relationship with the Council, how this had worked during the lockdown and how this expanded capacity could be utilised in future.
- Reductions in funding for social prescribing and the potential health impact of this.
- The shared and lived experiences of residents of the Covid-19 pandemic and Council services (such a review would most likely need to be held after the pandemic was over)
- The Council's preparedness for future waves of Covid-19.

11. DATES OF FUTURE MEETINGS

- Tues 17th Nov 2020
- Thurs 10th Dec 2020
- Tues 23rd Feb 2021

CHAIR: Councillor Pippa Connor

Signed by Chair

Date

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Report for: Overview and Scrutiny Committee – 15 October 2020

Title: Overview & Scrutiny Committee and Scrutiny Panels - Membership and Terms of Reference

Report authorised by: Ayshe Simsek, Acting Democratic Services and Scrutiny Manager

Lead Officer: Robert Mack, Principal Scrutiny Support Officer
Tel: 020 8489 2921, E-mail: rob.mack@haringey.gov.uk

Ward(s) affected: N/A

**Report for Key/
Non Key Decision:** N/A

1. Describe the issue under consideration

- 1.1 The Overview and Scrutiny Committee is asked to establish the Scrutiny panels and agree their memberships.
- 1.2 The Committee is also asked to consider the appointment of two Haringey representatives to the North Central London Joint Health Overview and Scrutiny Committee.

2. Recommendations

- 2.1 The Committee is asked to:
- (a) Note the terms of reference (Appendix A) and Protocol (Appendix B) for the Overview and Scrutiny Committee.
 - (b) Establish the following Scrutiny Panels for 2020/21:
 - Adults and Health
 - Children and Young People
 - Environment and Community Safety
 - Housing and Regeneration
 - (c) Approve the terms of reference/policy areas and membership for each Scrutiny Panel for 2019/20 (Appendix C)
 - (d) Appoint Councillors Ahmet and Connor as the two Haringey representatives to the North Central London Joint Health Overview and Scrutiny Committee for 2020/21.

3. Reasons for decision

- 3.1 The terms of reference and membership of the scrutiny panels above need to be confirmed at the first meeting of each municipal year.
- 3.2 The power to appoint Haringey's representatives to the North Central London Joint Health Overview and Scrutiny Committee (JHOSC) was delegated to the OSC by Council at its meeting on 22 March 2010.

4. Overview and Scrutiny Committee

- 4.1 As agreed by Annual Council on 1 October, the membership of the Overview and Scrutiny Committee for the remainder of 2020/21 is:
- Cllr Ahmet (Chair);
 - Cllr Connor (Vice-Chair);
 - Cllr Dogan;
 - Cllr Gordon; and
 - Cllr Moyeed.
- 4.2 The Committee will also include statutory education representatives, who shall have voting rights solely on education matters.
- 4.3 The terms of reference and role of the OSC is set out in Part Two (Article 6), Part Three (Section B) and Part Four (Section G) of the Council's Constitution. Together, these specify key responsibilities for the Committee. This information is provided in full at Appendix A. There is also a Protocol, outside the Constitution and provided at Appendix B, that sets out how the OSC is to operate.

5. Scrutiny Panels

- 5.1 Article 6 of the Constitution states the OSC shall appoint Scrutiny Panels in order to discharge the Overview and Scrutiny role.
- 5.2 The specific functions for any Scrutiny Panels established is outlined in Article 6 of the Constitution at 6.3 (b) and 6.3 (c). The procedure by which this operates is detailed in the Scrutiny Protocol:
- The OSC shall establish four standing Scrutiny Panels, to examine designated public services;
 - The OSC shall determine the terms of reference for each Scrutiny Panel;
 - If there is any overlap between the business of the Panels, it is the responsibility of the OSC to resolve the issue;
 - Areas which are not covered by the four standing Scrutiny Panels shall be the responsibility of the main OSC;
 - The Chair of each Scrutiny Panel shall be a member of the OSC, as determined by the OSC at its first meeting;
 - It is intended that each Scrutiny Panel shall be comprised of between 3 and 7 backbench or opposition members, and be politically propionate as far as possible;

- Each Scrutiny Panel shall be entitled to appoint up to three non-voting co-optees. The Children and Young People's Scrutiny Panel membership will include the statutory education representatives of OSC.

5.3 The suggested 2020/21 membership for the four Scrutiny Panels is listed below.

Scrutiny Panel	Membership
Adults and Health	Cllrs Connor (Chair), Berryman, Brabazon, Da Costa, Peacock and Stone
Children and Young People	Cllrs Dogan (Chair), Carlin, Chiriyankandath, Dixon, Palmer, Stennett and Weston
Environment and Community Safety	Cllr Moyeed (Chair), B. Blake, Carlin, Davies, Emery, Hakata and Ogiehor
Housing and Regeneration	Cllr Gordon (Chair), Barnes, Brabazon, Diakides, Gunes, Hare and Say
All Councillors (except Members of the Cabinet) may be members of the Overview and Scrutiny Committee and the Scrutiny Review Panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.	

- 5.4 The policy areas to be covered by the four existing Scrutiny Panels are attached at Appendix C, together with the relevant Portfolio holders for each scrutiny body. There is only one small change proposed for 2020/21 which is responsibility for leisure passing from the Overview and Scrutiny Committee to the Environment and Community Safety Panel. This is suggested to reflect changes in Cabinet Portfolios.
- 5.5 Although Liveable Neighbourhoods and Strategic Transport been moved from the portfolio for the Cabinet Member for Climate Change, Equalities and Leisure to the Cabinet Member for Planning and Corporate Services, it is recommended that responsibility for these remain with the Environment and Community Safety Panel. This is due to their close relationship with other matters within the Panel's portfolio, such as Parking and Highways and Street Scene. In addition, the Panel has previously undertaken work on these issues and it would therefore aid continuity.

6. North Central London Joint Health Overview and Scrutiny Committee

- 6.1 Haringey is a member of the North Central London Joint Health Overview and Scrutiny Committee (JHOSC), along with Barnet, Camden, Enfield and Islington.
- 6.2 The revised terms of reference, agreed by the JHOSC at its meeting on 29 January 2016, and by Haringey Council on 16 May 2016, are as follows:

- To engage with relevant NHS bodies on strategic area wide issues in respect of the co-ordination, commissioning and provision of NHS health services across the whole of the area of Barnet, Camden, Enfield, Haringey and Islington;
- To respond, where appropriate, to any proposals for change to specialised NHS services that are commissioned on a cross borough basis and where there are comparatively small numbers of patients in each of the participating boroughs;
- To respond to any formal consultations on proposals for substantial developments or variations in health services across affecting the area of Barnet, Camden, Enfield, Haringey and Islington;
- The joint committee will work independently of both the Cabinet and health overview and scrutiny committees (HOSCs) of its parent authorities, although evidence collected by individual HOSCs may be submitted as evidence to the joint committee and considered at its discretion;
- The joint committee will seek to promote joint working where it may provide more effective use of health scrutiny and NHS resources and will endeavour to avoid duplicating the work of individual HOSCs. As part of this, the joint committee may establish sub and working groups as appropriate to consider issues of mutual concern provided that this does not duplicate work by individual HOSCs; and
- The joint committee will aim work together in a spirit of co-operation, striving to work to a consensual view to the benefit of local people.

6.4 Haringey's OSC is entitled to appoint two representatives to the JHOSC. The power to make this appointment was delegated to OSC by Council at its meeting on 22 March 2010.

7. Contribution to strategic outcomes

7.1 The contribution scrutiny can make to strategic outcomes will be considered as part of its routine work.

8. Statutory Officers Comments

Finance and Procurement

8.1 The Chief Finance Officer has confirmed the Haringey representatives on the JHOSC are not entitled to any remuneration. As a result, there are no direct financial implications arising from the recommendations set out in this report.

8.2 Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

Legal

8.3 The Assistant Director for Corporate Governance has been consulted on the contents of this report.

- 8.4 Under Section 21 (6) of the Local Government Act 2000, an Overview and Scrutiny Committee has the power to appoint one or more sub-committee to discharge any of its functions. The establishment of Scrutiny Panels by the Committee falls within this power and is in accordance with the requirements of the Council's Constitution.
- 8.5 Scrutiny Panels are non-decision making bodies and the work programme and any subsequent reports and recommendations that each scrutiny panel produces must be approved by the OSC. Such reports can then be referred to Cabinet or Council under agreed protocols.
- 8.6 The OSC can appoint two representatives to the North Central London Joint Health Overview and Scrutiny Committee. This is in accordance with the decision made by full Council on 22 March 2010 that the making of nominations to the Joint Health Committee be delegated to the Committee.

Equality

- 8.7 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:
- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.
- 8.8 The proposals outlined in this report relate to the membership and terms of reference for the OSC and carry no direct implications for the Council's general equality duty. However, the Committee should ensure that it addresses these duties by considering them within its work programme and those of its panels, as well as individual pieces of work. This should include considering and clearly stating;
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to services and fair representation of all groups within Haringey;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

- 8.9 The Committee should ensure that equalities comments are based on evidence. Wherever possible this should include demographic and service level data and evidence of residents/service-users views gathered through consultation.

9. Use of Appendices

Appendix A Part Two (Article 6), Part Three (Section B), and Part Four (Section G) of the Constitution of the London Borough of Haringey.

Appendix B Scrutiny Protocol

Appendix C Overview & Scrutiny Remits and Membership 2020/21

10. Local Government (Access to Information) Act 1985

APPENDIX A

PART TWO – ARTICLES OF THE CONSTITUTION

Last updated 24 July 2017

Article 6 - Overview and Scrutiny

6.01 Terms of reference

The Council will appoint an Overview and Scrutiny Committee to discharge the functions conferred by section 9F of the Local Government Act 2000, the Health & Social Care Act 2001 and the NHS Reform & Health Professionals Act 2002.

6.02. General role

Within its terms of reference, the Overview and Scrutiny Committee may:

- (a) Exercise an overview of the forward plan;
- (b) Review or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet's or Council's functions;
- (c) Make reports and recommendations to the full Council, the Cabinet or relevant non-Executive Committee in connection with the discharge of any functions;
- (d) Make reports or recommendations on matters affecting the area or its inhabitants;
- (e) Exercise the right to call-in, for reconsideration, key decisions made but not yet implemented by the Executive;
- (f) Receive the reports and recommendations of its commissioned Scrutiny Review Panels; and
- (g) In accordance with statutory regulations to review and scrutinise matters relating to the health service within the Authority's area and to make reports and recommendations thereon to local NHS bodies;
- (h) Enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

6.03 Specific functions

(a) Scrutiny Review Panels.

The Overview and Scrutiny Committee shall appoint Scrutiny Review Panels in order to discharge the Overview and Scrutiny role for designated public services and will co-ordinate their respective roles.

(b) Policy development and review.

The Overview and Scrutiny Committee and any Scrutiny Review Panels it may establish may:

- (i) Assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) Conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question members of the Cabinet and chief officers about their views on issues and proposals affecting the area; and
- (v) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(c) Scrutiny.

The Overview and Scrutiny Committee and any Scrutiny Review Panels it may establish may:

- (i) Review and scrutinise the decisions made by and performance of the Cabinet and Council officers both in relation to individual decisions and over time;
- (ii) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) Question members of the Cabinet and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) Make recommendations to the Cabinet or relevant non-executive Committee arising from the outcome of the scrutiny process;
- (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance; and
- (vi) Question and gather evidence from any person (with their consent).

(d) Finance

Overview and Scrutiny Committee may exercise overall responsibility for the finances made available to them.

(e) Annual report.

Overview and Scrutiny Committee must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

6.04 Proceedings of Overview and Scrutiny Committee

The Overview and Scrutiny Committee and any Scrutiny Review Panels it may establish will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.05 Votes of No Confidence

The Chair of the Overview and Scrutiny Committee or the Chair of a Scrutiny Review Panel shall cease to hold that office as a Scrutiny member if a vote of no confidence, of which notice appears on the agenda, is carried at the meeting of the relevant body. The responsibilities of that member shall be carried out by the relevant Vice-Chair until such time as a subsequent meeting of that body has been notified of the appointment of a replacement or the reappointment of the member concerned. In the event of all members of the Overview and Scrutiny Committee having been removed from office in this way at any time, Scrutiny functions shall in the interim be carried out by full Council.

PART THREE – RESPONSIBILITY FOR FUNCTIONS

SECTION B

Last updated 24 July 2017

SECTION 2 – COMMITTEES

The following shall be committees of the Council and they shall have the membership as described in the Appointments of Committees, Sub-Committees, Panels, etc (as approved by the Annual Meeting):

- 1. The Corporate Committee**
 - 2. Combined Pensions Committee and Board**
 - 3. Staffing and Remuneration Committee**
 - 4. Overview and Scrutiny Committee**
 - 5. Standards Committee**
 - 6. Alexandra Palace and Park Board**
 - 7. The Regulatory Committee**
 - 8. The Health and Wellbeing Board**
-

4. Overview and Scrutiny Committee

The Overview and Scrutiny Committee may:

- (a) exercise an overview of the forward plan;
- (b) review or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet's or Council's functions;
- (c) make reports and recommendations to the full Council, the Cabinet or relevant non-Executive Committee in connection with the discharge of any functions;
- (d) make reports or recommendations on matters affecting the area or its inhabitants;
- (e) exercise the right to call-in, for reconsideration, key decisions made but not yet implemented by the Cabinet;
- (f) receive the reports and recommendations of its Scrutiny Review Panels;
- (g) in accordance with statutory regulations to review and scrutinise matters relating to the health service and all NHS funded services within the Authority's

area and to make reports and recommendations thereon to local NHS and NHS funded bodies;

- (h) enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013;
- (i) review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible partner authorities of their crime and disorder functions;
- (j) make reports or recommendations to the Cabinet or full Council where appropriate with respect to the discharge of the crime and disorder functions by the responsible partner authorities;
- (k) make arrangements which enable any councillor who is not a Committee member to refer any crime and disorder matter to the Committee under the Councillor Call for Action procedure; and
- (l) make arrangements which enable any councillor who is not a Committee member to refer to the Committee any local government matter which is relevant to the functions of the Committee under the Councillor Call for Action procedure.
- (m) there is a Protocol outside this Constitution setting out how the Overview and Scrutiny Committee is to operate. The Protocol shall be applied in a manner consistent with the Committee Procedure Rules in Part 4 and any issue on procedure at the meeting shall be subject to the ruling of the Chair. The Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.
- (o) to appoint two representatives to the standing Joint Health Overview and Scrutiny Committee for North Central London. (Since this appointment is for only two members to the Joint Committee, the "political proportionality" rules in the Local Government and Housing Act 1989 do not apply.)

SECTION 3 - SUB-COMMITTEES AND PANELS

The following bodies shall be created as Sub-Committees of the relevant Committee of the Council under which they are listed. Bodies described as "Panels" are Sub-Committees unless otherwise stated. Sub-Committees shall report to their parent bodies and they shall have the membership as described in the Appointments of Non-Executive Committees, Sub-Committees, Panels, etc as approved by the Annual Meeting.

2. Under Overview and Scrutiny Committee

2.1 Scrutiny Review Panels

- (a) To carry out scrutiny processes relevant to particular services as determined by Overview and Scrutiny Committee and within the parameters, protocols and procedures agreed by Overview and Scrutiny Committee for all Scrutiny Review Panels.
- (b) Within these scrutiny processes to request and receive submissions, information and answers to questions from Cabinet Members, officers and other senior employees of the Council, service users, external experts and relevant members of the public.
- (c) To refer the findings/recommendations in the form of a written report, with the approval of the Overview and Scrutiny Committee, to The Cabinet and/or the Council as appropriate.

PART FOUR – RULES OF PROCEDURE
SECTION G – OVERVIEW & SCRUTINY PROCEDURE RULES

Last updated 21 July 2014

1. The arrangements for Overview and Scrutiny

1.1 The Council will have one Overview and Scrutiny Committee, which will have responsibility for all overview and scrutiny functions on behalf of the Council.

1.2 The terms of reference of the Overview and Scrutiny Committee will be:

- (i) The performance of all overview and scrutiny functions on behalf of the Council.
- (ii) The appointment of Scrutiny Review Panels, with membership that reflects the political balance of the Council.
- (iii) To determine the terms of reference of all Scrutiny Review Panels.
- (iv) To receive reports from local National Health Service bodies on the state of health services and public health in the borough area.
- (v) To enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- (vi) To monitor the effectiveness of the Council's Forward Plan.
- (vii) To receive all appropriate performance management and budget monitoring information.
- (viii) To approve a programme of future overview and scrutiny work so as to ensure that the Overview and Scrutiny Committee's and Scrutiny Review Panels' time is effectively and efficiently utilised;
- (ix) To consider all requests for call-in and decide whether to call-in a key decision, how it should be considered and whether to refer the decision to the Cabinet or to Council.
- (x) To monitor the effectiveness of the Call-in procedure.
- (xi) To review and scrutinise action taken by partner authorities in discharge of crime and disorder functions and to make reports and recommendations to Cabinet and Council on these.

- (xii) To make arrangements which enable any Councillor who is not a Committee Member to refer any local government matter, or any crime and disorder matter, to the Committee under the Councillor Call for Action Procedure.
- (xiii) To ensure that referrals from Overview and Scrutiny Committee to the Cabinet either by way of report or call-in are managed efficiently, and
- (xiv) To ensure community and voluntary sector organisations, users of services and others are appropriately involved in giving evidence to the Overview and Scrutiny Committee or relevant Scrutiny Review Panel.

1.3 The Overview and Scrutiny Committee may establish a number of Scrutiny Review Panels:

- (i) Scrutiny Reviews Panels are appointed to examine designated Council services. Scrutiny Review Panels will refer their findings/ recommendations in the form of a written report, with the approval of the Overview and Scrutiny Committee, to the Cabinet and/or the Council as appropriate.
- (ii) Scrutiny Review Panels will analyse submissions, request and analyse any additional information, and question the Cabinet Member(s), relevant Council officers, local stakeholders, and where relevant officers and/or board members of local NHS bodies or NHS funded bodies.
- (iii) Subject to the approval of the Overview and Scrutiny Committee, Scrutiny Review Panels will be able to appoint external advisors and/or to commission specific pieces of research if this is deemed necessary.
- (iv) Scrutiny Review Panels should make every effort to work by consensus; however, in exceptional circumstances Members may submit minority reports.
- (v) Prior to publication, draft reports will be sent to the relevant chief officers or where relevant officers of the National Health Service for checking for inaccuracies and the presence of exempt and/or confidential information; Scrutiny Review Panel members will revisit any conclusions drawn from disputed information;
- (vi) Following approval by the Overview and Scrutiny Committee, final reports and recommendations will be presented to the next available Cabinet meeting together with an officer report where appropriate. The Cabinet will consider the reports and formally agree their decisions.
- (vii) Following approval by the Overview and Scrutiny Committee, reports on NHS, non-executive or regulatory matters will be copied to the Cabinet for information.

- (viii) At the Cabinet meeting to receive the final report and recommendations, the Chair of the Overview and Scrutiny Committee or the Chair of the Scrutiny Review Panel may attend and speak.
- (ix) After an appropriate period, post implementation, Overview and Scrutiny Committee will carry out a follow up review to determine if the recommendations had the intended outcomes and to measure any improvements.

- 1.4 When Scrutiny Review Panels report on non-executive or regulatory functions the above rules apply, except the references to The Cabinet shall be taken as reference to the relevant non-executive body.
- 1.5 The Overview and Scrutiny Committee shall undertake scrutiny of the Council's budget through a Budget Scrutiny process. The procedure by which this operates is detailed in the Protocol covering the Overview and Scrutiny Committee.
- 1.6 All Overview and Scrutiny meetings shall take place in public (except where exempt or confidential matters are considered).
- 1.7 The Overview and Scrutiny function should not be seen as an alternative to established disciplinary, audit or complaints mechanisms and should not interfere with or pre-empt their work.

2. Membership of the Overview and Scrutiny Committee and Scrutiny Review Panels

- 2.1 All Councillors (except Members of the Cabinet) may be members of the Overview and Scrutiny Committee and the Scrutiny Review Panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.
- 2.2 The membership of the Overview and Scrutiny Committee and Scrutiny Review Panels shall, as far as is practicable, be in proportion to the representation of different political groups on the Council.

3. Co-optees

- 3.1 Each Scrutiny Review Panel shall be entitled to appoint up to three people as non-voting co-optees.
- 3.2 Statutory voting non-Councillor members of Overview and Scrutiny Committee will be paid an allowance in accordance with the Members' Allowances Scheme in Part 6 of this Constitution.

4. Education representatives

- 4.1 The Overview and Scrutiny Committee and the Scrutiny Review Panel whose terms of reference relate to education functions that are the responsibility of the Cabinet, shall include in its membership the following representatives:

- (i) At least one Church of England diocesan representative (voting).
- (ii) At least one Roman Catholic diocesan representative (voting).
- (iii) 2 parent governor representatives (voting).

These voting representatives will be entitled to vote where the Overview and Scrutiny Committee or the Scrutiny Review Panel is considering matters that relate to relevant education functions. If the Overview and Scrutiny Committee or Scrutiny Review Panel is dealing with other matters, these representatives shall not vote on those matters though they may stay in the meeting and speak at the discretion of the Chair. The Overview and Scrutiny Committee and Scrutiny Review Panel will attempt to organise its meetings so that relevant education matters are grouped together.

5. Meetings of the Overview and Scrutiny Committee and Scrutiny Review Panels

- 5.1 In addition to ordinary meetings of the Overview and Scrutiny Committee, extraordinary meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Committee meeting may be called by the Chair of the Overview and Scrutiny Committee after consultation with the Chief Executive, by any two Members of the Committee or by the proper officer if he/she considers it necessary or appropriate.
- 5.2 In addition to ordinary meetings of the Scrutiny Review Panels, extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny Review Panel meeting may be called by the Chair of the Panel after consultation with the Chief Executive, by any two Members of the Committee or by the proper officer if he/she considers it necessary or appropriate.

6. Quorum

The quorum for the Overview Scrutiny Committee and for each Scrutiny Review Panel shall be at least one quarter of its membership and not less than 3 voting members.

7. Chair of the Overview and Scrutiny Committee and Scrutiny Review Panels

- 7.1 The Chair of the Overview and Scrutiny Committee will be appointed by the Council.
- 7.2 The Chair of the Overview and Scrutiny Committee shall resign with immediate effect if a vote of no confidence is passed by the Overview and Scrutiny Committee.
- 7.3 Chairs of Scrutiny Review Panels will be drawn from among the Councillors sitting on the Overview and Scrutiny Committee. Subject to this requirement,

the Overview and Scrutiny Committee may appoint any person as it considers appropriate as Chair having regard to the objective of cross-party chairing in proportion to the political balance of the Council. The Scrutiny Review Panels shall not be able to change the appointed Chair unless there is a vote of no confidence as outlined in Article 6.5 in this Constitution.

- 7.4 The Chair of the Budget Scrutiny Review process will be drawn from among the opposition party Councillors sitting on the Overview and Scrutiny Committee. The Overview and Scrutiny Committee shall not be able to change the appointed Chair unless there is a vote of no confidence as outlined in Article 6.5 in this Constitution.

8. Work programme

Overview and Scrutiny Committee will determine the future scrutiny work programme and will establish Scrutiny Review Panels to assist it to perform its functions. The Committee will appoint a Chair for each Scrutiny Review Panel.

9. Agenda items for the Overview and Scrutiny Committee

- 9.1 Any member of the Overview and Scrutiny Committee shall be entitled to give notice to the proper officer that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.
- 9.2 The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, from the Cabinet to review particular areas of Council activity. Where they do so, the Overview and Scrutiny Committee shall report their findings and any recommendations back to the Cabinet within an agreed timescale.

10. Policy review and development

- 10.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in the Budget and Policy Framework Procedure Rules in Part 4 of this constitution.
- 10.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee and its Scrutiny Review Panels may make proposals to the Cabinet for developments insofar as they relate to matters within their terms of reference. The Scrutiny Review Panels must do so via the Overview and Scrutiny Committee.

11. Reports from the Overview and Scrutiny Committee

Following endorsement by the Overview and Scrutiny Committee, final reports and recommendations will be presented to the next available Cabinet meeting. The procedure to be followed is set out in paragraphs 1.3 or 1.4 above.

12. Making sure that overview and scrutiny reports are considered by the Cabinet

12.1 The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Scrutiny'. Reports of the Overview and Scrutiny Committee referred to the Cabinet shall be included at this point in the agenda unless either they have been considered in the context of the Cabinet's deliberations on a substantive item on the agenda or the Cabinet gives reasons why they cannot be included and states when they will be considered.

12.2 Where the Overview and Scrutiny Committee prepares a report for consideration by the Cabinet in relation to a matter where decision making power has been delegated to an individual Cabinet Member, a Committee of the Cabinet, an Area Committee, or an Officer, or under Joint Arrangements, then the Overview and Scrutiny Committee will also submit a copy of their report to that body or individual for consideration, and a copy to the proper officer. If the Member, committee, or officer with delegated decision making power does not accept the recommendations of the Overview and Scrutiny Committee, then the body/he/she must then refer the matter to the next appropriate meeting of the Cabinet for debate before making a decision.

13. Rights and powers of Overview and Scrutiny Committee members

13.1 Rights to documents

(i) In addition to their rights as Councillors, members of the Overview and Scrutiny Committee and Scrutiny Review Panels have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

(ii) Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committee and Scrutiny Review Panels as appropriate depending on the particular matter under consideration.

13.2 Powers to conduct enquiries

The Overview and Scrutiny Committee and Scrutiny Review Panels may hold enquiries into past performance and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in these processes. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations, within available resources. They may ask witnesses to attend to address them on any matter under consideration and may pay any

advisers, assessors and witnesses a reasonable fee and expenses for doing so. Scrutiny Review Panels require the support of the Overview and Scrutiny Committee to do so.

13.3 Power to require Members and officers to give account

- (i) The Overview and Scrutiny Committee and Scrutiny Review Panels may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions (Scrutiny Review Panels will keep to issues that fall within their terms of reference). As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet, the Head of Paid Service and/or any senior officer (at second or third tier), and chief officers of the local National Health Service to attend before it to explain in relation to matters within their remit:
 - (a) any particular decision or series of decisions;
 - (b) the extent to which the actions taken implement Council policy (or NHS policy, where appropriate); and
 - (c) their performance.

It is the duty of those persons to attend if so required. At the discretion of their Director, council officers below third tier may attend, usually accompanied by a senior manager. At the discretion of the relevant Chief Executive, other NHS officers may also attend overview and scrutiny meetings.

- (ii) Where any Member or officer is required to attend the Overview and Scrutiny Committee or Scrutiny Review Panel under this provision, the Chair of that body will inform the Member or proper officer. The proper officer shall inform the Member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Overview and Scrutiny Committee or Scrutiny Review Panel. Where the account to be given to Overview and Scrutiny Committee or Scrutiny Review Panel will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (iii) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee or Scrutiny Review Panel shall in consultation with the Member or officer arrange an alternative date for attendance, to take place within a maximum of 10 days from the date of the original request.

14. Attendance by others

The Overview and Scrutiny Committee or Scrutiny Review Panel may invite people other than those people referred to in paragraph 13 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and officers in other parts of the public sector and may invite such people to attend. Attendance is optional.

15. Call-in

The call-in procedure is dealt with separately at Part 4 Section H of the Constitution, immediately following these Overview and Scrutiny Procedure Rules.

16. Councillor Call for Action (CCfA)

The Council has adopted a Protocol for handling requests by non-Committee Members that the Committee should consider any local government matter which is a matter of significant community concern. This procedure should only be a last resort once the other usual methods for resolving local concerns have failed. Certain matters such as individual complaints and planning or licensing decisions are excluded.

Requests for a CCfA referral should be made to the Democratic Services Manager, who will check with the Monitoring Officer that the request falls within the Protocol. The Councillor making the referral will be able to attend the relevant meeting of the Committee to explain the matter. Among other actions, the Committee may: (i) make recommendations to the Cabinet, Directors or partner agencies, (ii) ask officers for a further report, (iii) ask for further evidence from the Councillor making the referral, or (iv) decide to take no further action on the referral.

The Protocol is not included within this Constitution but will be subject to regular review by the Committee.

17. Procedure at Overview and Scrutiny Committee meetings and meetings of the Scrutiny Review Panels.

- (a) The Overview and Scrutiny Committee shall consider the following business as appropriate:
 - (i) apologies for absence;
 - (ii) urgent business;
 - (iii) declarations of interest;
 - (iv) minutes of the last meeting;
 - (v) deputations and petitions;

- (vi) consideration of any matter referred to the Committee for a decision in relation to call-in of a key decision;
 - (vii) responses of the Cabinet to reports of the Committee;
 - (viii) business arising from Area Committees;
 - (ix) the business otherwise set out on the agenda for the meeting.
- (b) A Scrutiny Review Panel shall consider the following business as appropriate:
- (i) minutes of the last meeting;
 - (ii) declarations of interest;
 - (iii) the business otherwise set out on the agenda for the meeting.
- (c) Where the Overview and Scrutiny Committee or Scrutiny Review Panel has asked people to attend to give evidence at meetings, these are to be conducted in accordance with the following principles:
- (i) that the investigation be conducted fairly and all members of the Overview and Scrutiny Committee and Scrutiny Review Panels be given the opportunity to ask questions of attendees, to contribute and to speak;
 - (ii) that those assisting the Overview and Scrutiny Committee or Scrutiny Review Panel by giving evidence be treated with respect and courtesy;
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis; and
 - (iv) that reasonable effort be made to provide appropriate assistance with translation or alternative methods of communication to assist those giving evidence.
- (d) Following any investigation or review, the Overview and Scrutiny Committee or Scrutiny Review Panel shall prepare a report, for submission to the Cabinet and shall make its report and findings public.

17A. Declarations Of Interest Of Members

- (a) If a member of the Overview and Scrutiny Committee or Scrutiny Review Panel has a disclosable pecuniary interest or a prejudicial interest as referred to in Members' Code of Conduct in any matter under consideration, then the member shall declare his or her interest at the start of the meeting or as soon as the interest becomes apparent. The member may not participate or participate further in any

discussion of the matter or participate in any vote or further vote taken on the matter at the meeting and must withdraw from the meeting until discussion of the relevant matter is concluded unless that member has obtained a dispensation from the Council's Standards Committee.

- (b) If a member of the Overview and Scrutiny Committee or Scrutiny Review Panel has a personal interest which is not a disclosable pecuniary interest nor a prejudicial interest, the member is under no obligation to make a disclosure at the meeting but may do so if he/she wishes.

18. The Party Whip

Scrutiny is intended to operate outside the party whip system. However, when considering any matter in respect of which a Member of scrutiny is subject to a party whip the Member must declare the existence of the whip and the nature of it before the commencement of the Committee/Panel's deliberations on the matter. The Declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

The expression "party whip" can be taken to mean: "Any instruction given by or on behalf of a political group to any Councillor who is a Member of that group as to how that Councillor shall speak or vote on any matter before the Council or any committee or sub-committee, or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote in any particular manner."

19. Matters within the remit of more than one Scrutiny Review Panel

Should there be any overlap between the business of any Scrutiny Review Panels, the Overview and Scrutiny Committee is empowered to resolve the issue.

Appendix B

PROTOCOL COVERING OVERVIEW AND SCRUTINY COMMITTEE (OSC)

1. INTRODUCTION

- 1.1 A key objective of Haringey's Governance Review 2010/11 was to ensure that the Overview and Scrutiny function can help the Council to make key decisions and develop policy in a useful and effective manner.
- 1.2 The Terms of Reference for the OSC is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which the OSC will function.
- 1.3 This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

2. AIMS OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.1 To provide a framework within which the work of the Council can be scrutinised in a constructive way that adds value to the Council's performance.
- 2.2 To help the Council to achieve its objectives by identifying areas for achieving excellence, and to carry out a scrutiny which identifies what needs to be done to improve the situation.
- 2.3 Not to duplicate work carried out by the Council, but provide an objective view of what needs to be done to improve the quality and cost effectiveness of services provided to local people.

3. RESPONSIBILITIES

- 3.1 The OSC can scrutinise any matter which affects the authority's area or its residents' wellbeing.
- 3.2 The Local Government Act 2000, the Health and Social Care Act 2001, the Local Government & Public Involvement in Health Act 2007, and the Police and Justice Act 2006 give the OSC the power to:
 - (i) Review and scrutinise decisions made or actions taken in connection with the discharge of any of the functions of the Executive or Full Council;
 - (ii) Review and scrutinise local NHS-funded services, and to make recommendations to reduce health inequalities in the local community;
 - (iii) Review and scrutinise Crime Reduction Partnerships;¹
 - (iv) Make reports and recommendations on any issue affecting the authority's area, to the Full Council, its Committees or Sub-Committees, the Executive, or other appropriate external body;
 - (v) "Call In" for reconsideration a decision made by the Executive;

¹ Section 19 of the Police and Justice Act 2006

- (vi) Require information from relevant partner authorities;²
- (vii) Give notice to a relevant partner authority that they must have regard to scrutiny reports and recommendations on any local improvement targets.³

- 3.3 Scrutiny recommendations shall be responded to by the appropriate body within 2 months of receiving the recommendations.⁴ Where a response is requested from NHS-funded bodies, the response shall be made within 28 days.⁵
- 3.4 The OSC shall be responsible for scrutinising the draft Treasury Management Strategy Statement (TMSS) annually before its adoption by full Council, in accordance with the Council's Constitution (Part 4 Section I).
- 3.5 The OSC shall respond to a Councillor Call for Action (CCfA) referral, which will be handled in accordance with the Council's Constitution (Part 4 Section G).

Scrutiny Review Panels

- 3.6 The Overview and Scrutiny Committee shall establish 4 standing Scrutiny Review Panels, to examine designated public services.
- 3.7 The Overview and Scrutiny Committee shall determine the terms of reference of each Scrutiny Review Panel. If there is any overlap between the business of the Panels, it is the responsibility of the Overview and Scrutiny Committee to resolve this issue.
- 3.8 Areas which are not covered by the 4 standing Scrutiny Review Panels shall be the responsibility of the main Overview and Scrutiny Committee.

4. MEMBERSHIP AND CHAIR

- 4.1 The Overview and Scrutiny Committee shall comprise 5 members, and be politically proportionate as far as possible. The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters. The membership shall be agreed by the Group Leaders, Chief Executive and Monitoring Officer, and ratified each year at the Annual Council Meeting.
- 4.2 The chair of the OSC shall be a member of the majority group. The vice-chair shall be a member of the largest minority group. These appointments shall be ratified each year at the Annual Council Meeting.

Scrutiny Review Panels

- 4.3 The chair of each Scrutiny Review Panel shall be a member of the OSC, and shall be determined by the OSC at their first meeting.

² Section 121 of the Local Government and Public Involvement in Health Act 2007

³ Section 122(21C) of the Local Government and Public Involvement in Health Act

⁴ Ibid section 122 (21B)

⁵ Regulation 3 of Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002

- 4.4 It is intended that each Scrutiny Review Panel shall be comprised of between 3 and 7 members, and be politically proportionate as far as possible. It is intended that other than the chair, the other members are non-executive members who do not sit on the OSC.
- 4.5 Each Scrutiny Review Panel shall be entitled to appoint up to three non-voting co-optees.
- 4.6 If there is a Children and Young People's Scrutiny Review Panel, the membership shall include the statutory education representatives of OSC. It is intended that the education representatives would also attend the Overview and Scrutiny Committee meetings where reports from a relevant Scrutiny Review Panel are considered.

5. MEETING FREQUENCY AND FORMAT

- 5.1 The intention is that OSC shall hold 6 scheduled meetings each year. One meeting, at the start of the civic year, shall agree the annual work programme of the OSC. One meeting, in January, shall consider the budget scrutiny reports from each Scrutiny Review Panel. The remaining meetings shall undertake the work programme and consider the reports from the Scrutiny Review Panels.
- 5.2 An extraordinary meeting of the OSC may be called in accordance with the Council's Constitution (Part 4 Section G).
- 5.3 The agenda and papers for OSC shall be circulated to all members and relevant partners at least 5 clear days before the meeting.
- 5.4 There shall be a standing item on OSC meeting agendas to receive feedback from Area Committees. Area Committee Chairs shall be able to attend OSC meetings, and ask questions.
- 5.5 Members of the Council may Call In a decision of the Executive, or any Key Decision made under delegated powers, within 5 working days of the decision being made. The full procedure is given in the Council's Constitution (Part 4 Section H).
- 5.6 Pre-decision scrutiny on forthcoming Cabinet decisions shall only be undertaken at scheduled OSC meetings, in adherence with the Council's Forward Plan.

Scrutiny Review Panels

- 5.7 It is intended that each Scrutiny Review Panel shall hold 4 scheduled meetings each year.
- 5.8 An extraordinary meeting of a Scrutiny Review Panel may be called in accordance with the Council's Constitution (Part 4 Section G).
- 5.9 The agenda and papers for Scrutiny Review Panels shall be circulated to all members and relevant partners at least 5 clear days before the meeting.

6. PROCESS FOR CABINET INVOLVEMENT

- 6.1 The OSC shall develop recommendations for arrangements to focus its resources and time available on effective scrutiny of the Cabinet, within the guidance of this protocol. It is not intended that this will include submitting written questions to Cabinet members, in advance of an OSC meeting. The recommended arrangements shall be jointly discussed with the Cabinet prior to the first meeting of OSC.
- 6.2 The Leader of the Council and Chief Executive shall be invited to OSC once a year, at the meeting when the Committee's work programme is set. This shall be an opportunity to jointly discuss the Council's priorities for the next year.
- 6.3 The Leader/ Cabinet Member attending an OSC or Scrutiny Review Panel meeting may be accompanied and assisted by any service officers they consider necessary. The Member may invite an officer attending to answer a question on their behalf.

7. THE OSC WORK PROGRAMME

- 7.1 The Council's Policy, Intelligence and Partnerships Unit shall coordinate the work programme of the OSC at the beginning of each civic year.
- 7.2 Any partner, member or service user may suggest an item for scrutiny. The OSC shall have regard to all such suggestions when they decide their work programme.
- 7.3 The OSC and Scrutiny Review Panels are able to request reports from the following areas to enable its scrutiny role, which shall be identified in the OSC's work programme:
 - (i) **Performance Reports;**
 - (ii) **One off reports** on matters of national or local interest or concern;
 - (iii) Issues arising out of **internal and external assessment;**
 - (iv) Issues on which the Cabinet or officers would like **the Committee's views or support;**
 - (v) Reports on **strategies and policies** under development;
 - (vi) **Progress reports** on implementing previous scrutiny recommendations accepted by the Cabinet or appropriate Executive body.
- 7.4 In deciding their work programme for the year, the OSC and Scrutiny Review Panels shall determine how partnership bodies shall be scrutinised within the boundaries of scheduled meetings.

8. BUDGET SCRUTINY REVIEW

- 8.1 The budget shall be scrutinised by each Scrutiny Review Panel, in their respective areas. Their reports shall go to the OSC for approval. The areas of the budget which are not covered by the Scrutiny Review Panels shall be considered by the main OSC.
- 8.2 A lead OSC member from the largest opposition group shall be responsible for the co-ordination of the Budget Scrutiny process and recommendations made by respective Scrutiny Review Panels relating to the budget.
- 8.3 To allow the OSC to scrutinise the budget in advance of it formally being set and convey those recommendations to the Cabinet, the following timescale is suggested:
- **Scrutiny Review Panel Meetings: May to November**
Each Scrutiny Review Panel shall undertake budget scrutiny in their respective areas, to be overseen by the lead member referred to in paragraph 9.2. Between May and November, this shall involve scrutinising the 3-year Medium Term Financial Plan approved at the budget-setting full Council meeting in February.
 - **Cabinet report on the new 3-year Medium Term Financial Plan to members of the OSC: December**
The Cabinet shall release their report on the new 3-year Medium Term Financial Plan to members of the OSC, following their meeting to agree the proposals in December.
 - **Scrutiny Review Panel Meetings: January**
Overseen by the lead member referred to in paragraph 9.2, each Scrutiny Review Panel shall hold a meeting following the release of the December Cabinet report on the new 3-year Medium Term Financial Plan. Each Panel shall consider the proposals in this report, for their respective areas, in addition to their budget scrutiny already carried out. The Scrutiny Review Panels may request that the Cabinet Member for Finance and Sustainability and/or Senior Officers attend these meetings to answer questions.
 - **OSC Meeting: January**
Each Scrutiny Review Panel shall submit their final budget scrutiny report to the OSC meeting in January containing their recommendations/proposal in respect of the budget for ratification by the OSC.
 - **Cabinet Meeting: February**
The recommendations from the Budget Scrutiny process, ratified by the OSC, shall be fed back to Cabinet. As part of the budget setting process, the Cabinet will clearly set out its response to the recommendations/proposals made by the OSC in relation to the budget.

APPENIX C: Overview & Scrutiny Remits and Membership 2020/21

Scrutiny Body	Areas of Responsibility	Cabinet Links
<p>Overview & Scrutiny Committee Cllrs Ahmet (Chair), Connor (Vice Chair), Dogan, Gordon, Moyeed</p> <p>The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters</p>	Brexit Preparedness Communications; Corporate Governance; Corporate Policy and Strategy; Corporate Recruitment Council Performance; Covid-19: Resilience, Recovery and Renewal External Partnerships; Insourcing Policy and Delivery	Cllr Ejiofor Leader of the Council
	Council HR and Staff Well-Being Electoral Registration and Electoral Services Emergency Planning; Fairness Commission Implementation; Information Management; IT and Digital Transformation; Licensing and Regulatory Services	Cllr White Cabinet Member for Planning and Corporate Services
	Accommodation Strategy Council Finances, Budget and MTFS; Capital Strategy; Commercial Partnerships; Council Finances; Council Tax Policy; Property, including Commercial Portfolio	Cllr Adje Cabinet Member for Finance and Strategic Regeneration
	Community Cohesion, Outreach and Resilience; Culture and Libraries; Voluntary and Community Sector and Community; Buildings	Cllr Mark Blake Cabinet Member for Communities
	Adult Learning, Training and Skills; Business Engagement;	Cllr Gideon Bull

Scrutiny Body	Areas of Responsibility	Cabinet Links
	Commissioning Strategy Community Wealth Building Local Economic Growth; Procurement SME Business Development Tackling Unemployment and Worklessness Town Centre Management and High Street Strategy	Cabinet Member for Local Investment and Economic Growth
	Ceremonial & Commemorative Assets Customer Services Customer First Transformation Programme Revenue & benefits and ethical debt policy	Cllr Seema Chandwani Cabinet Member for Street Management and Neighbourhoods
	Cross cutting, significant or high profile issues; Matters outside the remit of individual panels	To be determined according to issue
Adults & Health Scrutiny Panel Cllrs Connor (Chair), Berryman, Brabazon, Da Costa, Peacock and Stone	Adult Social Care; Connected Communities; Health and Social Care Integration; Food Security; Mental Health and Well-Being; Public Health; Refugee and Migrant Support; Safeguarding Adults; Services for Adults with Disabilities and Additional Needs; Violence Against Women and Girls (VAWG) Prevention.	Cllr James Cabinet Member for Adults and Health
Children & Young People Scrutiny Panel Cllrs Dogan (Chair), Carlin, Chiriyankandath, Dixon, Palmer, Stennett and Weston plus the	Adoption and Fostering; Early Years and Child Care; Looked-after Children and Care Leavers; Safeguarding Children; Schools and Education;	Cllr Amin Cabinet Member for Children, Education and Families

Scrutiny Body	Areas of Responsibility	Cabinet Links
statutory education representatives of OSC	Services for Children with Disabilities and Additional Needs; 16-19 Education.	
	Child and Adolescent Mental Health Services (CAMHS)	Cllr James Cabinet Member for Adults and Health
	Youth Justice; Youth Services	Cllr Mark Blake Cabinet Member for Communities

Environment & Community Safety Scrutiny Panel Cllr Moyeed (Chair), B. Blake, Carlin, Davies, Emery, Hakata and Ogiehor	Air Quality; Biodiversity and Trees; Carbon Management and Zero 50; Leisure; Parks and Open Spaces; Renewable Energy; Sustainability	Cllr Hearn Cabinet Member for Climate Change, Equalities and Leisure
	Parking and Parking Transformation; Street Scene Improvement and the Public Realm; Waste Management Strategy	Cllr Seema Chandwani Cabinet Member for Transformation and Public Realm Investment
	Liveable Neighbourhoods; Strategic Transport	Cllr White Cabinet Member for Planning and Corporate Services
	Community Safety and Police Engagement; Prevent Programme; Tackling Anti-Social Behaviour;	Cllr Mark Blake Cabinet Member for Communities and Equalities
Housing & Regeneration Scrutiny Panel Cllr Gordon (Chair), Barnes, Brabazon, Diakides, Gunes, Hare and Say	Building Regulations; Empty Homes Policy Implementation; Estate Renewal and Resident Engagement; Health and Safety Issues Related to Housing Stock (inc Hackitt Review); Homelessness and Rough Sleeping; Housing Investment Programme; Housing Strategy and Development; Landlord Licensing and Enforcement; Partnerships with Homes for Haringey & Social Landlords; Private Rented Sector Engagement	Cllr Ibrahim Cabinet Member for Housing and Estate Renewal
	London Plan and NPPF Consultation; Planning Enforcement; Planning Policy and Delivery; S106/CIL Policy	Cllr White Cabinet Member for Planning and Corporate Services

	High Road West and Love Lane Redevelopment; Tottenham Regeneration; Wood Green Regeneration	Cllr Adje Cabinet Member for Strategic Regeneration
<p style="text-align: center;">If there is any overlap between the business of the Panels, it is the responsibility of the OSC to resolve the issue. Areas which are not covered by the 4 standing Scrutiny Panels shall be the responsibility of the main OSC.</p>		

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Report for: Overview & Scrutiny Committee 15th October 2020

Title: Licensing Act 2003 Review of Licensing Policy 2021-2026

Report

authorised by : Eubert Malcolm Interim Assistant Director Stronger Communities & Waste

Lead Officer: Daliah Barrett – Licensing Team Leader

Ward(s) affected: All wards

Report for Key/

Non Key Decision: N/A

1. Describe the issue under consideration

- 1.1** The Licensing Act 2003 (the Act) came into effect on 25th November 2005. The Act introduced a new regime for the licensing of alcohol, regulated entertainment and late night refreshments, to be administered by the local licensing authority within Haringey, this council.
- 1.2** Section 5 of the Act requires each licensing authority to prepare, consult and publish a statement of licensing policy every five years. The policy statement is expected to set out, how the authority intends to approach its licensing responsibilities. Each Authority is also required to keep the statement of policy under review throughout its term and make appropriate revisions as necessary. The purpose of this report is to seek approval for consultation to be undertaken on the draft Statement of Licensing Policy 2021/2026 at Appendix 1.
- 1.3** The current statement of Licensing Policy is due for review and to be published by Jan 2021. This report seeks permission to consult on a revised statement.

2 Recommendations

This report recommends that the Committee:

- 2.1** Review the draft Statement of Licensing Policy and provide any comments on the policy for recommendation onto Full Council for adoption.

3 Alternative Options Considered

- 3.1** This is a statutory requirement and the Council has no discretion to do otherwise.
- 3.2** Consideration was given to extending the existing policy due to the COVID -19 pandemic situation making the ability to consult challenging, however following Legal advice the fact that the consultation would be carried out online this concern was discounted. The Local Government Association (LGA) have also advised Authorities to use online methods of engaging with residents and licence holders on licensing matters.

4 Reasons for decision

4.1 The Council’s current Statement of Licenisng Policy expires in January 2021 and the Council has to comply with its statutory duty to prepare, consult and publish a statement of licensing policy every five years.

4.2 Members should note that the Statement of Licensing Policy must not be inconsistent with the provisions of the 2003 Act and must not override the right/s of any individual as provided for in that Act. Nor must the statement of licensing policy be inconsistent with obligations placed on the council under any other legislation, including human rights legislation. Members should also note that the council has a duty under Section 17 of the Crime and Disorder Act 1998, when carrying out its functions as a licensing authority under the 2003 Act; to do all it reasonably can to prevent crime and disorder within the borough.

5 Background information

5.1 Central to the Statement of Licensing Policy is the promotion of the four licensing objectives established under the Act. These are:

- **The prevention of crime and disorder**
- **Public Safety**
- **The prevention of public nuisance**
- **The protection of children from harm**

5.1 Since the commencement of the current Statement of Licensing Policy, there have been a number of issues that have arisen at licensing sub-committee meetings where members, responsible authorities and applicants have requested clarification. The amendments in this revision seek to clarify Haringey’s position and are believed to be appropriate and necessary.

5.2 There have been a number of changes to the Licensing Act 2003 and also to the Section 182 Guidance issued for licensing authorities (the current version was issued by the Home Office in April 2018). In recognition of the various changes work has been undertaken to update the Haringey policy and make it consistent with the legislation and the latest guidance. The majority of changes have been automatically incorporated into the policy document. Some are highlighted for the committee’s information, before going to public consultation. A summary of some of the changes are listed below. these changes are outlined in Appendix 1 and summarised in 5.3 below.

5.3 Summary of the main amendments – Table 1

Section of policy	Reason for change /update	Page ref
All about Haringey	Information updated to reflect most up to date data and policies. State of the Borough Borough Plan and Priorities. Licensed premises have an impact on the community the information sets the scene of the challenges facing Haringey as well as the aspirations.	4
Alcohol harm and	Updated wording.	

Public Health	Police no longer gather in data on various crime that allows for alcohol markers to be flagged. Wording on the impact of alcohol on young people and borough expectations on preventing harm.	7
Borough Plan	Updated wording to Borough Plan and priorities.	10
Relationship with Planning	Wording updated to make clear close working but separate regimes	12
Modern Day Slavery	Reflect how licensing plays a role. Raise awareness of this issues in the licensed trade across the borough	12
Community Safety Strategy	Wording on the six point plan to deliver and how late night economy and protection of women and vulnerable will impact.	13
Sustainability wording	Links in with Haringey Climate change agenda and raise awareness	14
LA ability to revoke or suspend Personal Licences	New Powers that came into effect in 2017, opportunity to insert methodology and delegation info into policy. Change to legislation and Section 182 Guidance	18
Council position on the use of multiple TENs	Use of TENs for large warehouses to get around the 499 limit. New wording makes clear that as an Authority we will not agree to this practice	21
Large events Council position on transport capability for simultaneous events	Wording updated on expectations of management of large events. Wording inserted to say that matters of this nature will be done under a public safety concern by the Safety Advisory Group on a case by case basis	21
Schedule of delegation	Table updated to make reference to Sec of State	24
Transferring licences to avoid review process	Council position on not permitting transfers to take effect when premises is under review.	25
Smuggled goods	Updated guidance on seriousness of the offence and strong approach-learning from matters arising from LSC hearings	31-32

Council position on strong management of premises	Expectations of responsible management from licence holders.	27
Multiple licences	Clarity that a review on one licence held on a specific premises does not automatically affect any other licences held by other organisations for the same premises.	28
Cessation of Form 696	Removal of wording of the need for Form 696 but still the need to risk assess an event	33

5.4 Impact of Covid 19

5.5 The impact of the measures put in place to fight the virus nationally saw licensed premises such as pubs, clubs and restaurants having to close their doors to restrict entry by the public to prevent the spread of the virus. As the UK is being brought out of the lockdown measures and businesses are able to be opened up again we are faced with the need to support changes to the way in which the licensed premises will need to operate for a period of time. There are a range of issues licence holders need to be aware of such as:

- The need for licensing additional space, most likely outdoors
- The need to review licensing conditions that might restrict trading
- flexibility
- A review of licensed hours to adapt to a new way of trading

5.5 Haringey will aim to support business wishing to make these changes by way of a variation application where possible.

6. Contribution to strategic outcomes

6.1 **The Borough Plan 2019-23** sets out a four-year vision to make Haringey one of London's greatest boroughs where families can thrive and succeed. The Haringey Council Community Wealth Building approach will create an economy that is rooted in the community.

6.2 **Priority-2 People** - Our vision is a Haringey where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential. The protection of children and the vulnerable from harm within the licensing objective will contribute to this priority.

6.3 **Policy 3 – Place** - Our vision is for a place with strong, resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green. As the borough continues to grow, becomes better connected and continues to be a destination for many Londoners, we will need to ensure Haringey remains a safe and pleasant environment for all. We want to work with partners and the local community to achieve this and to define and shape how the borough looks and feels, both now and in the future. Residents engaging in the licensing process will contribute to this priority and allow them to have a say in how premises operate. The expectations set out the Policy will inform applicants for licences of the kind of best practice and responsible management expected for well run premises in the borough.

6.4 Policy 4 – Economy - Our vision is for a growing economy that provides opportunities for all our residents and supports our businesses to thrive. We want to build the strength, depth and wealth of our local economy and will create safe and attractive environments for both businesses and our residents to thrive. We will make sure that investment and development has the interests of our communities at its heart and is undertaken for the benefit of our local residents and businesses. Haringey offers a lot of opportunity for new businesses and attracts entrepreneurs who wish to start up their first business in the hospitality trade in the borough. The Regeneration Team have made use of ‘Meanwhile Spaces’ in the East of the borough that have provided welcome alternatives to regular pubs and clubs.

6.5 The above Priorities and objectives are underpinned by a number of cross – cutting principles namely:

- Prevention and early intervention – preventing poor outcomes for young people and intervening early when help and support is needed.
- A fair and equal borough – tackling the barriers facing the most disadvantaged and enabling them to reach their potential;
- Working together with our communities – building resilient communities where people are able to help themselves and support each other.
- Value for Money – achieving the best outcome from the investment made;
- Customer focus – placing our customers needs at the centre of what we do;
- Working in partnership – delivering with and through others.

6.6 Licensing is about regulating the carrying on of licensable activities within the terms of the Act. The statement of licensing policy should make it clear that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business carrying on licensable activities. However, the guidance also states that licensing law is a key aspect of such control and should always be part of a holistic approach to the management of the evening and night-time economy. It is therefore desirable that the statement of licensing policy is in line with the council’s wider objectives and consistent with other policies.

7 Consultation process

7.1 The revision of the Haringey Statement of Licensing Policy is intended to be undertaken with public consultation in accordance with section 5(3) of the Licensing Act 2003. As such, it is proposed that consultation will take place as set out below.

7.2 The policy will be introduced by circular letter sent electronically to:

- The chief officer of the police
- The fire authority
- Representatives of holders of premises licences, club premises certificate holders and personal licence holders
- Representatives of businesses and residents
- All responsible authorities specified under the Act.

7.3 The consultation will also be introduced on the council web site with the draft policy together with an online questionnaire for easy response.

7.4 Consultation questionnaire - It is suggested that the following questions be posed under the public consultation exercise.

Whether the amendments to the policy are clear and easily understood?
 Whether the amendments to the policy are balanced, fair and reasonable?
 Any other comments on the draft Policy?

7.5 In each case, respondents will be offered the opportunity to expand on their answer and provision for general comments will be made.

7.6 Consultation timetable - The following timetable for the public consultation on the draft policy amendments and for final approval of the 2021 – 2026 policy document is proposed:

Action	Timeline
Report taken to Overview & Scrutiny	October 2020
Consultation ends. Consideration of consultation responses and further revision of the policy	October responses compiled and preparation of reports to Place Board and Regs Committee to report on outcomes.
Outcome report back to AD/ Place Board	Late October
Report back to the Regulatory Committee asking the committee to consider the further draft policy revision and make recommendation for adoption of a final policy by Full Council	November TBC
Report prepared for Full Council with recommendation to adopt	November TBC
4 weeks public notice period.	December TBC
New policy takes effect	Jan 2021 TBC

8 Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Finance

This report seeks approval for a consultation exercise for the Haringey Licensing Policy 2021-2026, which is a statutory requirement. The existing policy expires in January 2021.

The consultation exercise will be conducted online and therefore at minimum cost, This cost, relates to materials and officers time which is already accounted for within the existing budgetary resources.

The results of this will be brought back to the regulatory committee, prior to Full Council.

The times laid out are reasonable and achievable to ensure an updated policy will be ready in time to ensure the Council have a continued policy in force.

Procurement

N/A

9 Legal -Michelle Williams - Principal Lawyer Litigation

9.1 The Assistant Director of Corporate Governance has been consulted in the preparation of this report and confirms that the legal implications are set out in the body of the report.

In the case of R (Moseley) v Haringey the Supreme Court endorsed the following principles of consultation:

- That consultation must be at a time when proposals are still at a formative stage;
- That the proposer must give sufficient reasons for any proposal to permit intelligent consideration and response;
- That adequate time must be given for consideration and response; and
- That the product of consultation must be conscientiously taken into account in finalising any proposals.

The consultation timetable for the SOLP is in accordance with the Mosley principles.

9.2 Under the Council's Constitution at Part Three, Section B, Section 7 – Regulatory Committee - Protocol para 2(b) the Regulatory Committee has the responsibility for formulating, reviewing and approving for consultation the Statement of Licensing Policy and (following consultation) recommending it and any revisions to it, to Full Council for adoption.

10. Equality

10.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

10.2 A draft equality impact assessment has been completed (Annex 2). A draft equality impact assessment has been completed (Annex 2). The policy equally recognises that irresponsible business operators who fail to provide good management practices are likely to have negative impacts on the community. As such, the statement of policy sets out to achieve a necessary balance between providing a platform upon which responsible business operators may contribute toward a thriving business and late night economy while ensuring that the quality of life of those who live and work in the borough is protected and enhanced through the licensing system.

The consultation will include an equalities questionnaire which will have findings reported back and any impact identified updated in the final policy.

11 Use of Appendices

Appendix 1 Draft Statement of Licensing Policy

Local Government (Access to Information) Act 1985

The Licensing Act 2003 and secondary regulations

The Home Office Guidance to the Act published April 2018
Local Government (Miscellaneous Provisions) Act 1982

Licensing Act 2003

Haringey Statement of Licensing Policy 2021 - 2026

This Policy should be read in conjunction with:

The Licensing Act 2003

Available from www.legislation.gov.uk/2003

**Government Guidance under Section 182 of the
Licensing Act 2003**

A Home Office document available from

HMSO. Information also available on the GOV.UK website:

www.gov.uk

**Haringey Council's guidance documents on making
applications under the Licensing Act 2003**

*Available from Haringey Council's Licensing Service on request and our
website: www.haringey.gov.uk/licensing or by calling 020 8489 8232.*

www.haringey.gov.uk



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**RIVER PARK HOUSE, LEVEL 1, 225 HIGH ROAD , WOOD GREEN, LONDON
N22.....58**
BY E-MAIL: LICENSING@HARINGEY.GOV.UK58
BY VISITING THE WEB SITE: HTTP://WWW.HARINGEY.GOV.UK.....58
RESPONSIBLE AUTHORITIES –APPENDIX 1A59

Legal Background to this document

The Licensing Act 2003 (the Act) came into effect in November 2005, it repealed existing legislation relating to alcohol, entertainment and late night refreshment. It introduced a new licensing regime administered by the local Licensing Authority.

Section 5 of the Act requires each Licensing Authority to prepare and publish a statement of its licensing policy every five years. The Haringey statement has been frequently revised and updated in order to keep up to date with changes in law, guidance and local issues and policy. Each revision of the policy had been developed through consultation and regard to the Act as well as the Section 182 Guidance issued by the Home Office more recently.

The Section 182 guidance itself is subject to revisions from time to time and there may be periods of time when the Haringey policy is inconsistent with the guidance. At such times the Council will have regard and give appropriate weight to the revised guidance in its decision making.

The Licensing Authority may depart from its own policy if the circumstances of a given case merits such action in reaching a decision in the interest of promoting the licensing objectives.

The Covid-19 pandemic is the biggest health crisis for generations. The measures that the Government has taken to limit the spread of the virus, including restrictions on movement and the closure of retail shops, restaurants and pubs as well as schools for a period of time has had a major impact on the UK economy and locally.

At the time of preparing the policy the UK is slowly coming out of the lockdown measures and life will slowly return to a new normal where social distancing and the ongoing impacts of Covid 19 will be all our responsibility as we move forward. More than ever the need to support businesses' and residents through this period to enable the rebuilding of livelihoods within the community is of paramount importance. Haringey enjoys a widespread and diverse selection of licensed premises and venues with more than 900 premises that are currently licensed for either the sale or supply of alcohol; the provision of regulated entertainment; and / or the provision of late night refreshment. These range from pubs, bars, night clubs, member's clubs, theatres, cinemas and indoor sports facilities to restaurants, cafes and take-away establishments to off-licences, supermarkets and grocers. Together they combine to help make Haringey the exciting, vibrant borough it is by providing a wide-range of leisure and cultural opportunities; providing employment; and making a significant economic contribution to the local community.

We believe that licensed premises within the borough can play a key role in positively contributing to community cohesion and cultural development; however, this can only work if licensees work with local communities and run well managed and safe venues which address the four licensing objectives:

- The Prevention of Crime and Disorder
- Public Safety
- The Prevention of Public Nuisance
- The Protection of Children from Harm

However, the Council equally recognises that negative impacts will occur if good management practices are not followed. This can include anti-social behaviour, nuisance and disturbance caused to local residents, together with serious crime and disorder problems. We recognise that the misuse of alcohol, in particular, is an important contributing factor in all of these problems. Alcohol related violence, disorder and rowdiness impact on our community, public health and the public purse through the demands made upon A&E; additional policing; additional street cleaning; and the criminal justice system. This authority does not consider that it is reasonable for Haringey communities to suffer because of the actions of irresponsible profiteering business operators or the inconsiderate few. As a borough we are committed to improving the impact that alcohol can have on health by proper consideration at the application stage, and by ensuring that premises operate responsibly, we will ensure that licensed premises have a positive impact in neighbourhoods throughout the borough.

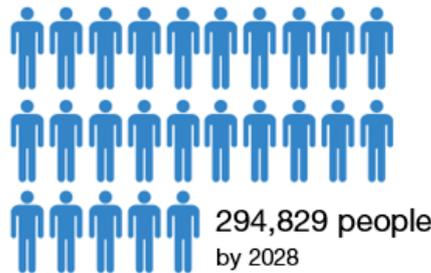
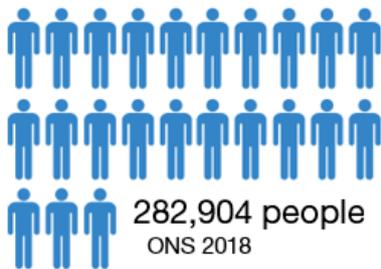
Our policy, therefore, seeks to provide a necessary balance between providing a platform upon which responsible business operators may thrive and contribute towards a vibrant business and night-time economy, while ensuring that the quality of life of those who live and work in the borough is protected and enhanced through the licensing system. We believe these aims are achievable if all parties concerned work together.

With continuing financial pressure on the council we note our increased partnership approach. The importance of joint working with the metropolitan police and engagement with businesses and residents lies at the heart of our work. The Act seeks to put local communities at the heart of decisions which determine local licensing has empowered individuals, families and local communities. This policy will contribute towards the success in promoting the borough for all for the benefit of businesses, residents and visitors.

The policy summarises the various processes that a prospective licensee will need to undertake in order to present a licence application to the Council for consideration. Reference is also made to how the Council will enforce license conditions and how the new policy supports the new priorities and objectives as set out in the Borough Plan – 'Building and retaining wealth in our community, Tackling serious violent crime , Reducing inequality and making Haringey a fairer place.

Section One – The Borough Profile

1. ALL ABOUT HARINGEY – BACKGROUND INFORMATION



The highest expected growth is in the older age groups of 65-84 and 85+

Haringey is the fifth most diverse borough in the UK with over 100 languages spoken

Men in the most deprived wards live, on average, 7.6 years less than men in the least deprived wards

2. Our vision for Haringey

2.1 Haringey embodies the future of London: a borough that embraces growth and harnesses the strengths of diverse communities and innovative businesses to create an excellent place to work learn and live. As a gateway to central London we are determined to be a well-connected hub of activity rather than a dormitory borough. Our Community Wealth Building approach is a direct response to people and communities being left behind by economic growth, resulting in increasing inequality. Questions about fairness and equality are therefore at the core of Community Wealth Building. These should prompt us to

consider not only who will benefit from any intervention or investment, but also whether all parts of our community are equally well equipped and supported to take advantage of the opportunities that exist to improve their prosperity and wellbeing with a focus on creating a good economy which supports our residents and businesses to thrive with an ambitious objective for achieving full employment and establishing Haringey at the epicentre of London's small and medium sized innovation economy. Our Housing Strategy and Local Plan lay the foundations for major house building and the regeneration of neighbourhoods with an exciting mix of employment, retail, entertainment and housing. Here we are building on our existing strengths: Haringey is a vibrant place to live, with many different cultures mixing together, and a fantastic variety of characterful High Streets – from the metropolitan centre at Wood Green to the boutiques and restaurants of Muswell Hill and Crouch End to the developing and growth in Tottenham – creating a strong sense of local pride. The State of the Borough Profile has been put together to provide all Haringey's stakeholders –from Officers and Councillors to Residents –with access to the data they need to understand the borough and can be accessed via this link:

<https://www.haringey.gov.uk/local-democracy/about-council/state-of-the-borough>

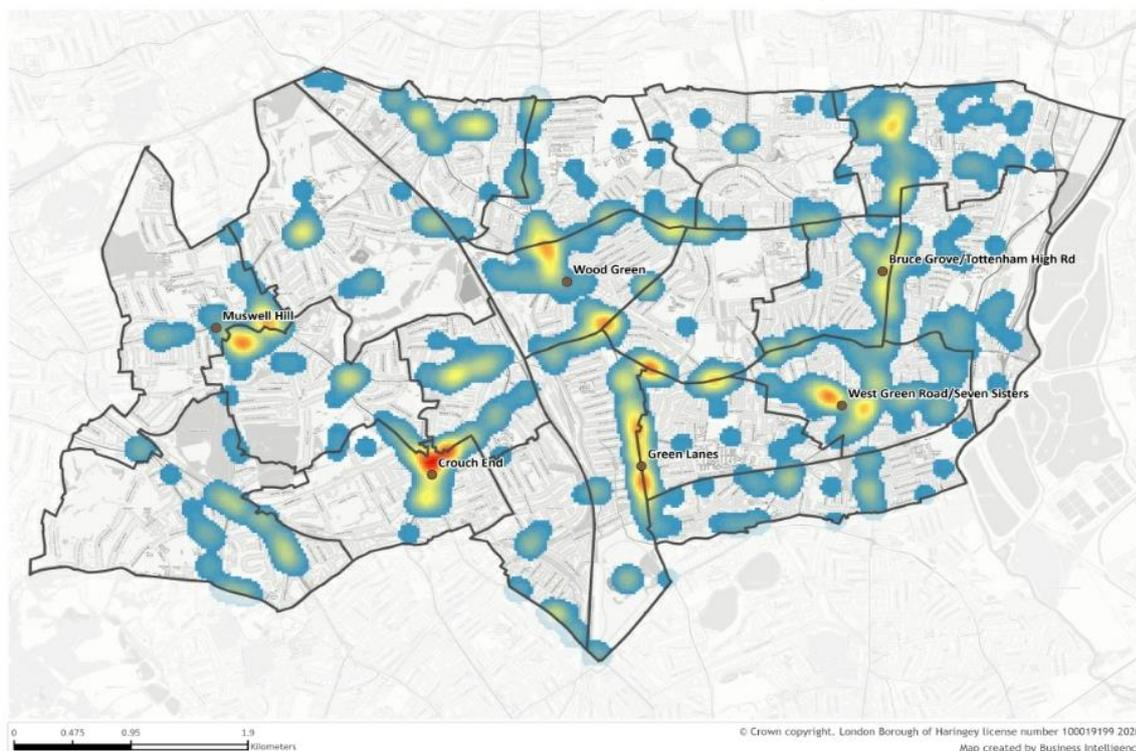
- 2.2 Licensing policy has a key role in helping us achieve this vision for promoting growth, creating exciting mixed-use neighbourhoods and helping communities to continue to mix and live comfortably with one another. The entertainment and night-time economies make a valuable contribution to economic growth, through employment and local spend, and an effective Licensing Policy can ensure that these sectors grow in a positive and sustainable way. An effective Licensing Policy can also ensure that all neighbourhoods have a vibrant entertainment and night-time offer that reflects the diversity of the borough and provides space for people to come together.
- 2.3 Haringey's Borough Plan lays out how the Council will seek to pursue its vision for the borough over the next four years. The principles of the Borough Plan are reflected in the Licensing Policy, in particular the emphasis on working in partnership. The Licensing Policy lays out how the Council's Licensing team will work in partnership with the Police, Public Health and other Community Safety partners to analyse data and take intelligence led approach to licensing enforcement. It also describes how we will work with resident's associations and other community groups to ensure that Haringey residents have a real say over the development and operation of licensed premises in their neighbourhoods. Working in partnership is also about shared responsibility and the Licensing Policy lays out how we will look to build alliances with responsible businesses and traders associations to tackle problems together. It is through such partnerships that we will apply our commitment to prevention. By engaging early with businesses and educating them on how to avoid alcohol related problems, we can increasingly prevent the need for costly enforcement action.
- 2.4 Through partnership and prevention, the Licensing Policy will help ensure that the entertainment and night-time sectors are able to play their part in the diverse, dynamic and pro-growth Haringey that is being built through the combined efforts of residents, businesses and public sector agencies.

2.5 Haringey and the leisure and entertainment industry

- 2.6 Haringey is home to a number of iconic leisure and cultural institutions that attract people from across London and the UK, benefitting from the borough's excellent public transport links. The borough is the home of Alexandra Palace, the centre of many cultural events and activities. The new Tottenham Hotspur Stadium in High Road Tottenham has come about through working in partnership with the Council, it has been redeveloped into a world-class multipurpose stadium. Finsbury Park has played host to major music concerts for many years and continues to attract a wide range of artists. It is an iconic venue where artists want to appear on stage at some point in their career.
- 2.7 Across the borough, Haringey has in excess of 900 premises licensed for the sale and supply of alcohol and/or regulated entertainment and late night refreshment. Over 780 of these are licensed for the sale and supply of alcohol. There is a great variety of licensed premises – from community owned pubs to national chain bars, Turkish cafes to banqueting

suites – catering for our diverse communities and playing an important role in making Haringey the borough that it is. The average density across London of population to licensed premises is 281 to 1. In Haringey it is 251 to 1, making Haringey 11th in London for outlet density.

Map showing density of alcohol licensed premises across the borough



- 2.8 The Licensing Policy seeks to expand choice further and encourage premises that will extend the diversity of entertainment and attract a wider range of participants rather than premises mainly or exclusively focussed on the sale of alcohol. The Policy aims to develop a more inclusive night time economy and promote high-quality premises that contribute positively to their neighbourhoods.
- 2.9 In addition to licensed premises, around 700 small occasional events take place under temporary event notices each year. This number is likely to grow year on year.

3 Challenges facing Haringey

- 3.1 Haringey ranks as one of the most deprived boroughs in the country with pockets of extreme deprivation concentrated in the east. Haringey is the 84th most deprived borough in England and the 4th most deprived in London, yet it is also a borough of contrasts, with great prosperity and affluence in some communities.
- 3.2 Persistent inequalities are manifest in the health and wellbeing of our residents. The life expectancy gap between the most and least deprived wards is 7.6 years for men and 3 years for women. The borough is facing an obesity crisis with 1 in 5 reception aged children, and 1 in 3 10/11 year olds, measured as overweight or obese. The number of people with long term conditions like diabetes and heart disease is increasing and there are approximately 4,000 adults with severe mental illnesses – three times more than would be expected, even given Haringey's level of deprivation.
- 3.3 There are also inequalities in educational achievement, access to employment and housing quality. The borough has seen twelve consecutive years of improvement in GCSE performance and A-levels scores, making Haringey one of the top 3 most improved areas. Yet too many of our young people still leave school without the skills needed to

secure sustainable employment, blocking their access to one of the world's most dynamic economies at their doorstep. It remains our priority to make all of our schools outstanding and to ensure our young people are accessing the skills needed for the jobs of the future.

- 3.4 The Council's response to these challenges is to meet them head on with ambition, innovation and a commitment to work ever more closely with residents, businesses and public sector partners. Nowhere is our ambition greater than in our most deprived communities in Tottenham. Working with central and local Government, developers and major local businesses like Tottenham Hotspur, the Council has secured £1bn of public and private investment in Tottenham's physical environment. Over the next 20 years, this investment will deliver new homes, new transport links and stations, education and health facilities, green public space and 5,000 new jobs. Wood Green is another community that will be the focus of major regeneration that will look to build more homes and create better connections to Alexandra Palace. We are determined that regeneration will be shaped by the views of residents and are pioneering new governance structures to embed the resident voice in the key decisions.
- 3.5 We are also determined that regeneration has a transformative effect on the health and wellbeing of residents. Regeneration has the potential to promote health and wellbeing through the built environment in a number of ways, including designing infrastructure to increase ease of walking and cycling, increasing the accessibility and perceived safety of green space, and shaping the retail offer to promote access to healthy foods.
- 3.6 We are also keen to encourage innovative responses to the health challenge – such as promoting 'Healthy Catering' in the Food industry across the borough and Responsible Retailing scheme to the licensed premises. In Haringey we are adamant that economic growth has to be harnessed as an engine for tackling deprivation and the role of the Licensing Policy is to ensure that licensed businesses play their part. The aim of the policy is to ensure that licensed premises have a positive impact on their locality and where any premises do cause problems, they are addressed swiftly and in the most appropriate manner. Indeed, the need for responsibility and innovation is even greater in the licensed sectors, given the scope for negative impacts is so much higher, as the evidence shows.

3.7 Alcohol and public health

- 3.8 Health bodies were made 'responsible authorities' under the Licensing Act 2003 in April 2012. Although public health is not a licensing objective, health-related data can be used to identify the potential impact of the premises on the licensing objectives.
- 3.9 Alcohol plays a significant part in the social lives of many people and the economic development. However, alcohol consumption is a key factor of poor health in Haringey and around 1 in 10 people are binge drinkers and over 10,000 people across the borough are higher risk drinkers, regularly going well above the levels recommended by the Department of Health (14 units a week for men and women. Haringey has high rates of alcohol dependency, it is estimated to be the second highest in North Central London (2016/17). The sale of high strength, low cost alcohol is a particular problem in Haringey and contributing factor behind these figures.
- 3.10 According to Haringey's State of the Borough document the businesses in the Borough sell above the London average for litres of alcohol. The high level of sales points and high levels of unsafe drinking, increases the risk of both health and social related alcohol harms. This has a large impact on our communities, such as alcohol fuelled crime and disorder, antisocial behaviour, street drinking and other hidden harms (i.e. dependency, family breakdown, domestic abuse and child safeguarding issues). Haringey has one of the highest rates of reported domestic abuse across

London. Figures do not show if alcohol was a contributing factor. Of all contacts to Children and Young People Services in Haringey, 70-80% involve domestic abuse. More than 1 in 5 women have been subject to stalking or harassment at some point in their lives. This means that 5,000 women in **Haringey** will have been stalked/harassed at some point in their lives.

3.11 Alcohol misuse is also associated with 60 medical conditions, from liver disease, heart disease and strokes to types of cancer, hypertension and mental health issues. This has a large impact on our health services. Haringey has the 5th highest rate of alcohol-related admissions in London and has a significantly higher rate than all North Central London boroughs except Islington, which ranks first in London (2016/2017). Alcohol consumption is a contributing factor to hospital admissions and deaths from a diverse range of conditions. Alcohol misuse is estimated to cost the NHS about 3.5 billion pounds per year and society as a whole 21 billion pounds annually. Alcohol related hospital admissions are higher in Haringey than the London and England averages. Around 4.5% of all local hospital admission in 2019. Men living in more deprived areas (generally the east of the borough) have higher rates of alcohol related hospital admissions (see figure 1) below.

3.12 In Haringey, there are an estimated 546 adults with alcohol dependency who live with children (and 1,038 children who live with an adult with alcohol dependency). There are 149 of these adults in specialist treatment, a higher percentage than the benchmark and national average. Among Haringey’s most prolific young offenders, signs of poor parenting are evident in the first year of life in 45% of cases, parental involvement in substance or alcohol misuse is evident in 30% of cases by the age of 1.

3.13 Using national estimates from the biennial schools survey: ‘Smoking, drinking and drug use among young people in England’ for 11-15 year olds, applied to the Haringey population, we found an estimate of 6,386 11-15 year olds in Haringey are estimated to have ever had an alcoholic drink (GLA 2016). Haringey has 4.2% of young people at the age of 15 who are known to be regular drinkers (Source LAPE –Local Area Profiles for England). Alcohol was the second leading substance cited as the substance that brought the young person into treatment in 2017/8.

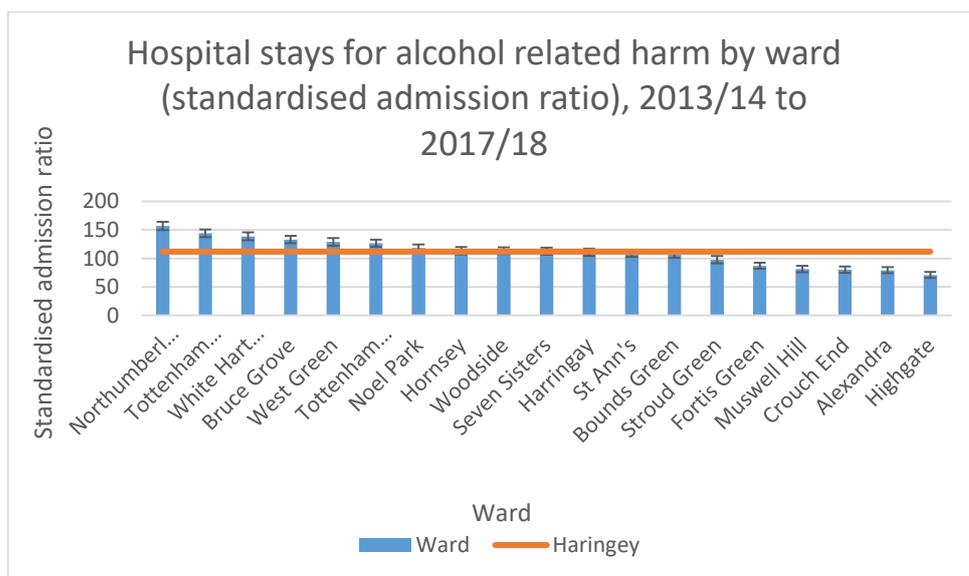


Figure 1. Hospital stays for alcohol related harm by ward (2013-18)

3.14 Local health data around the impact on alcohol is collected as part of the annual Joint Strategic Needs Assessment (JSNA) and State of the Borough Plan is a core source of data used to inform licensing decisions and broader activity of the Community Safety Partnership.

3.15 The issues highlighted above affect the young people of the borough and the expectation is that applicants and traders will be required to demonstrate a robust policy to ensure the protection of children from harm objective is fully considered. Licence holders failing to have regard for this will receive enforcement action as the challenges facing our young people with regard to availability and consumption of alcohol is a concern..

3.16 Alcohol and crime/anti-social behaviour

3.17 We know we face some significant challenges. London has a problem with serious violence, particularly with knife crime. Some of this is due to less funding for work to intervene at an earlier stage in order to put preventative measures in place. There have also been significant cuts to neighbourhood policing across London, which means that the police are less visible than they were. We want Haringey to be a safe borough for everyone who lives and works here; a place with strong, resilient and connected communities where people can lead active and healthy lives in a safe environment. As the borough continues to grow, becomes better connected and continues to be a destination for many Londoners, we will need to ensure Haringey remains a safe and pleasant environment for all. The Community Safety Strategy provides the partnership approach with an opportunity to set out how it will achieve that vision. The Crime and Disorder Act 1998, as amended by section 97 and 98 of the Police Reform Act 2002, places a requirement on Local Authorities to co-operate in the reduction of crime and disorder in the Borough.

3.18 We will continue to work together with local people and businesses to ensure licensed premises are contributing to this requirement through the promotion of the licensing objectives. It is against this backdrop that Haringey will seek to robustly implement its policy to ensure responsible retailing of alcohol and the impact on the wider community re considered and monitored. The Community Safety Partnership is now receiving anonymised data on alcohol related violence which may also be useful, particularly if it can be related to a specific premise(s).

3.19 Public Health - Licensing consideration post Covid 19

The escalation of Coronavirus crisis has meant that many hospitality and leisure operators, including hotels, restaurants, pubs, some retailers and visitor attractions, are making difficult decisions to plan for reduced activity and reduced demand going forward. There is ongoing debate about social distancing measures that must be adopted to support the leisure sector. However, it is clear that social distancing will be part of everyday life for the foreseeable future. With this in mind, there will be a need for premises licence holders to revisit their premises licence to check it is Covid-secure and fit for purpose and compatibility.

3.20 There are a range of issues licence holders need to consider such as:

- The need for licensing additional space, most likely outdoors
- The need to review licensing conditions that might restrict trading flexibility
- A review of licensed hours to adapt to a new way of trading

3.21 Within the context of trading under current restrictions, we anticipate licensed businesses will seek to utilise outdoor space more than they have done in the past. It may be necessary to license additional areas for the sale of alcohol.

3.22 If you are making a new application consider the ability to authorise Off sales, the use of door staff, last entry, as well as steps to prevent underage sales. There are a number of licensing, environmental and health and safety considerations for premises licence holders to bear in mind when planning how their business will operate in the new norm of social distancing. Your risk assessment should include:

- social distancing guidelines;

- hygiene information;
 - entry and exit routes; access points to regulate entry/flow of visitors and customers
 - customer instructions required inside and outside of venue
 - contactless payment process.
- 3.23 For existing licence holders you are encouraged to review your existing licence conditions to consider whether anything needs amending for example the use of any existing outside space or any potential new areas that can be brought into the curtilage of the licence boundary to help with social distancing. Further guidance for existing business's to carry out small changes under a Minor Variation process can be found at section 11.3.

3.24 Pavement Licence

- 3.25 The Business and Planning Act 2020 makes it easier for premises serving food and drink such as bars, restaurants and pubs, as lockdown restrictions are lifted but social distancing guidelines remain in place, to seat and serve customers outdoors through temporary changes to planning procedures and alcohol licensing. The measures included in the Act modify provisions in the Licensing Act 2003 to provide automatic extensions to the terms of on-sales alcohol licences to allow for off-sales. It will be a temporary measure to boost the economy, with provisions lasting until the end of September 2021 unless extended by the Secretary of State.
- 3.26 The Act also introduces a temporary fast-track process for these businesses to obtain permission, in the form of a "pavement licence", from The Council for the placement of furniture such as tables and chairs on the pavement outside their premises which will enable them to maximise their capacity whilst adhering to social distancing guidelines.
- 3.27 Currently, tables and chairs permissions are granted as Tables and Chairs licences under the London Local Authorities Act 1990 or in some cases, the Highways Authority, under section 115E of the Highways Act 1980. The fee varies between local authorities and there is a time consuming 28 day consultation period. The new temporary measure places a cap on the application fee for businesses, and introduces a new 14-day determination period, ensuring that businesses can obtain licences in a timely and cost effective manner aiding to their recovery. If the site is deemed unsuitable for a Pavement licence, or if relevant representations are made which cannot be mitigated by imposing conditions, then the application may be refused.
- 3.28 There is no statutory appeal process against a decision to refuse an application but the Council may introduce its own appeals process.
- 3.29 Licences will be subject to the Council's published conditions and any national conditions set by the Government. In some cases, extra measures may be required. This will be determined when assessing any application, on a case by case basis. Where a local authority sets a local condition that covers the same matter as set out in national published conditions, then the locally set condition takes precedence over the national condition to the extent that it is inconsistent with it. Obtaining a pavement licence does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing, and Social distancing controls, and applicants must ensure all such permissions, etc. are in place prior to operating.
- 3.30 If a condition imposed on a licence either by the Council or via a National Condition is breached the Council will be able to issue a notice requiring the breach to be remedied. If the notice is not complied with, the Council may revoke the licence or take the required steps itself and recover the costs of doing so.

3.31 The expectation from the Government is that local authorities will grant licences for 12 months or more unless there are good reasons for granting a licence for a shorter period, such as plans for future changes in use of road space. As such, the Council will normally grant applications until 30 September 2021 as stated in the legislation

3.32 There will likely be an increase in public nuisance complaints as a result of these new measures. Whilst they will be a positive for businesses, residents who live nearby and find themselves disturbed by the activities taking place outside of venues will feel disadvantaged by this process. It is therefore important that the standard conditions adopted by the Council provide some safeguards for residents and they are made aware of how they can engage in the process.

4 Links to the Borough Plan

4.1 The Borough Plan 2019-23 sets out a four-year vision to make Haringey one of London's greatest boroughs where families can thrive and succeed. The Haringey Council Community Wealth Building approach will create an economy that is rooted in the community, with the council:

- Using all our available levers to make sure every public pound delivers maximum public good and wherever possible builds the prosperity of local people and businesses,
- Supporting residents economically and socially, with a focus on employment, particularly in areas with high levels of deprivation
- Giving residents a greater stake in public services and the Haringey economy
- Working with partners to ensure they embed the same approach across the borough

We will work to make sure strong families, strong networks and strong communities nurture all residents to live well and achieve their potential. We will work to create safe, stable and affordable homes for everyone, whatever their circumstances, and neighbourhoods with strong, resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green.

4.2 **Priority-2 People** - Our vision is a Haringey where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential. The protection of children and the vulnerable from harm within the licensing objective will contribute to this priority. Outcome 4: Best start in life: The first few years of every child's life will give them the long-term foundations to thrive

Delivery Plan:

- Listen better to the voice of children, young people and families and work with them earlier to support the best outcomes

Outcome 5: Happy childhood: all children across the borough will be happy and healthy as they grow up, feeling safe and secure in their family and in our community

Delivery Plan:

- Work with young people and those around them to ensure that their voices are heard

Outcome 7: All adult are able to live health and fulfilling lives.

4.3 **Policy 3 – Place** - Our vision is for a place with strong, resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green.

As the borough continues to grow, becomes better connected and continues to be a destination for many Londoners, we will need to ensure Haringey remains a safe and pleasant environment for all. We want to work with partners and the local community to achieve this and to define and shape how the borough looks and feels, both now and in the future.

4.4 **Policy 4 – Economy** - Our vision is for a growing economy that provides opportunities for all our residents and supports our businesses to thrive. We want to build the strength, depth and wealth of our local economy and will create safe and attractive environments for both businesses and our residents to thrive. We will make sure that investment and development has the interests of our communities at its heart and is undertaken for the benefit of our local residents and businesses.

4.5 The above Priorities and objectives are underpinned by a number of cross – cutting principles namely:

- Prevention and early intervention – preventing poor outcomes for young people and intervening early when help and support is needed.
- A fair and equal borough – tackling the barriers facing the most disadvantaged and enabling them to reach their potential;
- Working together with our communities – building resilient communities where people are able to help themselves and support each other.
- Value for Money – achieving the best outcome from the investment made;
- Customer focus – placing our customers’ needs at the centre of what we do;
- Working in partnership – delivering with and through others.

4.6 **Integration with other policies and strategies**

4.7 **Other regimes**

This Authority will look to ensure consistency, as far as is possible within the law, with other licensing and consent regimes. This Authority will not consider the issue of “need” in determining any licence application, as this is a matter for planning control and the market.

5. **Planning, regeneration and building regulations regimes**

The planning, regeneration, building control and licensing regimes will be properly separated to avoid duplication and inefficiency. Each regime involves consideration of different (albeit related) matters. Neither Licensing nor Planning Committees are bound by decisions made by the other.

5.1 This Authority will look to ensure proper integration with the planning regime. While it is understood that there is no legal basis for a Licensing Authority to refuse a licence application solely because it does not have planning permission, to allow clarity and consistency both for applicants; and in response of enforcement action, it is strongly recommended that applications for premises licences for permanent commercial premises should normally be from businesses with relevant planning consent for the property concerned. This applies equally to applications seeking a licence intended to facilitate a change of use / type of operation. Where this is not the case, the Council may expect the applicant to address the reasons why planning permission had not been firstly sought and / or granted and provide reasons as to why licensing consent should be granted

5.2 This Authority notes that Guidance supports ‘where businesses have indicated, when applying for a licence under the 2003 Act, that they have also applied for planning permission or that they intend to do so, the Licensing Sub-Committee and Officers may consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs”.

5.3 There are circumstances when, as a condition of planning permission, a terminal hour has been set for the use of premises for commercial purposes. It must be emphasised that where these hours are different to the permitted licensing hours, the Applicant must observe the earlier closing

or later opening time. Premises operating in breach of their planning permission would be liable to prosecution under planning law.

5.4 Land owners consent

5.56 Where licences are granted or temporary event notices are submitted for licensable activities to persons who do not own the premises/land where the licensable activity is to take place, this authorisation does not authorise the use of the premises without the prior consent of the land owner and does not allow an operator to breach any covenants or restrictions on the titles or leases for the use of land/premises.

5.6 With regards to public or Council owned premises/land there is no implied permission to use the premises/land with the issue of a premises licence without obtaining separate consent from the appropriate Council department such as Highways, Commercial Estates, Parks or from Homes for Haringey, who need to grant permission to use the land.

5.7 Other consents

Other consents such as planning permission are separate regimes and a premises licence or temporary event notice cannot be used unless all other relevant consents are in place.

5.8 Statement on Modern Slavery

Modern slavery is the illegal exploitation of people for personal or commercial gain. An unseen crime, it hides in takeaways, hotels, car washes, nail bars and private homes. Victims are trapped in servitude, which they were deceived or coerced into and they feel they cannot leave. The Global Slavery Index estimated earlier this year that in 2016 there were up to 136,000 victims of modern slavery in the UK. This contrasts with a figure of 13,000 estimated by the Home Office in 2013. Modern Slavery might not always be obvious, but its exploitation of vulnerable people can be happening all around us and includes:

- Sexual exploitation
- Criminal exploitation
- Forced labour and domestic servitude
- Child exploitation

It happens across the world and UK. It is also happening in Haringey and could even be happening on your own doorstep. We all have a duty to protect the most vulnerable in our society from these criminals who are willing to exploit them. We must all be vigilant for signs of this happening in our communities, the hospitality industry plays an important part in this regard. The legislation requires that checks are made to ensure Personal Licence holders and applicants for Premises licences are checked to ensure their right to work in the UK. We will work with the Home Office and partner agencies on this issue. Haringey's Borough Plan has a focus on People, as a borough we are committed to take a lead role alongside our partners in identifying and safeguarding those at risk of harm, exploitation or neglect.

5.9 Community Safety Strategy

We want Haringey to be a safe place for people to live, work and visit. We want people to live without fear in our borough. This will be delivered through the Safer for All Strategy which contain six priorities:

- Young people - prevention and support
- Serious crime - violence, acquisitive crime and domestic violence
- Anti-social behaviour - A focus on children and families, housing and the public realm
- Drugs and alcohol - prevention, effective treatment and re-integration
- Reducing re-offending - adults and young people
- Increasing confidence in the Criminal Justice System

A part of this is the late night economy of the borough and the protection of women and the vulnerable.

5.10 Late night economy

Haringey currently has a ‘food led’ late night economy as opposed to an alcohol led late night economy. Alcohol is not the main driver for the evening economy in the borough at the present time. The Licensing Authority recognises that licensed premises make a significant contribution to the wellbeing of the borough by providing a wide variety of entertainment, arts and cultural activities, business, employment and career opportunities. However, we must be alert to uncontrolled expansion of this sector could provide disproportionately negative impacts for local residents and public services.

Densely populated residential areas are located in very close proximity to commercial areas, and that poorly managed premises can have a negative impact on nearby local residents. Looking forward the Licensing Authority will continue to play its part in managing the growth of the late night economy. Premises trading beyond midnight pose the greatest risk of undermining the licensing objectives. We want to positively support well managed businesses that will contribute to the borough’s growing vibrant and diverse evening economy.

5.11 Women and vulnerable persons safety

The Women’s Night Safe Charter launched by the Mayor of London in August 2018 aims to raise awareness across the late night economy to put in place best practice to keep women and vulnerable people safe at night. There is the potential for harassment to be seen as normalised behaviour and goes unchallenged and or unreported.

Licensed bars, clubs and the many venues and large events that take place across the borough are therefore encouraged and strongly recommended to demonstrate their commitment to ensuring that their premises provides a safe environment by taking the following steps:

- Prominently display high visibility posters in their venue which discourage harassment and encourage reporting
- Take every report of harassment and sexual intimidation seriously and take appropriate action
- Take active steps to support persons who report harassment or sexual intimidation which might take place in their premises
- Train all front of house staff to address women’s safety and harassment
- Take active steps to ensure females leave the venue safely

The Metropolitan Police launched the scheme called ‘Ask for Angela’ and licensees are strongly encouraged to adopt and train staff to operate such a scheme within venues.

5.12 Statement on sustainability

Climate change is real and in March 2019 Haringey Council declared a climate emergency. The Council has warned that unless action is taken, and soon, there will be an increase in health problems – particularly for young and older people – as well as higher energy and food costs.

Haringey has agreed to work with the community and partners to speed up the borough’s efforts to become carbon neutral by 2030, bringing forward the original date from 2050.

As part of this commitment, Haringey Council is encouraging licensed premises to do their part to ensure their day to day operations are as sustainable as possible such as using energy efficient LED lighting,

Section Two- Purpose and Scope

6 PURPOSE AND SCOPE OF THE LICENSING POLICY

Purpose of the policy

6.1 This policy has five main objectives:

- To reinforce, for the benefit of elected members on the Licensing Committee, the powers and constraints placed upon the Local Authority as Licensing Authority by the 2003 Act;
- To set out, for the benefit of prospective Applicants; Responsible Authorities; local residents; and licensed operators; the parameters under which this Authority will make its licensing decisions;
- To inform prospective licensees how a licensed premises is likely to be able to operate within an area;
- To inform local residents and licensed operators how their needs will be addressed;
- To minimise the number of licensing decisions that may be challenged in a court of law.

6.2 **Scope of the policy**

The Licensing Act 2003 regulates the following activities

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

6.3 **Types of authorisation**

The Act provides for four different types of authorisation or permission as follows

- Personal licences – to sell or authorise the sale of alcohol from premises in respect of which there is a premises licence;
- Premises licences – to use a premises for licensable activities;
- Club premises certificates – to allow a qualifying club to engage in qualifying club activities;
- Temporary event notice (TENs) - to carry out licensable activities at a temporary event.

6.4 The scope of the policy covers new applications for licences, renewals, transfers and variations, including time-limited premises licences. It also covers the review and possible revocation of licences and certificates.

6.5 In general a reference in this policy to a premises licence will also include a club premises certificate.

7 **Definitions – ‘Regulated entertainments’**

“Regulated entertainment” includes:

- A performance of a play;
- An exhibition of a film;
- An indoor sporting event;
- A boxing or wrestling entertainment;
- A performance of live music;
- Any playing of recorded music;
- A performance of dance;
- Entertainment of a similar description to a performance of live music, and playing of recorded music or a performance of dance.

7.1 For the entertainment to be licensable, one or more of these activities must take place in the presence of an audience and be provided (at least in part) to entertain that audience upon premises made available for the purpose.

7.2 There are a number of exemptions contained in the Act. Also, since the introduction of the Live Music Act 2012, a number of deregulatory steps have been taken.

7.3 The Act removes the licensing requirements for:

- Amplified live music taking place between 8am and 11pm before audiences of no more than 200 people on premises authorised to sell alcohol for consumption on the premises;
- Amplified live music between 8am and 11pm before audiences of no more than 200 people in workplaces not otherwise licensed under the Licensing Act 2003 (or licensed only for the provision of late night refreshment);
- Unamplified music between 8am and 11pm in all venues.

7.4 The Live Music Act 2012 also removes the licensing requirements for the following licensable activities:

- Making Music;
- Dancing;
- Entertainment of a similar description to making music or dancing.

7.5 Where licensable activities (such as the sale of alcohol) continue to take place on the premises, any existing conditions on the licence that are related to live music will be suspended and shall not have effect. It is possible however to impose new conditions or re-instate existing licence conditions upon a formal review of the licence. The licensing authority can also impose a statement whereby the provisions of the Live Music Act 2012 will no longer apply.

7.8 LICENSING HOURS

7.9 The Council will generally deal with the issue of licensing hours having due regard to the individual merits of each application, considering the potential for nuisance associated with the style, characteristics and activities of the business and type of premises, examining any steps that might reduce the risk of nuisance.

7.10 However, although the Council will treat each case on its individual merits, generally it will not grant permission for licensable activities beyond 2330 hours on Sundays to Thursdays and Midnight on Fridays and Saturdays in respect of public houses situated in areas having denser residential accommodation. The Council would expect good reasons to be given to support any application for extensions beyond these hours, including addressing possible disturbance to residents and local parking. Additionally, in these areas, consideration will be given to imposing stricter conditions in respect of noise control

7.11 Definitions – ‘Late night refreshment’

“Late night refreshment” is defined as the supply of hot food or hot drink to members of the public from or in a premise for consumption on or off the premises, between the hours of 23:00hrs and 05:00hrs. Premises include vehicles and stalls.

8. The licensing objectives

In carrying out its licensing functions the Council will promote the four licensing objectives set out in the Licensing Act 2003. They are:

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

8.1 Each objective is of equal importance. There are no other licensing objectives, so the promotion of the four objectives is paramount at all times. It is the responsibility of all parties involved in the licensing process to work together toward these licensing objectives at all times. The four objectives are considered in more detail in section three (How the policy works) of this document.

8.2 However, the legislation supports a number of other key aims and purposes. These are vitally important and should be principal aims for everyone involved in licensing work. They include:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed operators;
- Giving the Police and Local Authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems
- Recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business encouraging innovation and supporting responsible premises;
- Providing a regulatory framework for alcohol which reflects the needs of local communities and empowers Local Authorities to make and enforce decisions about the most appropriate licensing strategies for their local area;
- Encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

8.3 Each licence application will be considered on its own merits and in accordance with this policy.

9. Fundamental principles

Licensing is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the 2003 Act.

9.1 If an application for a premises licence or club premises certificate has been made lawfully and there have been no representations from Responsible Authorities or other persons, this Authority must grant the application, subject only to conditions that are consistent with the operating schedule and relevant mandatory conditions.

9.2 Conditions attached to the various authorisations will be focused on matters which are within the control of individual licence holders and others with relevant authorisations, i.e. the premises and its vicinity. This will include the direct impacts of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

9.3 While this statement sets out the Council's general approach to the making of licensing decisions, nothing in this statement undermines the right of any individual to apply under the terms of the 2003 Act for a variety of permissions and to have any such application considered upon its individual merits.

9.4 Similarly, this statement of policy does not override the right of any person to make representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the 2003 Act. Absolute weight will be given to all representations. However, this will not include those that are frivolous, vexatious or repetitious.

9.5 The Council may depart from this policy in the interests of promoting the licensing objectives, if the individual circumstances of any case merit such a decision. Where such decision is taken, full reasons for the departure from the policy will be given.

9.6 General information

This Authority recognises that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and, therefore, beyond the direct control of the individual, club or business, holding the licence. Nevertheless, it is a key aspect of such control and licensing law will always be a part of the holistic approach to the management of the evening and night-time economy in town and city centres. A licence holder's responsibility does not end at the door of their premises. Violence and disorder, on and immediately outside, licensed premises are often closely linked with customers who have consumed alcohol and the licence holder can be held accountable.

9.7 Other mechanisms available for addressing issues of unruly behaviour that can occur away from licensed premises include:

- Maximising the use of intelligence sources, ensuring these are identified and information obtained is analysed and shared among all relevant partner agencies;
- Ensuring the most effective and efficient use of partnership resources, co-ordinated and intelligently targeted where they are most necessary and can achieve the maximum benefit;
- Ensuring the careful consideration is given to the best use of the full range of powers available to the various partner agencies, so as to achieve effective outcomes to matters of concern.

9.8 Regulatory powers extend beyond licensing and include for instance other Police, anti-social behaviour, Trading Standards and Environmental Health legislation;

- Ensuring good communication and support is provided to responsible operators, providing regular contacts, liaison and training opportunities are available. For example: The partnership tasking group plays an important role in providing additional focus on targeted enforcement approach
- Co-ordination with Planning and use of planning controls;
- Careful consideration of supporting infrastructure, including the provision of CCTV surveillance across the Borough; improved street lighting; late night public conveniences; street cleaning and litter patrols together with initiatives such as The Public Spaces Protection Order (PSPO) which replaced the Designated Public Place Orders (DPPO) under the Anti-Social Behaviour Act 2014. The current PSPOs in place across various wards of the Borough provides powers to confiscate alcohol from nuisance drinkers, another controls dogs;
- Encouragement of socially responsible licensed operations through schemes such as the Responsible Retailer Scheme;

The Council will use its full range of powers, engage all relevant responsibilities and work together with all partners to deliver the licensing objectives.

10. ADMINISTRATION: EXERCISE AND DELGATION OF FUNCTION

General

10.1 Applications for all licences and consents available under the 2003 Act must be made on the relevant form prescribed under secondary regulations. Applications will not be progressed until the form has been completed in full and received, together with the relevant fee and all other required information, by the licensing authority and the relevant Responsible Authorities.

Where electronic applications are made, the application will be taken to be given when the applicant has submitted a complete application form and submitted the fee.

Applications will be progressed in accordance with procedures laid down by the Act. Prospective applicants should refer to the separate relevant guidance documents for further details.

10.2 Personal Licences

A personal licence is a portable licence issued to an individual which allows them to authorise sales of alcohol from premises that hold a premises licence. The Personal licence holders is assigned to the Premises as the Designated Premises Supervisor.

- A personal licence:
- is granted to an individual
- has effect indefinitely
- ceases to have effect if surrendered, suspended or revoked; or if the holder may no longer work lawfully in the UK and

- can be used anywhere in England and Wales

Before anyone can apply for a personal licence, they first need to complete a qualification known as the Award for Personal Licence Holders (APLH).

We can only accept application from persons who live in Haringey. The applicant must also be able to prove (with copies of official government-issued documents) that they have the legal right to work in the UK.

10.3 The process requires that you will need to enclose:

- two passport photos, one of which has been endorsed (by a solicitor, notary, a person of standing in the community or an individual with a professional qualification) with a statement that the photo is a true likeness of the applicant
- the original certificate issued after passing the accredited training course
- a completed 'disclosure of convictions, immigration penalties and declaration' form
- a criminal record certificate, such as a Basic Disclosure within the last month
- copies of documents proving that you have the right to work in the UK.

If an applicant has any unspent convictions for relevant or foreign offences, or has had to pay a civil immigration penalty, or if their right to work in the UK is unclear, we will consult with the police or the Home Office. If they object to the application, it will be determined by the Licensing Sub-Committee at a hearing.

10.4 Convictions and immigration penalties

People who hold personal licences are also required to notify the licensing authority if they are subsequently convicted of any relevant offence or foreign offence, or required to pay an immigration penalty. Personal licence holders who are charged with a relevant offence must tell the court that they hold a personal licence before the end of their first court appearance. If convicted, the court may decide to order the forfeiture or suspension of the licence as part of the sentence, and the licensing authority may also review that personal licence with a view to revocation or suspension.

10.5 Change of name or address

A holder of a Personal Licence must also notify the authority in writing if there is a change of name and/or address. Proof of any changes must be provided such as a copy of your marriage or deed poll certificate.

A holder must notify the authority in writing if their licence is lost, stolen, damaged or destroyed.

10.6 Duration and renewals

Personal licences are valid for life, and do not need to be renewed. They will cease to be valid in the following circumstances:

- if the holder dies
- if the holder no longer has a legal right to work in the UK
- if the licence is surrendered by the holder (for example, if they no longer work in the licensed trade and return the licence to us)
- if we revoke the licence, due to the holder being convicted of a relevant offence or having to pay a civil immigration penalty
- if a court orders the forfeiture of the licence, as part of a sentence following conviction for a relevant offence.

10.7 Licensing Authority powers to revoke or suspended Personal Licences

The Licensing Act 2003 as amended gives licensing authorities the power to revoke or suspend personal licences. This is a discretionary power; licensing authorities are not obliged to give consideration to all personal licence holders subject to convictions for relevant offences, foreign offences or civil penalties for immigration matters. Should licensing authorities choose to use this power, the process which must be undertaken by the licensing authority to suspend or revoke a personal licence is set out at section 132A of the Licensing Act 2003. The decision to revoke or suspend a personal licence must be made by the Licensing Sub Committee, but the action required before making a final decision may be made by a licensing officer. Additionally confirms that the decision to revoke or suspend a personal licence (following a relevant conviction or immigration penalty) may not be delegated to an officer.

10.8 The implication is that if the authority has granted the personal licence and becomes aware that the licence holder has been convicted of a relevant offence or foreign offence or has been required to pay an immigration penalty on or after 6th April 2017, the authority has the discretionary power to revoke the licence or suspend it for a period of up to six months.

11. Application for Club premises certificate.

Club premises certificates may be issued to qualifying clubs, formerly registered members clubs. To be eligible for a club premises certificate the members of the club must have joined together for a particular social, sporting or political purpose and to purchase alcohol in bulk, for supply to members and their guests. Qualifying conditions are specified in Section 61 of the Act and the council must be satisfied that these conditions have been met. This authority will require evidence to be submitted with any application that supports that the club is non-profit making and that there is a minimum of a two-day interval between the application and the acceptance of new members.

11.1 Provision of scale plans

Applicants should note that this council will normally require that a current scale plan of the premises be submitted with each new application for a premises licence and a scale plan of the proposed layout for any application for a variation of a premises licence affecting approved layout arrangements. Plans should normally be submitted in scale 1:100 unless otherwise agreed by this authority in writing. Plans need not be professionally drawn but must be clear and legible in all material respects and provide sufficient detail for this authority to determine the application. Applicants are asked to note that plans should detail not only the arrangement of internal areas of the premises but also external areas intended to be used as part of the licence but not if the area of land is in the public domain. This includes patio or garden areas and any temporary structures such as marquees or smoking shelters.

11.2 Variations & new applications

Where a premises licence holder wishes to amend their licence the Act allows, in most cases, for an application to vary the licence to be made rather than requiring an application for a new premises licence, unless the proposed variation would make substantial changes to the premises. A minor variations process exists for proposed variations to a licence that do not impact upon the licensing objectives. A separate major variations process supplements this for variations that carry potential impacts. It should be noted, however, that some proposals to extend the current physical licensed area of the premises concerned may require a new premises licence application to be made. Applicants should discuss their proposals with the licensing team before submitting an application in order to ensure that the correct route is taken.

11.3 Minor Variations

11.4 A minor variation is defined as a small change to a licence that could not impact adversely on any of the four licensing objectives.

MINOR VARIATION APPLICATION POLICY

Applications

Minor variations generally fall into four categories:

Minor changes to the structure or layout of the premises;

Small adjustments to licensing hours (not including alcohol hours);

The removal of out of date, irrelevant or unenforceable conditions or the addition of volunteered conditions; and the addition of certain licensable activities (not alcohol).

Please refer to the application form for examples of what would and would not constitute a 'minor variation'.

11.5 Processing

The licensing authority (officers) will consider the following when determining a minor variation application:

- a) Whether a full detailed description of all the proposed variation has been provided in the application;
- b) Whether the variation could impact adversely on the licensing objectives;
- c) If more than one variation is sought, whether any of them considered separately or together could impact adversely on the licensing objectives;
- d) The history of the premises, e.g. have previous applications attracted representations from the local community that have been difficult to resolve?
- e) Whether there have been any complaints received relevant to the proposed application.

11.6 All minor variations will be circulated to the relevant responsible authorities with an interest in the proposed variation. If the licensing authority fails to respond to an applicant within 15 working days, the application will be treated as refused and the authority will return the fee.

11.7 Determining an Opposed Application

Where a representation has been submitted there is no right to a hearing under this process, but licensing authorities (officers) must take any relevant representations into account in arriving at a decision. Where an application is refused and then resubmitted through the full variation process, the full 28 day consultation period will apply from the date the new application is received.

11.8 Provisional statements

While applications for a full premises licence may be made in respect of a premises that is not yet complete, this council would prefer to see provisional statements sought in the first instance in cases where the responsible bodies are not yet able to confirm that works have been carried out in compliance with agreed schedules and to standard. However, the council acknowledges that any person falling within section 16 of the Act can apply for a premises licence before new premises are constructed, extended or changed, as long as clear plans of the proposed structure exist and the applicant is in a position to complete an operating schedule. The schedule will need to contain details of:

- The activities to take place there
- The time at which such activities will take place
- The proposed hours of opening
- Where the applicant wishes the licence to have effect for a limited period, that period
- The steps to be taken to promote the licensing objectives
- Where the sale of alcohol is involved, whether supplies are proposed to be for consumption on or off the premises (or both) and the name of the designated premises supervisor the applicant wishes to specify

11.9 Temporary event notices (TENs)

The Act provides a system by way of "temporary event notices" for the temporary carrying on of any licensable activity outside of the terms of a premises licence or club premises certificate. Under this system no authorisation as such is required from the licensing authority. Instead a person wishing to hold an event at which such activities are proposed to be carried on (the "premises user") gives notice to the licensing authority of the event.

11.10 There are two types of TENs. A standard TEN and a late TEN. All TENs must be given to the licensing authority in the form prescribed in regulations made under the 2003 Act, together with the relevant fee, and be copied to the police and this authority's Environmental Protection team .

11.11 A standard TEN must be given with at least 10 clear working days notice before the event. A late TEN (intended to assist premises users in situations that are outside of their control) can be given no earlier than nine working days but still with a minimum of five clear working days notice before the event. These stated timescales are not negotiable and no notice will be progressed unless all parties

have been correctly notified and the correct fee paid.

- 11.12** The 10 and 5 clear working days notice periods will be calculated exclusive of the day on which the event is to start and the day on which the notice is given. So, for instance, if a standard temporary event is intended for a Saturday or Sunday night, the notice must be given three Fridays before the event date at the latest. If a bank holiday should fall within the period then an additional working day must be allowed for each bank holiday day that occurs. A 'working day' as defined by the Licensing Act is any day other than a Saturday, a Sunday, Christmas Day, Good Friday, or a day that is a bank holiday under the Banking and Financial Dealings Act 1971 in England and Wales.
- 11.13** Only the Police or the Environmental Health team (on grounds relevant to any of the licensing objectives) may intervene to prevent such an event taking place. However, the licensing authority will also intervene if the notice given is incorrect or if the limits set out in the Act on the number of events that may be given are exceeded.
- 11.14** In a significant number of events it is anticipated that the minimum notice period will not provide sufficient time for proper consideration to be given to any concerns that may arise. For this reason, while this authority will accept notifications given with only the statutory minimum notice, it is requested that 28 days notice of an intention to stage a temporary event is provided, together with as much supporting information as possible, in order to prevent unnecessary objections having to be raised.
- 11.15** It should also be noted that in cases where there is any element of doubt as to whether the premises user has the consent of the premises owner to use the premises concerned for the purposes given; this authority will wish for both the police and itself to be provided with evidence to this effect.
- 11.16** Furthermore, it should be recognised that many temporary events will still have potential to give rise to concerns, particularly around health and safety or protection of children. For this reason applicants should understand that the licensing service may share information on temporary events taking place with other "responsible authorities". This does not provide those responsible authorities with the opportunity to raise representations, but will allow any matter of concern to be followed up under other powers. This action does not, however, absolve any premises user from their own responsibility to ensure that any other necessary consent is obtained or that their event does not give rise to any crime and disorder, public safety, nuisance or harm to children issues
- 11.17** If the required notice is not given, the TEN cannot be acknowledged by the Authority. Therefore, it is advisable to provide as much notice as possible. The Police and Environmental Health may object to a TEN within three working days of their receipt of the TEN. An objection can be made on the grounds of any licensing objective. Where an objection is received (and not withdrawn) a hearing will be held to determine whether the event may proceed. The police or Environmental Health may withdraw their objection notice at any stage if the proposed premises user agrees to modify the proposal to meet their concerns. A copy of the modified notice should then be given to the licensing authority by the police as proof of the agreement. The licensing committee may decide to allow the licensable activities to go ahead as stated in the notice. Where the notice is in connection with licensable activities at a premises which already holds a premises licence or club premises certificate, the licensing authority may impose one or more of the conditions from that authorisation on the Temporary Event Notice (insofar as such conditions are not inconsistent with the event). Where the authority considers that this is appropriate for the promotion of the licence objectives, the policy is to give notice to the premises user which includes a statement of the conditions imposed. Copies of this notice will be provided to the police and Environmental Health.
- 11.18** Where, following any representations at the hearing, the licensing authority is not satisfied the event will ensure the promotion of the licensing objectives, the policy is to issue a counter-notice against the Temporary Event Notice.
- 11.19 Multiple TENs for a single event**
Section 171 of the explanatory notes to the Licensing Act 2003 with regards to Section 101 of the Act, "Minimum of 24 hours between event periods", states that:

11.20 *“This section provides that there must be a minimum period of 24 hours between temporary events held on the same premises by a premises user, or held by that user and another person who is related to, associated with or in business with that user. This prevents a premises user holding numerous consecutive temporary events as a means of avoiding an application for a premises licence. If a temporary event takes place on premises that are included within or include other premises where another temporary event takes place, then the two events are deemed to take place on the same premises.”*

11.21 In addition to section 101 of the Licensing Act 2003, the Licensing Authority considers that the use of more than one TEN within the same or adjacent premises at similar times to allow an event of over 499 persons attending at any one time is likely to give rise to the increase in public nuisance and crime and disorder. Additionally the increased number of patrons over 499 persons gives a greater concern on the impact of the event on public safety and the prevention of harm to children.

11.22 Organisers of events whereby patrons will exceed 499 should not use the “light touch” approach with multiple TENS. Such events should be licensed by application for a time-limited premises licence. This will allow for full consultation of the proposal and the measures to promote the licensing objectives and allows greater opportunities to grant the application with appropriate conditions to promote the licensing objectives.

11.23 Therefore multiple TENS that are at similar times, or within 24 hours of each other, for the premises included within or adjacent to the premises that receive objections from a relevant person will be considered by the Licensing Sub Committee.

11.24 Premises users for multiple TENS will be given opportunity to demonstrate how they will ensure that the licensing objectives will not be undermined and that the total maximum capacity of 499 will not be exceeded. This will be balanced against evidence provided by the Police and/or Environmental Health Officers.

12 Major art and pop festivals

12.1 We encourage organisers of major festivals and carnivals to approach the Council at the earliest opportunity to discuss arrangements for the licensing of their events. Larger events will require a time-limited premises licence. This will involve the preparation of a substantial operating schedule, full public consultation and a longer lead in period.

12.2 The Council co-ordinates a Safety Advisory Group (SAG) with membership comprising all the emergency response authorities which can provide support to event organisers on event planning if good time is allowed. All major events will be scrutinised by the SAG.

12.3 Haringey has a number of venues that host large capacity events throughout the year. Alexandra Palace in the West of the borough, Tottenham Stadium in the East and Finsbury Park which sits on the boundary with Hackney and Islington. It is not the purpose of The Licensing Authority to schedule the timings of large events but operators are encouraged to have early dialogue with each other and Transport for London to ensure that dates timings and capacity of proposed events can be safely accommodated to ensure safe arrival and egress of large crowds from an area. It is important that operators have the support of the transport infrastructure and are able to ensure that crowds can safely be dispersed.

12.4 The SAG will take the view that a suitable egress/dispersal plan will need to have agreement from TFL and Police members of the SAG to meet sign off agreement.

13 Application Consultation arrangements

13.1 This Authority considers it important that the local community is fully aware of local licensing applications being made within its area. Regulations governing the advertising of applications for the grant, variation or review of premises licences and club premises certificates require a public notice to be published in the local press and a brief summary of the application to be displayed immediately on or outside premises concerned. Failure to comply with the requirements in full will result in the progression of the application being delayed.

- 13.2 This Authority understands that regulations to the Act require public notices to be of a size equal or larger than A4; of pale blue colour; and printed legibly in black ink or typed in black in a font of a size equal to or larger than 16. It also recognises that applications may not be rejected on the basis of improper notification if public notices comply with this minimum standard. This Authority also asks that the notice summarises the proposed licensable activities and the proposed hours of opening and remains clearly displayed in a position where it may be readily seen by passers-by for the period during which representations may be made.
- 13.3 The licensing service supports the consultation process by maintaining a public register at:https://www.haringey.gov.uk/sites/haringeygovuk/files/licences_premise_to_display_on_web.pdf
- 13.4 This details all current applications (alongside detail of current licensed premises). It is open to any person who wishes to be kept up to date with the latest applications in their area.
- 13.5 The licensing service will also notify local Ward Councillors of all new applications in their area.

14. Responsible Authorities

- 14.1 The Responsible Authorities must be notified of, and are entitled to lodge representations about, applications for premises licences or club premises certificates or variations. They may ask the licensing authority to review a premises licence or club premises certificate. Responsible Authorities will also provide advice and information on established best management practice. Information on preparing an operating schedule is contained within this policy, for more complex applications, e.g. those that may include a variety of differing licensable provisions with differing operational times within the same premises, Applicants may also wish to consult with the Authorities directly with a draft operating schedule prior to submission.
- 14.2 It should be noted that the Director of Public Health is added as a Responsible Authority. While health is not included as a licensing objective, the Guidance to the Act recognises that health bodies may hold information which other Responsible Authorities do not, but which would assist a Licensing Authority in exercising its functions.
- 14.3 Additionally the Secretary of State has been added as a Responsible Authority and this task is undertaken by the Home Office. Changes to the Act now prevent the issue or transfer of a premises licence to a person who is not entitled to work in the UK. Relevant offences have also been updated to include the offence of employing a person who is not entitled to work in the UK.

14.4 Representations

It is open to any "Responsible Authority", as defined under the Act or other person to lodge representations concerning a premises licence or club premises certificate application during the set consultation period.

- 14.5 A representation will only be "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. A representation that fails to do this is not "relevant" for the purposes of the 2003 Act. It is for the Licensing Authority to determine on its merits whether any representation by an interested party is frivolous or vexatious.
- 14.6 Representations must be received in writing at the licensing service office by the last date for representations. Representations must be signed, dated, provide the grounds of representation in full and include the name and address of the person / body making the representation.

14.7 Disclosure of personal details of persons making representations

Where a notice of a hearing is given to an Applicant, the Licensing Authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the Applicant with copies of the relevant representations that have been made. Applicants will be provided with the complete addresses of all Objectors, as they may wish to challenge whether or not an Objector lives in the local area where the premises is situated. Other personal details will be redacted. If an Objector does not wish for their address to be given, they may ask another party such as their Ward

Councillor or local Residents Association to make an objection on their behalf. A Licensing Sub-Committee hearing may be convened to consider the representation and to determine the application. Any representations may form part of the public documents for the hearing, which are available to the public and press. All personal details, including addresses, will be removed from public documents, including online reports.

- 14.8 In exceptional circumstances, persons making representations to the Licensing Authority may be reluctant to do so because of fears of intimidation or violence if their personal details, such as names and address, are divulged to the Applicant.
- 14.9 Where this Authority considers that the person concerned has a genuine and well- founded fear and may be deterred from making a representation on this basis, alternative approaches will be considered. Where circumstances justify such actions this Authority may either provide only minimal details (such as street name or general location in a street) or withhold details.

15 The Licensing Authority acting as responsible authority

The Licensing Authority is included within the list of responsible authorities. This role will be undertaken within the Authority’s licensing service. This Authority will determine when it considers it appropriate to act in its capacity as a Responsible Authority in accordance with its duties under section 4 of the 2003 Act.

- 15.1 Where it is decided to act within the Responsible Authority role, a separation of duties will be maintained to ensure procedural fairness and eliminate conflicts of interest.

15.2 Determination of applications

In accordance with the provisions of the Act, this Authority has established a Regulatory Committee with a maximum of 15 members and provision for Licensing Sub Committees of three members to be drawn from the overall pool of the main Committee membership.

- 15.3 In doing so, the Council has sought to establish an efficient and cost-effective system for determinations of licences. Where the Act carries a presumption of grant for applications to which no objection has been made, the administration of the grant will be delegated to Officers. All such matters will be periodically reported for information only to the Regulatory Committee.
- 15.4 Where matters are subject of representations, the licensing service will normally attempt to reach a negotiated conclusion through a mediation process. This service is provided to help develop workable agreed outcomes supported by all parties which will also save the time and costs associated with holding a public hearing. Mediation can be agreed up until 24 hours before a hearing takes place. Where this is not possible the application and representations to it will be considered by the Sub Committee at a public hearing.
- 15.5 Table 1 sets out the schedule of delegation of decisions and functions to Regulatory Committee, Sub Committees and Officers. This form of delegation is without prejudice to the Council’s right to redirect an application as appropriate in the circumstances of any particular case.

Matter to be dealt with		
	Licensing Sub-Committee	Officers
Application for personal licence	Where a police or Sec of State objection has been received	
Personal licence with unspent convictions	All cases	
Personal licence where the Authority becomes aware of any relevant offence or foreign offence	When the Authority becomes aware	

Matter to be dealt with		
Application for provisional statement	Where representations have been received and not withdrawn	Where representations were not received or have all been withdrawn
Application for premises licence / club premises certificate	Where representations have been received and not withdrawn	Where representations were not received or have all been withdrawn
Application to vary premises licence / club premises certificate	Where representations have been received and not withdrawn	Where representations were not received or have all been withdrawn
Application to vary designated premises supervisor	Where a police or Sec State objection has been received	Where an objection was not received
Request to be removed as designated premises supervisor		✓
Application for transfer of premises licence	Where a police or Sec State objection has been received	Where an objection was not received
Application for interim authority notice	Where a police or Sec of State objection has been received	Where an objection was not received
Application to review premises licence / club premises certificate	✓	
Decision whether a representation is irrelevant, frivolous or vexatious		✓
Making of representation when authority is consulted by neighbouring licensing authority	✓	
Consideration to a temporary event notice	If police or EH objection is made	

16 Licence reviews

- 16.1 At any stage following the grant of a premises licence, a Responsible Authority or other persons, may apply for a review of that licence because of a matter arising at the premises in connection with any of the four licensing objectives. Reviews represent a key protection for the community where premises present problems associated with the licensing objectives, allowing interested parties, local councillors or representatives and responsible authorities to apply in writing to the Licensing Authority for a review of a premises licence or club premises certificate.
- 16.2 The Licensing Authority may, at any time, reject any ground for review if it is satisfied that the request for review does not relate to the licensing objectives or is frivolous, vexatious or repetitious.
- 16.3 In addition, a review of the licence will normally follow any action by the Police to close down a premises for up to 24 hours on grounds of disorder or nuisance, as a result of a magistrate court's direction sent to the Licensing Authority. A licence review can have several outcomes, ranging from no action being found necessary to the temporary suspension or revocation of a licence.

- 16.4 Where a review of a premises licence is sought this must relate specifically to a particular premises licence relating to an individual premises. The Licensing Authority may also reject an application made by an interested party if it determines that the ground for the review is repetitious, that it is substantially similar to an earlier review, following which a “reasonable interval” has not elapsed since the earlier application or alternatively since the grant of the premises licence. In other words, where a licence has been granted or varied and an aggrieved interested party chooses not to appeal but elects instead to review the premises licence/certificate shortly after the Licensing Sub Committee’s decision.
- 16.5 Any evidence relied upon for a review (or any submitted representation) must be supplied to all parties within the consultation period. Any supplementary evidence following that period must be supplied at least 24 hours before the Hearing. It is the responsibility of the person bringing the review, or making a representation, to ensure that any supporting evidence (written or visual) is in an acceptable and usable format that can be circulated to all Responsible Authorities, the licence holder and any other interested parties.
Evidence supplied should be complete at the point that it is submitted, with no expectation that the Council will add to their evidence or produce evidence from previous complaints or applications.
- 16.6 Applications for transfer of a premises licence following application for a review**
This Authority is concerned over the frequently observed practice of an application for a transfer of a premises licence being made following an application for a review of that same licence being lodged.
- 16.7 Where, such applications are made, this Authority will require documented proof of transfer of the business / lawful occupancy of the premises (such as a lease), to the new proposed licence holder to support the contention that the business is now under new management control.
- 16.8 Annual maintenance fee payments**
The annual maintenance fee is payable in respect of all premises licences and club premises certificates. If the annual fee is not paid when it is due, the Authority must suspend the licence or certificate. In such cases, the holder of the licence will be notified in writing, giving at least two working days notice of the suspension date. Once suspended, the licensable activity authorised by that licence must cease. The Police and other Responsible Authorities will be informed and monitoring checks will be made to ensure no licensable activity continues.
- 16.9 The suspension ends upon payment of the fee. Licence holders should ensure that the payment of the outstanding fee is brought to the attention of the licensing service in order that the suspension may be lifted.

Section 3 How this policy works

16 DETERMINING APPLICATIONS FOR PREMISES AND CLUB PREMISES

How this policy works

- 16.1 All applications for new premises licences or variations need to be supported by an operating schedule. The schedule must clearly establish the steps the Applicant proposes to promote the licensing objectives.
- 16.2 If an application for a premises licence or club premises certificate has been made lawfully and there have been no representations from Responsible Authorities or other persons, the Licensing Authority must grant the application in the terms sought, subject only to the relevant mandatory conditions and conditions that are consistent with the operating schedule. The Licensing authority will have no discretion to refuse the application or to alter or add to the conditions arising from the operating schedule.

- 16.3 If relevant representations are received, then (unless the concerns raised are resolved through conciliation) a hearing of the application by the Licensing Sub-Committee will normally follow. At the hearing, each application will be considered upon its own merits with all relevant matters taken into account.
- 16.4 Having had regard to all relevant matters, the Sub-Committee will take such steps as it considers appropriate to promote the licensing objectives. This may include the refusal or part grant of the application, or adding to or modifying the conditions proposed in the operating schedule.
- 16.5 In exercising its discretion, the Licensing Sub-Committee will have regard to the content of this licensing policy. Applicants are therefore, advised to read the content of this policy carefully before drawing up their operating schedule. Where an operating schedule complies with this policy, it is generally less likely that a Responsible Authority or other person will object to it, or that any representation will succeed. Therefore, compliance with this policy is likely to assist the Applicant to avoid the delay and expense of a contested licensing hearing, and risk refusal of the application or the addition of unwanted conditions.
- 16.6 This is not to say that an opposed application which complies with the policy will necessarily be granted or that an opposed application which does not comply with it will necessarily be refused. Where there have been relevant representations, the Licensing Authority will always consider the merits of the case, and will make representation on the operating schedule only when, and to the extent, considered appropriate to promote the licensing objectives, where the steps proposed are insufficient to meet the licensing objectives in the individual circumstances of the case.
- 16.7 While the contents of the operating schedule are a matter for the Applicant, in cases where there is objection to a schedule which departs from the policy, the licensing Sub Committee hearing the opposed application will normally expect to be given good reason for the departure if it is to be asked to make an exception to the policy.
- 16.8 The Licensing Authority's expectations of applicants is engaged where the Licensing Authority has a discretion following the receipt of representations. In such cases, the Licensing Authority will not apply the policy rigidly, but will always have regard to the merits of the case with a view to promoting the licensing objectives.
- 16.9 Applicants are encouraged to conduct a risk assessment in relation to the licensing objectives before completing an operating schedule. It is emphasised that there is no statutory requirement for this under the Licensing Act 2003. If the Applicant can demonstrate that a particular risk has been properly evaluated and either discounted or mitigated in the operating schedule.

16.10 Location and other relevant considerations

In considering applications for new licences, variations of existing licences and licence reviews, this Authority will take the following matters into account:

- The type and mix of premises in the local area;
- The location of the premises and their character;
- The views of the Responsible Authorities and other persons;
- The past compliance history of the current management;
- The proposed hours of operation;
- The type and numbers of customers likely to attend the premises;
- Whether the Applicant is able to demonstrate commitment to a high standard of management for example through the level of consideration given to the promotion of the licensing objectives; by active participation in the Responsible Retailer Scheme or safety schemes such as Ask For Angela
- The physical suitability of the premises for the proposed licensable activities i.e. in terms of safety, access, noise control etc.

This Authority will need to carefully balance the conflicting needs of residents, patrons and businesses in relation to the introduction of premises and flexible opening hours for the sale and supply of alcohol and late night refreshment.

16.11 High standards of management

When assessing the Applicant's or Licensee's ability to demonstrate a commitment to high standards of management this Authority will consider whether the Applicant or Licensee

- Has researched the local area and can demonstrate understanding of local community concerns;
- Has carried out relevant risk assessments and devised an appropriate strategy to promote the licensing objectives;
- Can demonstrate comprehensive knowledge of best practice;
- Has sought advice from the Responsible Authorities;
- Has implemented any advice given by Responsible Authorities;
- Is able to understand verbal and written advice and legal requirements;
- Can demonstrate knowledge of the licensing objectives, relevant parts of the licensing policy and their responsibilities under the 2003 Act;
- Is able to run their business lawfully and in accordance with good business practices;
- Is able to demonstrate a track record of compliance with legal requirements.

16.12 Mandatory conditions

There are a number of mandatory conditions set out within the Act (as amended by the Mandatory Licensing Conditions (Amendment) Order 2014). The mandatory conditions must be imposed upon all licences where relevant. The mandatory conditions are detailed within this policy under the relevant licensing objectives.

16.13 Other conditions

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate. This Authority will aim to ensure that conditions attached to licences will:

- Be appropriate for the promotion of the licensing objectives;
- Be precise and enforceable;
- Be unambiguous and clear in what they intend to achieve;
- Not duplicate other statutory requirements or other duties or responsibilities placed on the employer by other legislation unless extending circumstances have demonstrated multiple breaches of that legislation and the condition/s are to prevent further breaches;
- Be tailored to the individual type, location and characteristics of the premises and events concerned;
- Not be standardised;
- Not replicate offences set out in the 2003 Act or other legislation;
- Be proportionate, justifiable and be capable of being met;
- Not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff (but may impact upon the behaviour of customers in the immediate vicinity of the premises or as they enter or leave);
- Not be written in a prescriptive manner.

16.14 Multiple licences on a premises

The Licensing Authority has received applications for premises licences where a licence is already in force. The licences issued carry the same or similar terms to the licence already existing. The Authority recognises that there is no restriction in the Licensing Act 2003 for there to be more than one licence to be in effect at any one time at the same premises.

16.15 The Licensing Authority has concerns however that the holding of additional licences has the potential to undermine the decisions made as a result of determining applications to review a premises licence whereby if one licence was modified, suspended or revoked the premises could effectively continue to operate under the original conditions on the unaffected licences.

16.16 To promote the licensing objectives this Authority will take a holistic view of the licensing circumstances at the premises. The Licensing Authority will encourage Responsible Authorities and other persons when submitting an application to review a premises licence, to also consider whether it is appropriate to review all the licences in effect at the premises in order to promote the licensing objectives.

16.17 In determining applications for a review of a more than one premises licence relating to the same premises each application will be considered individually on its own merits.

17 Cumulative impact Policy -considerations outside local CIPs

This authority will not consider the issue of “need” in determining any licence application, as this is a matter for planning control and the market. Thereby, this council will not impose quotas of premises or licences.

17.1 However, the authority recognises that in areas where the number, type and density of premises selling alcohol are high or exceptional, serious problems of nuisance and disorder may be arising or have begun to arise outside or some distance from licensed premises. Guidance to the Act sets out that the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a licensing authority to consider within its licensing policy and that local authorities may adopt special local saturation policies. However, there should be an evidential basis for a decision to include a special policy within the statement of licensing policy.

17.2 Where an application for a grant of a new premises licence, or to vary an existing, premises licence is made the Authority will accept representations that include evidence of cumulative impact issues in an area. Cumulative impact can form part of a representation with supporting evidence

17.3 In summary, the steps to be followed in considering whether to adopt a special policy within the borough are:

- (a) Identification of concern about crime and disorder or public nuisance or protection of children from harm
- (b) Consideration of whether there is good evidence that crime and disorder or nuisance are occurring; or whether there are activities which pose a threat to public safety or the protection of children from harm
- (c) If such problems are occurring, identify whether these problems are being caused by customers of licensed premises, or that the risk of cumulative impact is imminent
- (d) Identifying the boundaries of the area where problems are occurring (this can involve mapping where the problems occur and identifying specific streets or localities where such problems arise
- (e) Consultation with those specified by section 5(3) of the 2003 Act and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement

17.4 The effect of adopting a special policy of this kind is to create a rebuttable presumption that applications for new premises licences or club premises certificates or variations that are likely to add to the existing cumulative impact will normally be refused, or subject to certain limitations, following relevant representations. Once a policy is adopted it will need to be kept under review.

17.5 Early morning restriction orders (EMRO)

There are no EMROs in Haringey at the time of writing this policy. We will review this as the business growth across the borough increases.

17.6 SELLING ALCOHOL ON EVENT DAYS AND MATCH DAYS

17.7 The Licensing Authority require all applicants and premises licence or certificate holders to promote public safety and minimise alcohol related crime and disorder when large scale events and match days are taking place by putting forward the following measures in their operating schedules:

- Premises not to be open for the sale of alcohol before 11.00 Saturday and Sunday.
- All drinks dispensed from the bar are poured into plastic containers 4 hours before kick off time until one hour after the end of the match.
- No glass bottles are served over the bar 4 hours before kick off time until one hour after the end of the match.

- A minimum of two Door Staff who have been approved by the Security Industry Authority to be employed on the premises to control the entry and exit of customers 4 hours before kick off time until one hour after the end of the match.
- Patrons will not be permitted to stand on the pavement consuming alcohol other than in designated areas with registered door supervisors managing and controlling the area.

17.8 The Licensing Authority has concerns about the consumption of alcohol in public places when these events take place and the impact that these events have on residents as well as Council Services and other agencies such as Police and Ambulance in terms of alcohol fuelled disorder, anti-social behaviour, increased litter as well as noise nuisance.

THE LICENSING OBJECTIVES

18 THE PREVENTION OF CRIME AND DISORDER

The council recognises that well run licensed premises can make a valuable and positive contribution to the local community through the local economy, tourism, and cultural development. However, poorly managed licensed premises, especially those offering late night alcohol and / or entertainment, or late night refreshment for large numbers of people, can become a serious source of crime and disorder or anti-social behaviour problems.

18.1 This authority expects applicants for premises licences and club premises certificates to have made relevant enquiries about the local area and prepare their operating schedule on the basis of a risk assessment of the potential sources of crime and disorder associated with the premises operation. The operating schedule should demonstrate an understanding of the level of risk of crime and disorder and include positive proposals to manage any potential risk.

Relevant issues might include:

- Anti-social behaviour;
- Drunkenness on the premises;
- Public drunkenness;
- Violent behaviour;
- The possession of weapons;
- Drugs use;
- Underage drinking;
- Theft of personal property;
- Trafficking and illegal workers;
- Prostitution, lewd acts and similar offences;
- Child sexual exploitation;
- Harassment;
- Counterfeit goods;
- Non-duty paid goods and tax evasion;
- Maintenance of smoke-free environments, including shisha bars.

18.2 Applicants are recommended to seek advice from the council's licensing team, the police and trading standards when carrying out their risk assessments and in preparing their operating schedules.

18.3 While it is recognised that there is no requirement in the 2003 Act to do so, applicants may find that it helps the licensing process to provide a copy of the completed risk assessment upon which the operating schedule is based to the relevant responsible bodies for consideration at the time of application.

18.4 The main part of this section of the policy is intended to provide a guide to prospective licence applicants as to the types of controls that may be appropriate for the promotion of the prevention of crime and disorder licensing objective. It is neither intended to provide a definitive list of preventative measures nor will the controls listed be appropriate in every circumstance. They are provided to be considered and modified to fit the proposed business operation.

18.5 Where its discretion is engaged following consideration of relevant representations, the licensing authority will consider attaching appropriate conditions to licences and permissions to deter crime and disorder, both inside and immediately outside the premises. As far as possible these will reflect local crime prevention strategies.

18.6 As an additional aide to good management, this authority recommends the range of qualifications designed to support the licensing objectives, available from the British Institute of Innkeeping (BII). Further information is available by contacting the BII by e-mail at the following address info@bii.org

18.7 Measures in support of the prevention of crime and disorder licensing objective – all premises

- When compiling operating schedules Applicants are strongly advised to give __consideration to:

- **The setting of a safe capacity limit** – While often necessary on public safety grounds, this is equally important in order to prevent overcrowding giving rise to risk of crime and disorder;
- **Use of crime prevention notices** – For use in circumstances where it would be helpful to warn customers of prevalence of crime which may target them, for instance, to warn of pickpockets or bag snatchers;
- **Publicise details of the premises operation** – Display details of the premises opening and closing times;
- **Installation of CCTV** – The presence of CCTV cameras can be an important means of deterring crime both inside and outside of the premises. It can also help to provide valuable evidence in the event that an incident does occur. CCTV should be maintained in good working order and used at all times with a 31 day library of recordings maintained at all times and a member of staff on duty that is able to operate the CCTV system;
- **The removal of low cost, high strength alcohol from offer** – To help reduce street crime and violence and anti-social behaviour from public drunkenness. Any beers or ciders above 6.5% are considered high strength;
- A written **drugs policy** – Establish a clear written anti-drugs policy and publicise this to customers;
- **Use bona fide suppliers** – Being mindful of the prevalence of counterfeit products, particularly alcohol and tobacco, to only stock from legitimate and traceable suppliers
- **Denying access to hawkers** – Prevent counterfeit products, such as alcohol, tobacco, DVDs, CDs and other goods from being offered for sale upon the premises.

18.8 Premises supplying alcohol for consumption On the premises - Consideration should be given to the measures set out below.

- **Use of plastic containers and toughened glass** – Consideration should be given to the use of safer alternatives to glass which would inflict less severe injuries if used as weapons.
- Premises should be using reusable polycarbonate plastic receptacles as the alternative to glass. Single use plastics (both receptacles and straws) should not be used unless there is no alternative. Note: All plastic glasses, both single use and reusable, must carry the approved CE mark when used for draft beer, cider and wines;
- **Introduce bottle bans** – Decant drinks into glasses before being handed across a bar;
- **Provide seating for customers** – sufficient to ensure that the majority of customers do not have to stand;
- **Ensure good availability of soft drinks and food;**
- **Maintain control over the removal of open containers** – To prevent the use of containers as weapons in the street;
- **Off sales to be sold in sealed containers for consumption away from the premises to minimise public nuisance.**

18.9 Premises providing alcohol for consumption upon the premises and regulated entertainment in the night-time economy - Consideration should be given to:

- **Employment of appropriate number of SIA registered door supervisors** – for maintaining orderly behaviour in queues;

- searching and excluding those suspected of carrying offensive weapons, or illegal drugs; keeping out banned individuals; or controlling admissions and departures. A minimum of two SIA would be expected on most premises;
- **Make personal searches by door supervisors a condition of entry** – Including the provision of signage and female SIA for personal searches conducted on female customers and performers;
- **Provide door supervisors with search wands / search arches** – Maintained in good working order and used on all occasions;
- **Provide a drugs and weapons box** – Kept under the direct control of premises management with all seized drugs and weapons to be handed over to the Police in accordance with the Police instructions;
- **Install ID scanning and recording equipment** – Requiring all customers seeking admission to the premises to provide ID and agree to being recorded. Notices should be provided to this effect. PASS approved Proof of Age cards should be accepted as part of the age verification system; Government issued photographic ID
- **A last admissions policy** – For both admissions and readmissions. Publicise this at the premises;
- A written **dispersals policy** – Helping to reduce the potential for disturbance to local residents;
- **Co-operate with the Police and Council on Risk assessments** Management should carry out a risk assessments on all DJ and Live music events and advise police of any medium or high-risk events so advice can be obtained to minimise the risk to the public. To participate in the voluntary partnership for venues and promoters;
- Ensure **certain performances and exhibitions are age appropriate**– That no film be exhibited or performance given that is likely to stir up hatred or incite violence against any section of the public on grounds of colour, race or ethnic or national origin, disability religious beliefs, sexual orientation or gender;
- **Police promote the use of CCTV to prevent and assist with detection of crime and terrorism. The following conditions should be included within relevant applications in consultation with the Police Licensing Officer:**

18.10 That a CCTV system be installed at the premises, be maintained in good working order and be continually recording at all times the premises are in use. The CCTV System must be capable of capturing a clear facial image of every person who enters the premises;

2. That all CCTV footage be kept for a period of 31 days and shall be made immediately available to Officers of the Police and/or Council on request;
3. That a member of staff shall be on duty at all times the premises is open who is trained in the use of the CCTV system and who is able to view, and download to a removable device, CCTV footage at the request of Police and / or Council Officers.

18.11 The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. Where a premise collects personal data, including CCTV images and ID scanners in licensed premises, the licence holder should have a formal procedure in place regarding the use, retention and destruction of this data within a reasonable time period. <https://www.gov.uk/data-protection>

19 Designated premises supervisor / personal licence holders and authorisations for the retail sale of alcohol

This Authority recognises that neither the Act nor the mandatory conditions outlined elsewhere in this chapter require either a designated premises supervisor or any other personal licence holder to be present on the premises at all times when alcohol is sold or supplied. Nor does the fact that every sale or supply of alcohol must be made under the authority of a personal licence holder mean that only personal licence holders can make such sale or supply or that they must be personally present at every transaction.

19.1 However, this Authority wishes to emphasise that the designated premises supervisor and the premises licence holder remain responsible for the premises at all times including

compliance with the terms of the Licensing Act and conditions attached to the premises licence to promote the licensing objectives.

19.2. This Authority considers it reasonable to expect therefore that either the designated premises supervisor or another personal licence holder will normally be present upon the premises at all times that alcohol is either sold or supplied or that proper arrangements are in place for authorisation of staff in their absence and for their monitoring. This Authority does recognise that there may be occasions when it is not possible for the designated premises supervisor or another personal licence holder to be present but this Authority considers that this should not occur for any extended period and emphasises that there can be no abdication of responsibility in their absence.

19.3 Furthermore, this Authority expects that authorisations of other staff to sell and supply alcohol made by the designated premises supervisor, preferably in written form; and any other personal licence holders must be meaningful and be properly carried out.

19.4. It is understood that, ultimately, whether or not an authorisation has been given within the meaning of the Act will be a matter for a court to determine on the evidence before it when the issue arose, but this Authority notes the Secretary of State considers that the following factors should be relevant in considering whether there was real authorisation:

- a) The person(s) authorised to sell alcohol at any particular premises should be clearly identified;
- b) The authorisation should have specified the acts which may be carried out the person being authorised;
- c) There should be an overt act of authorisation, for example a specific written statement given to the individual(s) being authorised;
- d) There should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis.

19.5 Attention is drawn; however, to the fact that recent provision has been made for certain community premises to apply for the removal of the mandatory condition relating to the requirement for a DPS and personal licence and replace this with an alternative condition making a Management Committee or Board of individuals responsible for the supervision and authorisation of alcohol sales. Where such application is made the Council will expect the Applicant to demonstrate that the arrangements for the management of the premises by the Committee or Board are adequate to ensure adequate supervision of the supply of alcohol on the premises. In cases where it is intended to make the premises concerned available for private hire, this Authority will wish to consider the arrangements for hiring agreements. This consideration will include steps to be taken to ensure that the hirer is aware of the licensing objectives and offences in the 2003 Act and to ensure that no offences are committed during the period of the hire.

19.6 The sale and possession of smuggled, bootlegged or counterfeit products and the handling of stolen goods

The guidance to the Act indicates that offences can be committed by certain persons in licensed premises if they allow the sale or supply of smuggled, bootlegged or counterfeit goods on the premises. This is in particular relation to alcohol or tobacco products, but may also include the sale of other counterfeited products such as DVDs and CDs and the handling of stolen goods:

- Smuggled – foreign brands illegally brought into the UK;
- Bootlegged (duty evaded) foreign products brought into the UK in illegal quantities and / or resold in the UK;
- Counterfeit – Fake goods and packaging. Cheap low quality and often dangerous products packaged to look like premium UK brands.

19.7 Offences are for selling illicit products but also for employees permitting sales and for employees buying or selling. To prevent these offences occurring, the Licensee should consider taking certain precautions. Advice on this can be obtained from the Council's Trading Standards service. Note: That on conviction for offences relating to counterfeit products a proceeds of crime confiscation hearing may be sought by the Council.

19.8 The Licensing Authority's approach is that the supply of illicit goods will be taken seriously as these matters undermine the licensing objectives. Licensees supplying illicit goods can expect the Licensing Authority to impose additional controls and sanctions and run the risk of losing their licence. The Licensing Authority will consider licence review applications where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found this may be considered by the Licensing Authority as evidence of poor management and have the potential to undermine the licensing objectives. The Authority notes that the Home Office guidance under S.182 makes it clear that matters such as these should be treated particularly seriously.

19.9 Door Supervision

Door supervisors will often play an important key role in ensuring that well managed premises are free from crime and disorder and nuisance problems. A reminder is given that where a premises licence (other than for plays or films) includes a condition that at specified times there must be persons employed for the purposes of security; protection; screening the suitability of persons entering premises; or dealing with conflict in pubs, clubs and other licensed premises open to the public, then such persons must be registered with the Security Industry Authority (SIA). In any event it is in operator's own interests to ensure that all security staff employed, whether under contract or employed in-house are so licensed, since the operator may be legally liable for their actions. Licensed door supervisors will have undergone an identity and criminal record check and have received suitable training. It is recommended that employers should consider using only SIA approved contractors to source staff.

19.10 Police promotion event risk assessments

This Authority recommends that for significant events (see note below) further specific comprehensive risk assessments are undertaken by premises licence holders to identify and minimise any risk of serious violent crime (or public nuisance). Accordingly, for premises that wish to stage promotions, or events (as defined below) this Authority recommends that Applicants address the risk assessment and debrief processes in their operating schedules.

19.11 Risk assessment should be completed by the management for all 'significant events' and when they are assessed as medium or high risk by the management or have an audience of over five hundred the Police should be informed. This Licensing Authority anticipates that these will be forwarded to the Metropolitan Police and a consultation will take place. Risk assessments should be submitted to the Metropolitan Police more than 14 days prior to any proposed event and debrief forms submitted within 14 days of the conclusion.

19.12 Note: The Metropolitan Police define "a significant event" as any occasion in a premises licensed under the provisions of the Licensing Act 2003, that is promoted /advertised to the public at any time before the event; predominantly features live music, DJs or MCs performing to a recorded backing track; runs anytime between the hours of 22:00hrs and 04:00hrs; and is in a nightclub or large public event.

19.13 Off licences

Street drinking can be a major cause of antisocial behaviour, often involving underage persons and those with alcoholic problems, which gives rise to disorder, concerns over public safety and harm to children. Additionally, it is widely reported that consumption of alcohol by persons on the way to on-licensed premises gives rise to problems of drunken and disorderly behaviour.

19.14 The licensing authority therefore adopts the following policy in relation to premises licensed for the sale of alcohol for consumption exclusively off the premises where any Responsible Authority makes representation against the grant of a licence for off-sales and, following a hearing the committee are satisfied that there is evidence of serious concerns over demonstrable problems

of street drinking or disorder associated with the off-sale of alcohol in the area, there shall be a presumption against granting a licence.

Applicants will need to demonstrate in their operating schedule their willingness to address any known anti social behaviour issues in the area:

- Consider the types of alcohol intended to be sold at the premises
- Times for alcohol sales
- Social responsibility
- Joining the Responsible Retailer Scheme
- No bottles or cans of beer, lager or cider with an alcohol volume of 6.5% or more that is sold cheaply shall be sold except higher priced premium products as specified in a Reduce the Strength Campaign.

19.15 Applications shall only be granted where the licensing authority is satisfied the grant of the licence would not harm the Licensing Objectives following a hearing. Where relevant representations are made, the licensing authority will also have particular consideration to the hours requested for sales of alcohol. Persons who are alcohol-dependant may be drawn to particular premises if they are licensed to sell alcohol at earlier times than other premises.

Additionally, if there are issues related to late-night disorder, the hours for alcohol sales from the premises may be restricted. Other conditions may be imposed directed at avoiding problematic street drinking in the vicinity of the premises. Another particular concern will be irresponsible drink promotions that do not follow best practice, would appeal to underage drinkers or street drinkers, or encourage excessive consumption.

19.16 Mandatory conditions

A number of mandatory licence conditions are set out in the Act. The following mandatory conditions will apply to all premises licences authorising the retail sale of alcohol:

- (a) Where a premises licence authorises the sale of alcohol, every supply of alcohol is to be made or authorised by a person who holds a personal licence; and
- (b) Where a premises licence authorises the supply of alcohol, no supply may be made if no designated premises supervisor has been specified in the licence, or at a time when the designated premises supervisor does not hold a personal licence, or his or her licence has been suspended.

19.17 Further mandatory licence conditions have been introduced under Orders which cover:

- The prohibition of irresponsible drinks promotions (on sales only) – Requiring the responsible person to ensure staff do not carry out, arrange or participate in any irresponsible promotion carried on for the purpose of encouraging the sale of alcohol on the premises. Irresponsible promotions incorporate drinking games; provision of unlimited or unspecified quantities of alcohol for free or fixed or discounted prices which undermine the licensing objective; promotional posters; and dispensing alcohol directly into the mouth of a customer by a member of staff
- The provision of free potable water (on sales only)
- Requirements for age verification policies to be established in relation to the sale and supply of alcohol, including photo-identification for persons appearing to be under 18 years of age (on and off sales).
- Requirements for alcohol, where sold or supplied for consumption upon the premises) to be made available in the following measures beer or cider half pint; gin, rum, vodka or whisky – 25ml or 35ml; and still wine in a glass – 125ml
- A ban on the sale of alcohol below the cost of VAT and duty

19.18 Entertainment involving striptease and nudity

On 11th January 2011, Council resolved to adopt the provisions under Schedule 3 to the

Local Government (Miscellaneous Provisions) Act 1982 as amended by section 27 of the Policing and Crime Act 2009, with effect from 8th February 2011. This legislation established a new extended licensing regime for sex establishments, covering sex shops, sex cinemas and sex entertainment venues.

- 19.19 Any person wishing to operate a lap dancing club or similar in the Haringey area will require to be licensed as a sex entertainments venue under a sex establishments licence. The policy decision taken in January 2011 was that the number of sexual entertainment venues across the borough should be nil in each ward, meaning that no licences will be issued. The exemption that existed in law that enabled lap dancing clubs or similar to operate under the provisions of the 2003 Act no longer applies, excepting that occasional striptease performances are permitted without a sex establishments licence. Occasional performances are limited to no more than 11 per year, each of less than 24 hours duration and each at least one month apart.
- 19.20 This authority's approach to the licensing of sex establishments is covered in full under the separate Haringey Sex Establishments Licensing Policy, which is available from the Licensing section.
- 19.21 Beyond the remit of the 1982 Act (as amended) where activities specified in the operating schedule include any permitted adult entertainment (involving full or partial nudity, occasional striptease or any other kind of adult entertainment) the licensing authority will give particular consideration to the implications of the proposals across the four licensing objectives.
- 19.22 In such circumstances, this authority advises that applicants should give specific consideration when conducting their risk assessments and operating schedules to the appropriate management controls. This must include issues around the protection of children and young people from harm.

Where occasional striptease performances are provided, the licensing authority will normally expect the operating schedule and, if the application is granted, the licence conditions to address all relevant matters in pursuit of the licensing objectives. These are likely to include conditions relating to:

- The exclusion of persons under 18 at all times from the premises and the prevention of views into the premises
- The prohibition of exterior advertising of the sex-related entertainment at the premises
- The prohibition of leafleting or touting for business
- That the provision of services will be to seated customers only
- The prohibition of the participation of customers in the performance
- The maintenance of a minimum distance of 1 metre between performer and customers during the performance
- The provision of CCTV and the maintenance of a library of recordings
- A code of conduct for dancers including appropriate disciplinary procedures for failure to comply with the code
- Rules of conduct for customers, including appropriate procedures for breach of these rules
- Procedures to ensure that all staff employed in the premises have pre-employment checks including suitable proof of identity, age and (where required) permission to work
- The provision of supervisors and security staff
- Other necessary steps to be taken, including in the recruitment or supply of performers, is free of the influence or organised criminal activity

19.23 Theft of personal property

Recent analysis of crime statistics has given rise to increasing concern over levels of theft of personal property within licensed premises. Licence applicants are asked to give consideration to appropriate control measures within their risk-assessments and operating

schedules.

Important steps that can be taken to reduce the risk of theft of personal property include:

- Raise the level of awareness among customers of the risk of theft of personal property through crime prevention information. This is especially important within premises where there is a high level of transient, tourist trade
- Provide controlled cloakroom areas
- Provide Chelsea clips under tables
- Ensure all areas of the premises are well lit and able to be observed by staff. Direct staff to observe the customer areas and politely raise with customers when personal belongings are unattended
- Provide and publicise internal CCTV
- Ensure adequate staffing levels and provided appropriate staff training

Officers from the police crime prevention can be requested to visit and advise on arrangements at your premises.

20. THE PREVENTION OF PUBLIC NUISANCE

Licensed premises, especially those that operate late at night or in the early hours of the morning, can give rise to a range of nuisances that may potentially impact on people living, working or sleeping in the vicinity of the premises. Principal concerns relate to noise nuisance, light pollution and noxious smells.

20.1 This Authority expects Applicants for premises licences and club premises certificates to have made relevant enquiries about the local area before submitting their application. It is important to recognise that the impacts of licensed activity are not contained within a building. Inevitably there is a wider impact as people travel to and from the premises or congregate outside while it is in operation. Nuisance is best managed by careful consideration of the suitability of the selected site at an early stage. Though each site will be considered upon its own characteristics, locating licensable activities in town centres on main roads well served by public transport will generally offer a better prospect of mitigating the impact of the activity.

20.2 When a suitable site is identified, operating schedules should be prepared on the basis of a risk assessment of the potential sources of nuisance posed by the premises operation to the local community. The operating schedule should demonstrate an understanding of the level of risk of nuisance and include positive measures to manage any potential risks.

20.3 Relevant considerations might include

- Preventing disturbance caused by patrons upon arrival; when queuing or being admitted to the premises; while congregating outside the premises; or upon departure. This particularly (though not exclusively) between 22:00hrs and 08:00hrs;
- Preventing noise and vibration escaping from the premises, including from music played upon the premises; public address systems; and customer noise;
- Preventing nuisance from the positioning and operation of plant and machinery such as kitchen extraction systems, ventilation plant, condensers etc.;
- The need for regular patrols of the boundary of the premises and / or at the nearest residential points to ensure nuisance impacts are not being experienced by neighbours;
- Controlling disturbance that may be caused by the use of external areas. This should include gardens and terraces as well as other open-air areas including the highway (particularly in relation to the smoking ban and passage of patrons between internal and external areas);
- Arranging clear up operations conducted by staff so they do not cause a nuisance and controlling staff departures;

- The provision of adequate parking arrangements for customers, preventing illegal parking and obstruction of emergency and other vehicles;
- The prevention of queues of traffic forming outside the premises;
- The availability of alternative public transport and local provision for licensed taxis or private hire vehicles, including arrangements to ensure their use does not cause disturbance to local residents;
- Restricting delivery and collection times (waste, equipment and consumables) to between 08:00hrs and 20:00hrs;
- Limiting any nuisance or glare caused by the positioning of external lighting, including security lighting;
- Preventing odour or pests from refuse storage and waste disposal and the accumulation of litter and smokers waste in the vicinity of the premises;
- Preventing odour from food preparation and have adequate kitchen extraction systems in place.

20.4 Applicants are recommended to seek advice from the Council's Environmental Protection Team when preparing their operating plans and schedules. Where relevant, Applicants are also advised to refer to:

- The Institute of Acoustics "Good Practice Guide on the Control of Noise from Pubs and Clubs";
- Noise at Work Guidance for employers on the Control of Noise at Work Regulations 2005 issued by the Health and Safety Executive and obtainable from <http://www.hse.gov.uk/pubns/indg362.pdf>;
- In the case of large music events, the Code of Practice on Environmental Noise Control at Concerts – This document is under review

20.5 While it is recognised that there is no requirement in the 2003 Act to do so, Applicants may find that it helps the licensing process to provide a copy of the completed risk-assessment upon which the operating schedule is based to the relevant responsible bodies for consideration at the time of application. Where appropriate, an acoustic report / noise impact assessment can also be submitted to support an application.

20.6 Guide to control measures

This section of the policy is intended to provide a guide to prospective licence Applicants as to the types of controls that may be appropriate for the promotion of the prevention of public nuisance licensing objective. It is neither intended to provide a definitive list of preventative measures nor will the controls listed be appropriate in every circumstance. They are provided to be considered and modified to fit the proposed business operation.

20.7 Applicants should note that where the discretion of the Authority is engaged following consideration of relevant representations, the Licensing Authority will consider attaching appropriate conditions to licences to prevent nuisance. This may include additional site specific controls relevant to the planned activities and their timing.

20.8 Preventing nuisance outside of premises

Nuisance caused by patrons outside of premises, whether by patrons queuing for entry; enjoying the facility of a beer garden or terrace; or by smokers congregated on the pavement, is of considerable concern to local residents. This forms the basis for many of the complaints received within the Authority, especially through the summer months. While people noise is often the main concern, obstruction of the highway preventing people passing by on the pavement and forcing them into the road, can also be both intimidating and dangerous and may also hamper access by emergency services, or street cleansing. Local residents may be further affected by smoke from barbecues and other cooking equipment used in the open air.

20.9. Licensees have a responsibility for the conduct of their customers while they are in and around their premises. If provision is made for customers to congregate or smoke outside of premises, then sufficient management controls must be put into place to ensure that no

nuisance or disturbance is caused to local residents. Failure to control customers outside of premises can result in licence reviews being submitted endangering the continuation of the premises licence.

20.10 Some simple management controls can be put into place which can significantly reduce the risk of nuisance caused to local residents by customers outside of licensed premises. Consideration should be given to placing controls on:

- Queues of patrons awaiting admission and how these are arranged;
- The hours of operation of any licensed external area, requiring customers to return back into the premises at a specific time. It is suggested that a closing time no later than 22.00 is appropriate. No drinks allowed outside after this time;
- All off sales to be sold in sealed containers for consumption away from the premises;
- The supervision of patrons using any external area so as to prevent nuisance and disturbance;
- Setting a maximum occupancy figure for the premises to address the likely impact of public nuisance from patrons arriving and leaving the premises, particularly where the application seeks to continue beyond recommended closing times;
- Setting a maximum capacity figure for the outside area to control the number of patrons at any one time and the potential noise from the use of the area;
- Whether it is appropriate to relay music into any external area (Licensees must take care not to cause nuisance at any time of the day or night)
- The times during which any live music or amplified sound may be played in, or relayed by external speakers into, any external area or marquee. (Note: Any music played or relayed into the external area should cease earlier than the time set on the use of the external area).
- The numbers of persons using any licensed external area at any one time;
- The numbers of 'smokers' allowed outside of the premises at any one time;
- The taking of drinks outside of the premises when patrons step outside to smoke should be discouraged as it encouraged patrons to stand outside longer giving rise to public nuisance.
- The areas within which patrons may congregate outside of the premises, restricting them, for instance, to the curtilage or footprint of the premises;
- The times within which barbecues or other cooking facilities may be provided within any external area;
- The terminal hour for last admissions and readmissions to the premises;
- The reduction of music levels within the premises 30 minutes before closing so as to reduce levels of excitement among patrons upon leaving;
- Arrangements made with local cab companies when calling for customers, requiring that they call within the premises for their customers without sounding their horn in the street;
- The display of notices at exit points asking patrons to ' please leave quietly' and be mindful of local neighbours;
- The supervision of patrons outside of the premises to ensure quick dispersal from the immediate area upon closing time;
- The clearance of any litter created by the operation of the premises;
- The hours during which external activities such as the handling and removal of waste or musical equipment or the delivery of goods. (Note: It is recommended this is prohibited between 22.00hrs and 08:00hrs);
- Restricting the use of artificial lighting outside of the premises so as to reduce the potential for light nuisance;
- Ensuring any/all external plant (i.e. air conditioning units, kitchen extraction systems etc.) are maintained and serviced so as not to create any additional unnecessary noises;
- The time and number of people allowed to use shisha or similar items in any area.

20.11 Preventing nuisance from within premises

Nuisance may often be caused by sound escaping from the premises or transmitted through the structure of the building. While some simple management steps may be taken to reduce

the problem, it should be understood that in some premises physical works may be necessary to prevent nuisance being caused to local residents. The likelihood of this increases where regulated entertainments are to be provided; the later the intended hour of operation; where residents live adjacent to, above or close by the premises; or where there are other noise sensitive premises close by. Where physical measures are likely to be necessary expert advice should be sought on appropriate measures.

20.12 This Authority expects that the following measures will be considered and applied appropriate to the level of risk of nuisance being created.

- The provision of and management control of entrance / exit lobbies, so as to ensure that the integrity of the premises is maintained and internal sound contained;
- The provision of acoustic double door lobbies of an adequate residence time;
- The provision of acoustic seals and self closers on doors;
- The installation and / or maintenance of double glazing / sound resistant glass;
- The provision of sound insulation to party walls, floor and ceiling;
- The provision of alarms to fire doors or other private external doors;
- Keeping doors and windows closed where performances of regulated entertainment take place;
- The installation and use of a sound-limiting device for all amplified sound to enable maximum volume and bass to be set at levels appropriate for the premises / event;
- The connection of fire doors and / or private external doors to the sound limiting device (so that volume is reduced if the doors are opened);
- The provision of additional air conditioning / air cooling to enable doors and windows to remain closed during any entertainment;
- The provision of acoustic baffling to any ventilation extract and intake system;
- Management and recording of periodic perimeter checks;
- Management should ensure that there are sufficient toilet facilities on the premises.

20.13 It is important to understand that, even though recent government deregulation initiatives have relaxed the requirements around the licensing of small scale entertainments taking place during day time hours, all operators remain responsible for preventing public nuisance arising from their premises operation. Failure to prevent public nuisance may give rise to deregulation provisions being removed and endanger the continuation of a premises licence.

20.14 Outdoor events

Haringey hosts a number of major commercial events, these events add to the vibrancy of the Borough and are enjoyed by both residents and visitors alike. It is important that such events are organised and managed so as to ensure that minimum disturbance is caused to people living and working nearby. In order to achieve this, Applicants are asked to submit an 'Event Management Plan' as part of the licensing process and to consult with the Haringey Safety Advisory Group early in the process of preparing for any event.

Account will be taken of:

- (i) the type/s of events planned
- (ii) the number of events that take place each year
- (iii) the numbers of participants and people attending each event
- (iv) the times of day and duration of events
- (v) the days/dates of the events
- (vi) conformity to The Noise Council's 'Code of Practice on Environmental Noise Control at Concerts', guidelines and recommended noise control procedures
- (vii) conformity to standards set by the council in relation to the existing external noise levels at the nearest noise sensitive properties.

20.15 The Noise Environmental Health Team as Responsible Authorities, will assess all licence applications for their impact with regard to public nuisance. Nuisance from outdoor events can be created by many activities, for example:

- Set up rigging / de-rigging;
- Vehicle movements on and around site;
- Patrons congregating and dispersing;
- Parking arrangements;
- Music and entertainment;
- Fireworks and special effects;
- Smoke;
- Odour from concessions or open food preparation;
- Lighting;
- Operation of plant and machinery (including generators etc.);
- Litter.

20.16. It is recommended that event organisers include a 'noise management section' within the Event Management Plan, assessing all nuisance-causing activities and setting out the measures proposed to mitigate any nuisances that are likely to be caused.

20.17 The noise management section should include the following information

- Location and site plan;
- Date /hours of operation. It is suggested a finishing time of 22:00hrs is appropriate; however an earlier finish time may be requested subject to local circumstances;
- Information on the type of event, with programme and timetable;
- Orientation of any stage(s), marquees or potential sources of noise;
- Plans for access to and from site and site routes within the event perimeter
- Location of operational plant and vehicles;
- Background noise survey and predictive noise assessment;
- Details of event and stage management structure including names and contact details for persons responsible for liaison with Council and other Enforcement
- Officers at the event; for management of sound systems; recording of noise levels; dealing with complaints and keeping records of and remedial actions; and attending pre-event and post-event audit meetings with the Authority;
- Details of noise control measures:
 - Sound limiting technology to be used
 - Maximum noise / bass levels
 - Selection of equipment etc.
- Location of light sources and light impact assessment;
- Litter control, waste management and recycling provisions;
- A copy of the pre-event information leaflet to be dropped to occupiers of nearby noise sensitive premises.

20.18 Other consents

Licensees should be aware that a range of other consents may be necessary to provide smoking shelters or space heaters, awnings, tables and chairs, metal or rope barriers or 'A' boards on the highway. Please discuss your proposals with the Licensing Team in the first instance

21 PUBLIC SAFETY OBJECTIVE

Licence holders have a responsibility to ensure the safety of those using their premises as a part of their duties under the Licensing Act 2003. This concerns the safety of people using the relevant premises, including the prevention of accidents and injuries and other immediate harms that can result from excessive alcohol consumption such as unconsciousness or alcohol poisoning.

21.1 The act covers a wide range of premises that require licensing, including night clubs, cinemas, concert halls, theatres, public houses, off-licences, supermarkets and grocers, cafes/ restaurants and fast food outlets. Each of these premises presents a mixture of risks. While many risks are common to most premises, others are unique to specific operations. It is essential that premises are constructed or adapted and managed in a manner which acknowledges these risks and safeguards occupants against them.

- 21.2 This authority is committed to ensuring the safety of people visiting and working in licensed premises. Thereby, this authority expects applicants for premises licenses and club premises certificates to prepare their operating schedule on the basis of a risk-assessment and demonstrate an understanding of the potential risks and hazards and include positive proposals to promote the public safety licensing objective. In certain premises where existing legislation does not provide adequately for the safety of the staff or others lawfully on the premises, consideration should also be given to conditions that deal with Living accommodation attached to or accessed via Licensed Premises, such as: ensuring that sufficient fire safety arrangements are in place to detect and warn occupants and all other relevant persons ensuring adequate fire separation and means of escape is provided between the mixed use premises.
- 21.3 In certain premises where existing legislation does not provide adequately for the safety of the public, consideration might also be given to conditions that ensure that when disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency; and disabled people on the premises are made aware of those arrangements.
- 21.4 This authority is committed to ensuring the safety of people visiting and working in licensed premises. Thereby, this authority expects applicants for premises licences and club premises certificates to prepare their operating schedule on the basis of a risk-assessment and demonstrate an understanding of the potential risks and hazards and include positive proposals to promote the public safety licensing objective.

Relevant issues might include

- Premises configuration and site layout arrangements, including access for emergency services such as ambulances
 - Means of escape
 - Temporary structures
 - Fire and other emergency safety and systems
 - Building services
 - Hygiene and welfare
 - Special installations and special effects
 - Communications systems
 - Ensuring good communication with local authority and emergency services (for example, communications networks with the police and signing up for local incident alerts)
 - Ensuring appropriate provision of trained staff including the presence of trained first aiders on the premises and appropriate first aid kits
 - Ensuring the safety of people when leaving the premises (for example, through the provision of information on late night transport)
 - Ensuring appropriate and frequent waste disposal, particularly of glass and bottles
 - Ensuring appropriate safe limits on the maximum capacity of the premises
 - Considering the use of CCTV in and around the premises (see previous section)
 - Considering the use of licensed security
- 21.5 Applicants are recommended to seek advice from the council's occupational health and safety team and / or local fire safety officers when carrying out their risk assessments and preparing their operating schedules. Reference should also be made to the following documents, where appropriate:
- **Model National and Standard Conditions for Places of Public Entertainment** and Associated Guidance ISBN 904031 11 0 (Entertainment Technology Press – ABTT Publications)
 - **The Event Safety Guide** - A guide to health, safety and welfare at music and similar events (HSE 2002) ("The Purple Book") ISBN 0 7176 2453 6
 - **Managing Crowds Safely** (HSE 2000) ISBN 0 7176 1834 X
 - **5 Steps to Risk Assessment: Case Studies** (HSE 1998) ISBN 07176 15804
 - **The Guide to Safety at Sports Grounds** - (The Stationery Office 1997) ("The Green

Guide") ISBN 0 11 300095 2

Safety Guide for Street Arts, Carnival, Processions and large scale Performances published by the Independent Street Arts Network, copies of which may be obtained through www.streetartsnetwork.org/pages/publications.htm

- **Fire Safety Risk Assessment – Open Air Events and Venues**" (ISBN 978 1 85112 823 5) which is available from the Communities and Local Government website www.communities.gov.uk/fire
- The London District Surveyors Association's **"Technical Standards for Places of Public Entertainment"** ISBN 0 9531229 2 1
- **Safer Clubbing** - Produced by the Home Office in conjunction with the London Drugs Policy Forum

21.6 The following British Standards should also be considered

- BS 5588 Part 6 (regarding places of assembly)
- BS 5588 Part 9 (regarding ventilation and air conditioning systems)
- BS5588 Part 9 (regarding means of escape for disabled people)
- BS 5839 (fire detection, fire alarm systems and buildings)
- BS 5266 (emergency lighting systems)

21.7 It helps the licensing process to provide a copy of the completed risk-assessment upon which the operating schedule is based to the relevant responsible bodies for consideration at the time of application.

21.8 This main part of this section of the policy is intended to provide a guide to prospective licence applicants as to the types of controls that may be appropriate for the promotion of the public safety licensing objective. It is neither intended to provide a definitive list of preventative measures nor will the controls listed be appropriate in every circumstance. They are provided to be considered and modified to fit the proposed business operation.

21.9 Where its discretion is engaged following the consideration of relevant representations the licensing authority will consider attaching relevant conditions to licences permissions to promote public safety where these are not provided for within other legislation and are necessary for the promotion of the public safety licensing objective. This may include additional site specific controls relevant to the planned activities and their timing.

21.10 Other relevant legislation

Applicants are firstly reminded of the general duties imposed under other legislation (i.e. the Regulatory Reform (Fire Safety) Order 2005) and the Health and Safety at Work Regulations 1999.

21.11 Regulatory Reform (Fire Safety) Order 2005

Under the Regulatory Reform (Fire Safety) Order 2005 the "responsible person" as defined by the order, must

- Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of his or her employees
- Take such general fire precautions as may be reasonably required in the circumstances of the case to ensure that the premises are safe for the use by other persons
- Make a suitable and sufficient assessment of fire risks to which relevant persons may be exposed for the purposes of identifying the general fire precautions he or she needs to take
- The responsible person **MUST** record the information gathered by the risk assessment for all premises covered by the Licensing Act 2003, in particular, the significant findings; the measures taken, or to be taken, to ensure general fire safety; and any person identified as being especially at risk.

21.12 This authority recognises that it may not impose any condition relating to any requirement or prohibition that is or could be imposed under the "Fire Safety Order" and thereby that

conditions relating purely to fire safety matters may not be placed on premises licences. Further information and guidance about the Order and fire safety legislation is available from the Communities and Local Government website at www.communities.gov.uk/fire .

21.13 Health and Safety at Work Regulations 1999

The Health and Safety at Work Regulations 1999 state that

“(1) Every employer shall make a suitable and sufficient assessment of

- (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

(2) Every self-employed person shall make a suitable and sufficient assessment of -

- (a) The risks to his own health and safety to which he is exposed whilst he is at work; and
- (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,”

The Health and Safety Executive helpfully provides a range of example risk-assessments which may be viewed at <http://www.hse.gov.uk/risk/casestudies/> The examples provided include for night-clubs, pubs, village halls, off-licences and convenience stores.

21.14 Safe capacities

The Guidance to the Act sets out that “safe capacities” should only be imposed where necessary for the promotion of public safety or the prevention of disorder on the relevant premises.

The position of the authority and the responsible authorities is that the importance of the role of safe capacities in terms of both public safety and crime and disorder should not be overlooked.

21.15 Accordingly it is recommended that wherever the setting of a safe capacity will assist issues of crowd safety or public order, this is addressed by the operating schedule. It should be borne in mind that the safe capacity should be that which applies at any material time that licensable activities may take place under the premises licence. Safe capacities should consider not only the overall capacity of a premises but the potential for localised overcrowding within premises also. This is particularly relevant in larger premises, where several activities are taking place in different areas at the same time.

21.16 It should also be noted that where an applicant wishes to take advantage of the special provisions in Section 177 of the Act relating to small venues then a capacity must be set in consultation with the fire authority.

For guidance in calculating safe capacities applicants may refer to the London District Surveyors Associations Technical Regulations.

21.17 A proactive approach to customer safety

Applicants are also encouraged to take a proactive approach to general safety issues, including that of their customers, and to discuss appropriate measures with the responsible authorities concerned. Arrangements that might be taken into account could include steps;

- To monitor customers, present upon the premises so as to ensure that no customer continues to be supplied with alcohol to a point where they become drunk
- To ensure the regular collection of glass within the venue and / or external areas
- To ensure against drinks being “spiked” or otherwise tampered with

- To ensure all (internal and external) parts of the premises are adequately lit and may be monitored by staff.
- reports of harassment and sexual intimidation should be taken seriously and take appropriate action
- Take active steps to support persons who report harassment or sexual intimidation which might take place in their premises
- Train all front of house staff to address women's safety and harassment issues
- Take active steps to ensure females leave the venue safely
- To ensure that customers are able to return home safely, for instance, by providing information on local transport availability or making arrangements with reputable cab companies

21.18 Premises should not be altered in such a way as to make it impossible to comply with an existing licence condition without first seeking a variation of the premises licence proposing the deletion of the condition relating to public safety in question. The applicant will need to propose in a new Operating Schedule reflecting the proposed alteration to the premises how he or she intends to take alternative steps to promote the public safety objective. The application for variation will enable the responsible authorities with expertise in safety matters to consider whether the proposal is acceptable.

22. THE PROTECTION OF CHILDREN FROM HARM

22.1 The licensing objective of the protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated with alcohol but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Licensing Authorities must also consider the need to protect children from sexual exploitation when undertaking licensing functions.

22.2 This Authority expects Applicants for premises licences and club premises certificates to have prepared their operating schedule on the basis of a risk- assessment of the potential sources of harm to children. It is expected that the operating schedule will demonstrate an understanding of the potential risks to children and set out the steps to be taken to protect children from harm when on the premises. This authority believes that it is completely unacceptable to sell alcohol and associated age-restricted products to children.

Relevant issues might include

- Preventing access to alcohol
- Removing encouragement for children to consume alcohol
- Preventing exposure to gaming
- Preventing exposure to adult entertainments or facilities

22.3 While it is recognised that there is no requirement in the 2003 act to do so, applicants may find that it helps the licensing process to provide a copy of the completed risk-assessment relating to the protection of children from harm to the child safeguarding officer and the trading standards team when submitting the application.

22.4 This section of the policy is intended to provide a guide to prospective licence applicants as to the types of controls that may be appropriate for the promotion of the protection of children from harm licensing objective. It is neither intended to provide a definitive list of preventative measures nor will the controls listed be appropriate in every circumstance. Applicants should note that where its discretion is engaged following the consideration of relevant representations, the licensing authority will consider attaching appropriate conditions to protect children from harm.

22.5 Access to licensed premises

The act makes it an offence to permit children under the age of 16, who are not accompanied by an adult to be present on premises being used exclusively or primarily for the supply of alcohol for consumption on those premises, under the authorisation of a premises licence, club premises certificate or where that activity is carried on under the authority of a temporary event notice. In addition, it is an offence to permit children under 16 who are not accompanied by an adult, between midnight and 0500 at other premises supplying alcohol for consumption on the premises, under any such authority.

22.6 The council recognises, however, that licences may be sought for a great variety of premises, including theatres, cinemas, restaurants, concert halls, take-away and fast food outlets as well as public houses and nightclubs. While the council would encourage applicants to make provision for the access of children, where appropriate, conditions restricting the access of children will be strongly considered in circumstances where:

- Adult entertainment is provided.
- A member or members of the current management have been convicted for serving alcohol to minors or with a reputation for allowing underage drinking.
- It is known that unaccompanied children have been allowed access.
- There is a known association with drug taking or drug dealing.
- The premises are used exclusively or primarily for the sale of alcohol for consumption upon the premises.

22.7 Applicants must be clear in their operating schedules about the activities intended to be provided and the times at which these shall take place, in order to help determine when it is not appropriate for children to enter the premises.

Conditions should reflect the licensable activities taking place on the premises. Consideration should be given to appropriate conditions

- Restricting the hours when children are present
- Restricting or excluding children under a specified age when certain particular specified activities are taking place
- Restricting the parts of the premises to which children may have access;
- Age restrictions (below 18)
- Requirements for an accompanying adult
- Full exclusion of people under the age of 18 years from the premises

22.8 The purchase and consumption of alcohol by children and young persons

This Authority is committed to tackling the illegal sale of alcohol to children, including proxy sales when adults buy alcohol for children. Licensees are expected to have robust management arrangements in place to prevent all staff making underage sales. This Authority will take appropriate action, including the review of licenses, where sales persist.

22.9 The UK has one of the highest rates amongst European countries of admissions to hospital or A&E due to alcohol use by 15-16 year olds.

22.10 Frequency of drinking is associated with offending in children and young people. The 2004 Offending, Crime and Justice Survey found those who drank alcohol once a week or more committed a disproportionate volume of crime, accounting for 37% of all offences but only 14% of respondents.

22.11 The borough carries out alcohol test purchase campaigns, while the compliance rates are seen to be improving over the years, the rate of test purchase failures remains a concern. It is important that compliance rates are further improved.

22.12 Age verification policies – Mandatory condition

The following mandatory licence condition must be attached to all premises licences and club premises certificates issued by this authority.

- The premises licence holder or club premises certificate holder must ensure that an age verification policy applies to the premises in relation to the sale of alcohol. This must as a minimum require individuals who appear to the responsible person to be under 18 years of age to produce upon request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark

22.13 Age verification policies-applicants considerations.

The trading standards service, in its role as responsible authority, considers each individual licence application received by the licensing authority and makes recommendations on the appropriate range of management controls around this issue. The service's recommended approach to controlling under-age sales is set out below. As a minimum it is recommended that:

- That an age verification scheme is established and maintained that requires the production of evidence of age (comprising any Proof of Age Standards Scheme (PASS) accredited card or passport or driving licence) from any person appearing to staff engaged in selling or supplying alcohol to be under the age of 18 and who is attempting to buy alcohol.
- That notices be displayed informing customers and staff that sales of alcohol will not be made to under 18s and that age verification will be required.
- That evidence of the scheme (in the form of documented procedures) is maintained and

made available for inspection by authorised officers.

22.14 However, the service recommends that as best management practice

- That “Challenge 25” is supported as part of the age verification scheme established. The scheme should require the production of evidence of age (comprising any PASS accredited card or passport or driving licence) from any person appearing to staff engaged in selling or supplying alcohol to be under the age of 25 and who is attempting to buy alcohol.
- That “Challenge 25” notices be displayed informing customers and staff that sales of alcohol will not be made to anyone appearing to be under 25 unless they can prove they are 18 or over.
- That evidence of the scheme (in the form of documented procedures) is maintained and made available for inspection by authorised officers.
- That all staff involved in the sale of alcohol shall be trained in the age verification scheme and records of such training shall be retained on the premises and made available for inspection by authorised officers.
- That an incident log shall be maintained and details of all age related refusals recorded. This book shall be reviewed monthly by the DPS and any actions taken recorded in the book and signed off by the DPS. This log shall be retained on the premises and made available for inspection by authorised officers.
- That if a CCTV recording system is installed inside the premises, it shall be positioned to capture the sale of alcohol. A library of recordings taken by the system shall be maintained for 31 days and made available to authorised officers upon request.
- That a personal licence holder shall be on the premises at all times that alcohol is supplied.
- That an EPOS (electronic point of sale) system is installed at the premises, it shall be configured to prompt the operator to check proof of age when an alcoholic product is scanned. This prompt should require the operator to confirm the purchaser is over 18 before the next item can be scanned or the transaction completed.
- That the DPS shall ensure that, as far as is reasonably practical, alcohol is displayed in an area which can be constantly monitored or supervised by staff, separate from goods likely to be purchased by persons under 18.
- That, if any advertising campaigns or promotions of alcohol are planned, the premises licence holder shall ensure they are carried out in a socially responsible manner and that they do not encourage irresponsible drinking. If authorised officers raise concerns about any promotion the premises licence holder shall discontinue it.

11.15 While this is intended as guidance only, this authority recommends that all operators should give careful consideration to introducing these controls into their management practices and including them within their operating schedules.

Trading standards also provides practical support to licensees. This includes:

- Running a local PASS approved proof of age card scheme.
- Provision of a range of downloadable business advice information leaflets.
- Free retailer support materials such as refusals registers, signage, posters and point of sale material.

22.16 In detailing the council’s recommended approach to under-age sales it is recognised that some sales may be made through intimidation or fear. Licensees experiencing such problems are advised to discuss their situation with licensing or trading standards officers.

22.17 Children and responsible drinks promotions

The Portman Group operates, on behalf of the alcohol industry, the ‘Code of Practice of the Naming, Packaging and Promotion of Alcoholic Drinks’ to ensure that alcohol is marketed responsibly and only at adults.

The Code applies to all alcohol marketing (including naming, packaging, sponsorship, point of sale and brand merchandising) which is primarily UK targeted and not already subject to

regulation by the Advertising Standards Authority (ASA) or Ofcom.

The Code can be viewed at <http://www.portmangroup.org.uk/codes/alcohol-marketing/code-of-practice/code-of-practice>. This authority commends the Code accordingly.

22.18 Children and cinemas – Mandatory licence condition

Where premises licences incorporate film exhibitions as a licensable activity the following mandatory condition will be imposed:

- The admission of children to films is to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 specified in the licence (currently the British Board of Film Classification) or by the licensing authority itself.

Applicants are expected to include within their operating schedule arrangements for restricting children from viewing age-restricted films.

Information regarding the classification of films by the council can be requested from the licensing service.

22.19 Regulated entertainment provided for children

Where entertainments or facilities generally are provided specifically for children, applicants are asked to demonstrate within their application

- That the company / organisation has a policy or statement on keeping children safe from harm
- How employees or contracted agencies will be made aware of the company's / organisation's policy / statement on keeping children safe from harm
- That recruitment processes for staff who may have to deal direct with children under the age of 18 seek to ensure, as best the company / organisation can, that the appointed applicant has not been known to have harmed children
- That there will be clear expectations on staff with regard to their personal conduct in direct relations with children under 18 and guidance on what is appropriate in dealing with specific situations which may arise
- There are systems in place and that staff are aware of them for dealing with possible abuse or violence to children from other users of the licensed facility
- There are clear and accessible complaints systems for children to report if they have been harmed and that there are clear whistle-blowing procedures for staff who may have concerns about the welfare of children on the premises
- That all duty managers or staff in charge of the premises are aware of how to refer any concerns about the welfare of children to the local police, education authority or social services as necessary

22.20 Where a theatrical entertainment is specially presented for children, the council advises the presence of sufficient adult staff to control access and egress of children and to protect them from harm as follows –

- (1) An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff per 50 children or part thereof
- (2) No child (unless accompanied by an adult) to be permitted in the front row of any balcony
- (3) No standing to be permitted in any part of the auditorium during the performance

22.21 Raising awareness of child sexual exploitation and dealing with the risk.

The risks will vary from premises to premises depending on the type of licensing activity and the age of the children. Young children may be at risk if they are not properly supervised or are exposed to adults who have become intoxicated. Young children can be dangerously intoxicated by quite small quantities of alcohol, so care needs to be taken to clear used glasses to protect

them from this risk. Young teenagers may attempt to buy and consume alcohol and then become vulnerable because their judgement is impaired, this could put them in danger from getting involved in fights, from drink driving or from sexual predators.

All children are at risk of adults who are viewed as a danger to them. Care must be taken when staff are appointed to ensure that such individuals are not placed in an environment where they can exploit their position.

Adult entertainment is not suitable for children. At premises where such entertainment is allowed arrangements must be enforced to ensure that children are not exposed to any inappropriate acts or material.

22.22 Steps to reduce risks to children and young persons

- Use clear signs so that people are aware when and where children are welcome in the premises
- Display signs and adhere to laws relating to alcohol and children
- Have a clear policy for dealing with children on their premises, e.g. age, thresholds, supervision, expectations of adults, timings, etc.
- Age-identification procedures used – national, local, premises schemes
- How expectations on adults are enforced e.g. instructions to staff
- Vetting procedures for staff, to ensure that no unsuitable adults are employed
- Staff should be easily identifiable (uniform or badge) and aware of safeguarding issues
- Policy on clearing glasses to minimise opportunities for children to access left-over alcohol
- Minimise the risk of passive smoking with clearly defined 'smoking' areas to which children have no access.
- Use CCTV to monitor the premises/event including toilet and play areas.

22.23 The risks vary depending on the style and character of the business but premises can be involved in the following ways:

- If an adult venue (night clubs/sex entertainment venue) is frequented by underage customers this can attract perpetrators; or if a premises (or event) hosts under 18 events or mixed age activities
- Where underage drinking takes place, children and young people are vulnerable as their judgement is impaired
- There is a risk of child sexual exploitation (CSE) at premises where goods or services can be offered in exchange for sexual favours (such as free food, transport, drinks, cigarettes, or free access to a venue). This can happen if a perpetrator is employed there (or works voluntarily) and has regular or private contact with children
- Children and young people are vulnerable in areas of premises that are not monitored (such as toilets, beer gardens)
- Risk may present if information technology is in use at a premises (internet, mobile phones/cameras/video recorders)
- Premises providing facilities for private parties, private dancing/entertainment booths or overnight accommodation may be vulnerable to child sexual exploitation

22.24 What can licensees do to manage this risk?

Under the Licensing Act 2003, the 'due diligence' defence can be used to protect your business, if you can demonstrate that all reasonable steps have been taken to manage risk. Here are some suggested safeguarding measures to help evidence 'due diligence' and keep children safe:

- Undertake a written children and young people's risk assessment and use it to inform your operating policy and staff training
- Staff should be trained to recognise indicators of child sexual exploitation and know how to report concerns
- Staff should be trained to operate an age verification scheme, know what types of identification are acceptable and to recognise signs of proxy purchase of alcohol
- Staff training records should be maintained

- Activity at the premises should be monitored (for example using CCTV or by regular patrols. Patrol records should be maintained)
- Suspicious activity should be reported to the police (including details such as vehicle registration numbers, description of individuals) and should be recorded in your incident log
- If you, or your staff, are in a situation involving the supervision of a vulnerable young person at your premise, it is important to follow a consistent and auditable protocol.
- If you have a delivery service (for example hot food) enforce a Code of conduct to promote good safeguarding when deliveries are made to unaccompanied children.

The authority recognises that training is a key factor for applicants to demonstrate and evidence how they will monitor and maintain standards to promote the licensing objectives. Applicants are recommended to use specialised accredited training providers where appropriate.

22.25 Film classifications

Where a Premises Licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to films to be restricted in accordance with:

- EITHER the BBFC classification;
- OR where the film is not classified by the BBFC, any recommendations made by the licensing authority.

In accordance with the Guidance issued under s182 of the Licensing Act 2003, the licensing authority shall concern itself primarily with the protection of children from harm when classifying films. It will not use its powers to censor films save where there is clear cause to believe that this is required to promote the Licensing Objectives.

22.26 The Guidance states: 'The protection of children from harm includes the protection of children from moral, psychological and physical harm and this would include the protection of children from too early an exposure to strong language and sexual expletives, for example, in the context of film exhibitions or where adult entertainment is provided.'

22.27 The licensing authority considers the classification system used by the BBFC to be nationally understood and accepted. It will therefore use this system and any amendments thereto, as a reference point for determining its recommendation(s) on the restriction of access of children to the film(s). It should be noted however that the licensing authority is not obliged to follow these guidelines.

22.28 Requests for certification by the licensing authority should be made at least 28 days in advance of the proposed screening date and submitted to the Licensing Unit.

Requests should include:

- (a) a DVD copy of the film
- (b) details of any existing classification issued by an existing classification body, whether within or outside the UK
- (c) a synopsis identifying the material within the film considered by the exhibitor to be likely to have a bearing on the age limit for the audience for exhibition of the film
- (d) such recommendation as may have been made by the film-maker upon age limit for the intended audience for exhibition of the film
- (e) proposal of age restriction by the applicant

22.29 Applicants should note that where its discretion is engaged following the consideration of relevant representations, the Licensing Authority will consider attaching appropriate conditions

Section

23 Guide to Licensing Policy- How can we help?

23.1 Residents can play a significant role in contributing to the effective implementation of this Licensing Policy. The impact of licensed premises will naturally be most felt at a local level and it

is important that residents and businesses have an active involvement in the licensing process and understand how they can do this. In order for premises to provide any of the above activities, the operator must obtain authorisation from Haringey in its role as licensing authority.

The authorisation may be in the form of a Premises Licence, a Club Premises Certificate or a Temporary Event Notice.

Where an application for a new Premises Licence or Club Premises Certificate is made to the licensing authority or for variation of an existing licence or certificate, consultation is required with Responsible Authorities as defined under the Licensing Act 2003. Details of the Responsible Authorities can be found at Appendix 1.

23.2 Relevant information for residents and other persons

An application will consist of (among other things) an operating schedule, which details the licensable activities applied for as well as specifying during which times and on which days they would be conducted. In the operating schedule, the licensee also sets out any steps they propose to take in order to address the four Licensing Objectives.

Local residents and businesses can play an important role in the licensing process as it will be they who are most likely to be directly affected. This section provides useful information on understanding how to find out about applications and submit any comments (representations) in respect of them. Representations do not have to be objections and can be made in support of an application.

In this section, references to 'licences' shall also be relevant to 'Club Premises Certificates'. Further useful information and guidance can be found on the Council's website at www.haringey.gov.uk/licensing and also at <https://www.gov.uk/alcohol-licensing>.

23.3 Finding out about the application

Applicants for new licences and variations to existing licences are required to advertise the application in two ways by:

1. Placing a notice at or on the premises

- On A4 (or larger) pale blue paper (or on white paper, in the case of an application for a Minor Variation)
- Printed legibly in black ink or typed in a font of at least 16 point
- Placed prominently at or on the premises where it can be conveniently read from the exterior of the premises
- Placed every 50 metres on the external perimeter of the premises abutting any highway (where applicable).

2 . Placing a notice in a newspaper (not applicable for a Minor Variation)

- Newspaper circulation must be in the vicinity of the premises (or if there isn't a local paper, in a local newsletter or circular)
- Advertisement will be at least once in the ten days following the application being given to the licensing authority.

23.4 Both of these notices are required to give a brief description of the application. A notice will also be published through the Council's website (www.haringey.gov.uk) outlining key details in respect of an application, including:

- The name of the applicant or club;
- The postal address of the applicant or club;
- The postal address and, where applicable, the internet address where we keep our licensing register and where and when the record of the application may be inspected;
- The date by which representations from responsible authorities or other persons should be received and how these representations should be made; and
- That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

It is advised to regularly check the Council's register of licence applications and notices on premises in your local area.

23.5 Representations

If you want your views to be considered by the Council in respect of a particular application, you must submit a 'relevant representation'. A relevant representation must:

- (a) be made by any person or Responsible Authority (see Appendix 1)
- (b) be made in writing to the licensing authority
- (c) be received by the licensing authority no later than 28 days after the date the application was made (ten days for a minor variation)
- (d) relate to the likely effect of the granting of the application upon one or more of the

Licensing Objectives, which are:

- The prevention of crime and disorder
- The prevention of public nuisance
- Public safety
- The protection of children from harm.

Potential issues could include noise or disturbance from the premises, previous examples of crime and disorder associated with the premises, litter problems associated with the premises, or provision of activities not suitable for children where children could be admitted. Any representation that is considered as frivolous or vexatious by the licensing authority will not be accepted.

Representations may be made by email and the licensing authority does not require email representations to be followed up with a hard copy. Representations should be made to:

By post: By email:

The Licensing Team
Level 1, River Park House
225 High Road
London N22 8HQ
Licensing@haringey.gov.uk

23.6 Good practice for making a representation

- In accordance with (d) above, you should demonstrate how your representation affects the promotion of the Licensing Objectives.
- Provide an evidential base for the grounds of the representation, which could include written logs of problems, details of previous complaints, photographs or video evidence of the particular issues.
- Ensure as far as possible that the representation is specific to the premises.
- Consult the Licensing Policy, If you consider that an application has not addressed any particular issues around the four licensing objectives, then you should highlight these and explain your reasons why you think these issues should be addressed.
- Consider how you would like the issues to be addressed. For example, you may wish to propose additional or alternative conditions to those proposed in the application's operating schedule. Alternatively, you may wish to propose restricted hours or licensable activities.
- If you are making a representation in support of an application, explain how the proposed application would promote the Licensing Objectives.
- Representations will not be considered 'frivolous' or 'vexatious' by the licensing authority. 'Frivolous' and 'vexatious' have their ordinary meaning; therefore, the licensing authority might disregard representations that are made because of a business dispute between rivals or representations that lack seriousness.

23.7 Disclosure of personal details of persons making representations

The licensing authority is required to provide the licence applicant with copies of any relevant representations received in respect of the application.

The licensing authority may consider withholding some or all of a person's personal details where that person can demonstrate they have a genuine and well-founded fear of intimidation and the circumstances justify such action.

The withholding of personal details by the licensing authority will only be taken in exceptional circumstances and any person requesting their details to be withheld will be expected to demonstrate why such action is necessary.

Where a person who has concerns over an application but does not wish their personal details to be disclosed, alternative approaches include requesting a local councillor to submit a representation based on their concerns, or alternatively providing details on how the licensing

objectives are likely to be undermined to a responsible authority, who may make representation, if they consider it justifiable and appropriate to do so.

23.8 The role of councillors

Councillors are able to make their own representations in their capacity as a member of the Council. If you have concerns over a premises and do not wish to submit a representation yourself, an alternative is to contact your local councillor to enquire whether they will make a representation. However, it is a matter for members whether they accept and it is recommended that such requests are made in writing so that any request can be clearly demonstrated.

Additionally, if you have made a representation, you can nominate any person, including a local councillor, to represent you at the hearing to determine the application. It is your responsibility to ensure that the nominated person is available and willing to represent you.

As above, any request should be made in writing so that the licensing authority can be satisfied the person has been nominated by you.

Where relevant representations are received in respect of an application, it will be determined at a hearing by a subcommittee of three members from the Council's Licensing Committee. The licensee and any party who has submitted a relevant representation (or their representatives) may attend in order to make submissions to the sub committee.

23.9 All applications will be considered on their own merit. Following such a hearing, the Licensing Sub committee can:

- (a) Grant the application as applied for; or
- (b) Grant the application with restricted licensable activities/hours than those applied for and/or impose additional conditions, where considered appropriate for the promotion of the Licensing Objectives; or
- (c) Refuse the application

There is a right of appeal to the Magistrates' Court against the decision of the Licensing Subcommittee by any party to the original hearing.

23.10 Licensed premises are an integral part of our communities and this Licensing Policy is a key tool in ensuring the different circumstances of our neighbourhoods are taken into account when considering licence applications.

23.11 Haringey, as the licensing authority, is committed to ensuring that licensed premises are an asset to their locality and respect the character and identity of the area through the implementation of this Licensing Policy. However, where licensed premises fail to promote the Licensing Objectives, the licensing authority will take appropriate steps to address any such licence-related issues.

23.12 The licensing authority considers it extremely important that licensed premises operate as good neighbours within their community. Operators of licensed premises are encouraged to consult with local residents and businesses prior to submitting applications to ensure they are aware of, and can address, any needs or concerns they may have. Additionally, existing licensed premises are encouraged to have regular dialogue with residents and businesses in the local area in ensuring the promotion of the Licensing Objectives on an ongoing basis.

24 Section Compliance and Enforcement

It is essential that licensed premises comply with the terms of their licence as well as other requirements of the Licensing Act. Equally important is ensuring that premises not licensed to provide licensable activities are prevented from doing so. The licensing authority works particularly closely with the Responsible Authorities, including its partners such as the Police and Fire Authority, based upon the principles of partnership working, in order to most effectively address licensing-related issues.

24.1 Enforcement action has been taken in respect of issues including unlicensed premises, underage sales, and breaches of licence condition by the Responsible Authorities such as the Police, Environmental Health and Trading Standards. The licensing authority takes a risk-based and proportionate approach to regulatory enforcement and monitoring in relation to the likely impact of the premises upon crime and disorder, public nuisance, problems concerning public safety and the protection of children from harm. Therefore, higher-risk and problem premises will be targeted for enforcement activity whereas a lighter touch approach will be

adopted for low risk, well-run premises. Failure to promote the Licensing Objectives may result in licence review and the possible implementation of sanctions by the Licensing Committee, including removal of licensable activities, reductions in hours or, ultimately, revocation of the licence. Additionally, where offences are committed, prosecution may be considered. The licensing authority and partner agencies shall continue to work with the licensed trade through the provision of advice, education and training, information, promotion of good practice and behaviour.

24.2 The principles of enforcement for the licensing authority focus on:

- Taking firm action against those who flout the law or act irresponsibly
- Assisting businesses and others in meeting their legal obligations
- Promptly acting on issues of concern to local communities.

The Responsible Authorities (see Appendix 1) are available to provide advice and support for licensees as well as members of the public in relation to any problems they may be encountering relevant to licensed premises.

24.3 All enforcement actions are taken by the range of enforcement agents located within the council's community safety and enforcement division (including the licensing service) and are governed by the council's enforcement policy. In line with best practise all enforcement actions will be fair, consistent, transparent and proportionate. A copy of our enforcement policy may be obtained from the licensing service. Licensing@haringey.gov.uk

24.4 All proactive premises inspections will be undertaken on a risk-assessed basis with resources targeted toward agreed problem and high-risk premises, which require greater attention. A lighter touch will be applied in respect of low risk premises, which are well run.

24.5 Other enforcement activities will be intelligence led using the full range of available information sources, including using complaints and referrals from the local community and reports from officers and partner agencies. As part of the "better regulation initiative" and in order to promote effective use of enforcement resources and reduce the burden on business, the various enforcement agencies involved may from time to time look at references normally dealt with by other relevant agencies during the course of premises visits. Where issues are identified under those other agencies remit (for instance where a licensing officer notes a fire safety matter) this will be brought to the attention of the person in charge and the matter may be referred on to the agency involved. Where appropriate advice and guidance will be given.

24.6 This approach is supported and facilitated by the partnership night-time economy team; regular liaison meetings between the licensing service and the police licensing teams; meetings of the primary responsible authorities; and through the partnership tasking group, and local licensing enforcement group. All complaints and referrals made to such liaison meetings will be investigated appropriately. The night-time economy team also intends to provide a high-visibility reassuring presence and to establish good working relationships with venue front of house and management staff. Random visits will be made to premises to further these aims.

Investigations may be undertaken through a range of means including overt and covert operations. This could include covert observations on premises to ensure opening hours restrictions are being complied with. In addition, weights and measures officers from the council's trading standards service or officers from the police authority will carry out covert test purchases of age restricted products including alcohol. This means underage, or young looking, volunteers are deployed to attempt to buy age restricted products or services. These tests are conducted to check compliance with the law and age verification policies (eg Challenge 25 scheme).

24.7 Additionally, this authority recognises the important role played in preventing crime and disorder by the Security Industry Authority by ensuring that door supervisors are properly licensed and, in partnership with the police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This authority will look to co-operate with the SIA as far as possible and as part of this co-operation has authorised officers to act under the powers of the Private Security Industry Act 2001.

24.8 However, it remains the over-riding intention of this authority, the police and the other relevant enforcement agents to work together at all times with responsible licence holders and operators

to help run successful venues and facilities that play a positive role within the local community. We will look to provide support, advice and education and give early warning of any concerns identified at any premises. In return we expect licence holders to act responsibly and work together with us. However, the authorities will use the range of enforcement powers made available under the Act where individuals act with disregard to their responsibilities.

In demonstration of this, this authority will provide induction meetings with new licensed operators, intended to make clear the responsibilities of and expectations made of operators and the support that can be expected in return.

This authority also supports pub and club watch and is willing to support business led initiatives intended to help promote the licensing objectives. Together we will ensure that Haringey remains a great place to live, work and visit.

25. Pubwatches and Off-licence Forums

Such schemes are demonstrations of good practice by the licensed trade and are supported by the Council as well as partner agencies such as the Police and the NHS. Haringey will encourage licensees to participate in such local groups, or for them to seek to establish new ones where none currently exist. We will endeavour to provide as much support as possible to any members of the trade looking to work together with neighbouring residents and businesses to ensure the promotion of the Licensing Objectives.

26. Best Bar None

The Best Bar None is an awards scheme for licensed premises, currently running in over 80 locations across the UK. Best Bar None schemes provide an incentive for the operators of licensed premises to improve their standards of operation to the level of a commonly agreed national benchmark.

CONTACT DETAILS

THE LICENSING SERVICE

Advice and Guidance

Further details of the licensing application processes and copies of application forms can be obtained from the licensing service. You can contact the service

In writing

The Licensing Service
River Park House, Level 1, 225 High Road , Wood Green, London
N22

By phone: Customer service centre on
0208489 1335

By e-mail: licensing@haringey.gov.uk

By visiting the web site: <http://www.haringey.gov.uk>

Responsible Authorities –APPENDIX 1A

<p>Licensing Authority London Borough of Haringey Licensing Team Level 1 River Park House 225 High Road Wood Green London N22 8HQ</p> <p>Tel: 0208 489 8232 Fax: 0208 489 5528 Email licensing@haringey.gov.uk</p>	<p>Police Metropolitan Police Service Quicksilver Patrol Base Unit 1 Quicksilver Place Western Road Wood Green London N22 6UH</p> <p>Tel: 0203 276 0150 Fax: 0203 276 0140</p>
<p>Fire LFEP Fire Safety Regulation: North West Area 1 London Fire Brigade 169 Union Street London SE1 0LL</p> <p>Tel 0208 555 1200 X53252</p>	<p>Children's and Young Peoples Service. River Park House 225 High Road , Wood Green London N22</p>
<p>Planning & Regeneration Service Group Level 2 River Park House 225 High Road Wood Green London N22 8HQ</p> <p>Tel: 0208 489 1000 Fax: 0208 489 5220 Email: development.control@haringey.gov.uk</p>	<p>Health, Safety & Food Protection Group Level 6 Alexandra House 10 Station Road London N22 7TR</p> <p>Tel: 0208 489 8229 Fax 020 8489 5528 Email frontline@haringey.gov.uk</p>
<p>Trading Standards Level 1 River Park House 225 High Road London N22 8HQ</p> <p>Tel 020 8489 5134 Fax 020 8489 5554 Email tradingstandards@haringey.gov.uk</p>	<p>Building Control Level 6 River Park House 225 High Road Wood Green N22 8HQ</p> <p>Tel 020 8489 5504 Fax 020 8489 5229 Email building.control@haringey.gov.uk</p>
<p>Director of Public Health London Borough of Haringey Level 4 River Park House 225 High Road London N22 8HQ</p>	<p>The Enforcement Response Service (Noise) Level 6 Alexandra House 10 Station Road Wood Green N22 7TR</p> <p>Tel: 020 8489 1000 Email: enforcement.response@haringey.gov.uk</p>

Report for: Overview and Scrutiny Committee

Title: Brexit – Implications for Borough update

Report authorised by: Jean Taylor – Head of Policy

Lead Officer:

Ward(s) affected: All wards

**Report for Key/
Non Key Decision:**

1. Issue under consideration

1.1. The Overview and Scrutiny Committee requested an update on the potential implications of Brexit on the Borough.

1.2. The UK will officially leave the EU single market and customs union on 31st December 2020 as the transition period comes to an end. The full array of Brexit implications and the impact they will have on Haringey is still widely unknown. The coronavirus pandemic has had a significant impact on our communities and local economy, alongside significantly weakening the council's financial position. It can be predicted that a worst-case Brexit scenario will further weaken these positions.

2. Update on Implications and Risks

2.1. The attached risk register lays out the assumed risks to the council and the borough and the actions that are being taken to mitigate these risks. A high-level analysis of these risks identifies two potential 'crisis' points, one at the end of December 2020 if a trade deal between the UK and EU is not agreed before the end of the transition period, and a second at the end of June 2021, when applications to the EU Settled Status Scheme will close. At this point it is unclear what the government policy will be towards EU citizens who fail to sign up to the scheme before this deadline, but there is potential that they will become no recourse to public funds (NRPF) or face deportation. Both a significant risk to the council.

2.2. Internal Implications

2.3. The attached risk register outlines the main internal risks to the council and the running of the organisation. The most significant risk of these is to the council's financial position and its midterm financial strategy, particularly because of the current pressures on the budget due to the pandemic. Other risks to the efficient running of the council include the potential impact on the council's workforce should council staff from the EU fail to register for settled status before the deadline. The council may also face recruitment shortages within

sectors currently staffed by a higher percentage of workers from the EU such as adult social care. Although expected to currently have a lesser impact, if no free trade agreement is made with the EU before the end of December, delays within council supply chains could occur, potentially delaying medical supplies and construction materials.

2.4. External Implications

2.5. The risk register also outlines the main risks to our communities and the wider borough. The most significant risk to Haringey residents from the EU is the potential to become NRPF if they fail to apply for settled status before the June 2021 deadline. There is also a risk to the local economy should a large number of EU residents leave Haringey due to restrictions. This could result in skills shortages that will be unable to be filled in the short-term possibly contributing further to the economic downturn that has arisen because of the pandemic.

2.6. Other external risks to Haringey's communities include food and medical shortages which may occur if no free trade agreement is reached with the EU. Large queues at the border may mean shortages of food and medical supplies of a perishable nature. Due to the time of year, stockpiling abilities will also be reduced. There is also a risk of public disorder should food or fuel shortages occur or if tensions between pro or anti Brexit campaigners re-emerge, although it is likely that these will take place outside the borough.

2.7. Officer Group

2.8. An officer group looking at Brexit preparedness met at the end of September and assessed risks for the following areas: Community issues, Economic Development, Finance & Funding, Enforcement and Workforce. This group looked at how the identified risks had changed as a result of the coronavirus pandemic, and which council services were likely to come under increased pressures as a result of Brexit.

3. **Next Steps**

3.1. Further work is in train to develop analysis the implications identified within the Brexit risk register and further understand their potential impacts.

3.2. The officer group will meet again in October to look at these risks further and update on mitigation activities. This meeting will look at communications, the settled status scheme, and the services most likely to be impacted.

3.3. A further update on Brexit will be brought to Overview & Scrutiny committee in November.

4. Recommendations

4.1. That the committee considers the Council's updated Brexit Risk Register and the risks identified within it.

Attachments

Brexit Risk Register

August

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
Financial Risk	Macro-economic impact on council finances as weakened economic performance affects income and increases demand, cost of debt, inflation etc	M	H	M	Impact of Brexit is hard to assess due to uncertainties but will combine with significant impact of Covid on council finances.	A sensitivity analysis took place in August 2019, which focused on the most at risk areas e.g. ASC, CS and income streams (Council Tax/Business Rates). Reanalyse these areas in line with CV-19 impacts.	The MTFS has been significantly impacted by the CV-19 pandemic.
Procurement	Potential changes to procurement regs, may impact on larger procurements (OJEU)	H	L	H	If no Free Trade Agreement is agreed, there is potential for short-term disruption to letting/ renewing of contracts due	Continue to review contracts expiring over next 12 months to consider those at risk of being impacted. Assess these in line with Covid impacts.	Increased risk of suppliers going under and failure to deliver their contracts due to economic impact of Covid.

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
					to legal uncertainties. There is still potential for simplification of procurement.		
Supply chain	Potential for disruption to supplies and services, either through workforce or border/customs issues	M	M-H	M-H	Disruption likely to be short-term as suppliers adjust. In a scenario where no FTA is agreed impacts are likely to be more severe and long term.	Suppliers have been written to request assurance. Reconsider resilience options through frameworks / alternative providers through Service Business Continuity Plans. Work that was done on this last year should be reassessed in line with the negative impacts Covid has had on supply chains.	Increased risk of suppliers going under due to economic impact of Covid.
Voter registration	Elevated levels of voter registration as EU nationals seek to demonstrate	L-M	L	H	Likely to be ongoing demand for this service, particularly as the June 2021 deadline for EUSS	Levels of EU voter registration were elevated during summer 2019 and this needs to be monitored as the	N/A

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
	their right to remain				applications approaches.	June 2021 deadline approaches. Ensure that the service has the capacity to keep up any increased demand.	
Access to benefits & services	Changes to rights to services/benefits may occur under the EU Settlement Scheme. Anticipated that these will be mostly marginal changes. However, increases in customer enquiries likely. Some may lose right to remain if they fail to apply/cannot prove their status.	M	M	M	It is now clear that EUSS applications may be spread over a lengthy period. The implications of those failing to navigate the process will be high, particularly if residents become NRPF (see below) or become unemployed and then lose access to benefits. This will have a significant financial impact on the council and on the	Reassess if Customer Services are ready to deal with an increase in enquiries in the new year. Continue to work with Bridge Renewal Trust and others to support people to navigate the process. A joint (council/BRT) bid has been submitted to engage with a further 8,200 vulnerable people via outreach/promotional activity. Reassess what impact Covid has	Increased rate of unemployment will mean more residents accessing benefits e.g. universal credit. Due to the large number of EU citizen's in the borough it is possible that this group could be adversely affected. However, more work

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
					<p>demands for statutory services such as Children's.</p> <p>As of June 2020, 61,480 EU residents in Haringey had applied for settled status. It was previously estimated that 42,000 people in Haringey were from the EU and we know there are more that are yet to sign up.</p>	<p>had on organisations supporting applicants</p> <p>Ensure services are equipped to deal with increases in demand.</p>	<p>needs to be done to substantiate this.</p> <p>Services already stretched due to Covid pressures may see a further increase in demand.</p>
NRPF	Current EU residents who fail to apply for settled status by the deadline may become NRPF. Residents may still have access	M	H	M	The deadline for EU, EEA and Swiss citizens to apply for Settled Status is 30 th June 2021.	Restart regular meetings of the NRPF to pick up any actions and reassess the potential financial impact on top of current MTFS pressures.	As above. Increased unemployment due to Covid impacts could mean more EU citizens move onto universal

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
	to council services through statutory duties, though at a significant cost to LBH.					Reassess current levels of EUSS applications alongside restart of EUSS outreach activities (as mentioned in above risk).	credit and become NRPF if they don't gain settled status.
Hate Crime	Spike in hate crime as Brexit transition period ends.	L	L-M	M	Severity uncertain as different Brexit scenarios may increase/decrease issue. Failure to sign an FTA may increase divisions due to political rhetoric and media scrutiny.	Monitor tone of Brexit debate and local incidence of Hate Crime. Check status of Weekly Prevent reporting. Provide reassurance through public messaging.	In some areas, local lockdowns have increase racial tensions. Potential occurrence if local lockdown occurs in Haringey.
Significant public disorder	Public disorder as people protest against Brexit and/or its effects.	L	M	M	Brexit focused protest less likely now we are in the transition period and due to Covid. Unlikely to occur within the borough. Only likely to occur if	Brexit additional resilience arrangements are now in place.	Any public disorder or large-scale protest within the borough is likely to risk an increase in virus transmission

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
					significant disruption occurs e.g. to food or fuel supplies.		due to a lack of social distancing.
Employment rights	Loss of employment rights as free movement ends leading to recruitment problems in sectors of the local economy. Individual hardship cases where entitlement to work affects individuals.	H	M	M-L	Economic effects of Covid will bring large scale unemployment across the borough. Long-term issue, needing efforts to ensure adjustments by local employers. Skills shortages are still a concern in some sectors – e.g. social care and construction.	Reassess where potential skills shortages will occur in line with the impact Covid will have on job losses across the borough. Once established, work with employment and skills providers to support local people to develop skills to meet employment market need.	Large scale unemployment due to economic fallout of Covid pandemic will mean that many EU citizens are already out of work.
Council workforce	Difficulty in recruitment and retention of staff, esp in key sectors (e.g. social care, schools, manual occupations) because a large	M	M	M	Potentially significant issue, likely to be long-term. Gaps in key services and pay inflation possible. Potential to mitigate in the longer term	Workforce Group has been established to consider in more detail. Consideration of support needed for existing employees, as well as more general	Majority of staff are now working at home due to Covid but many of the staff likely to be affected

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
	proportion of these roles are filled with staff from the EU and will become vacant if they choose to return their home country.				through apprenticeships, local employment strategies etc	workforce planning issues. Reassess current status of council workforce in line with Covid impacts. EU staff members have been offered support to apply for Settled Status.	work in frontline roles.
Disruption to food and medical supplies	Disruption at the border due to issues with customs arrangements if no Free Trade Agreement is signed, causes problems with essential supplies of a perishable nature including medicines.	M	H	H	In the event of an occurrence, assume issues for social care if there is disruption to the supply of medical supplies, and for low income households and vulnerable people (esp medically vulnerable). Vulnerable people are also less likely to be able to access other suppliers due to social distancing	Seek ongoing assurance from NHS re medicines. Review supply chain resilience of social care providers. Community resilience engagement to consider support options from CV sector and faith community. Potential to use support networks created during Covid response to respond to at-risk vulnerable groups in need.	Risk of virus transmission if people begin queuing in large numbers for food or fuel. Vulnerable people are unlikely to go out and put themselves at risk. Levels of stockpiling similar to those seen at the beginning of the

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
					measures still being in place. The stockpiling abilities of food and medical suppliers are significantly reduced due to the time of year/warehouse space. This could cause disruption in the event of no Free Trade Deal being signed.		pandemic may occur.
Disruption to utilities	Disruption to supply chains could impact the water treatment process. Panic buying could also cause temporary fuel shortages.	L	H	H	These risks are primarily managed through the respective industry contingency plans. Partnership Resilience Plans are in place as needed.	One of LBH's utilities suppliers have stated that disruption to supplies may occur in the event of a deal or no deal scenario. Reassess whether this is still the case if no FTA is signed. However, in the event of this, the grid would look to balance its supply via	N/A

Risk	Description	Likelihood	Severity	Proximity	Comments	Actions and Updates	Overlap with Covid impacts
						its capacity market services. Likelihood is still low.	

Key:

Likelihood - How likely is this to happen? L: <50% M: 50–75% H: 75%+ [Assessment is estimated – at present “No FTA agreement signed” is given a Medium rating, this requires ongoing assessment].

Severity - How bad would this be? L: Limited Impact M: Moderate Impact H: Severe Impact

Proximity - When is this likely to occur? L: Longer-term M: Medium, i.e. over the next 6 months H: Soon – commencing now/next few months

Report for: Overview and Scrutiny Committee 15 October 2020

Title: Fire Safety in High Rise Blocks - update

Report

Authorised by: David Joyce, Director of Housing, Regeneration and Planning

Lead Officer: Robbie Erbmann, Assistant Director for Housing

Ward(s) affected: All

Report for Key/

Non Key Decision: **Non-Key Decision**

1. Describe the issue under consideration

- 1.1. The Overview and Scrutiny Committee approved recommendations on Fire Safety in High Rise blocks at its meeting on 25 March 2019. Cabinet provided a response at its meeting on 9 July 2019. This report provides a further update on the recommendations of the Overview and Scrutiny Committee.

2. Recommendations

- 2.1. To note the report.

3. Background information

- 3.1. The Overview and Scrutiny Panel produced a report on Fire Safety in High Rise blocks which was approved by Overview and Scrutiny Committee on 25 March 2019. The review project was set up in the aftermath of the Grenfell Tower fire in 2017. The Overview and Scrutiny Panel sought to review the response that was made to the fire in Haringey, as well as looking at how other local authorities had responded for the purpose of learning.
- 3.2. Cabinet responded at its meeting on 9 July 2019. Further updates to the recommendations are now available and attached at appendix 1.
- 3.3. In April 2020, the government published its response to the 'Building a Safer Future' consultation from July 2019. This set out how the government intends to deliver the objectives and recommendations from the Dame Judith Hackitt Review, following the Grenfell Tower fire in 2017, as well as the management of fire and structural safety risk in new and existing buildings of more than 18 meters high (6+storeys). The government will legislate for these reforms in new primary legislation through the Building Safety Bill published on 20 July 2020, Fire Safety Bill and further secondary legislation, where necessary.
- 3.4. A full report on the implications of this legislation on the Council and its partners will be presented to a future meeting of the Overview and Scrutiny Panel.

4. Contribution to strategic outcomes

- 4.1. The Borough Plan sets out housing as its first priority. Within that priority the third key aim is to 'drive up the quality of housing' and in particular to 'ensure safety in housing of all tenures across the borough, responding to any new regulations as they emerge'.

5. Use of appendices

- 5.1. Appendix 1: Update on recommendations.

6. Local Government (Access to Information) Act 1985

Minutes of the Overview & Scrutiny Committee meeting held on 25 March 2019 are available on the Haringey Council website at this [link](#).

Minutes of the Cabinet meeting held on 9 July 2019 are available on the Haringey Council website at this [link](#).

Appendix 1: Scrutiny Panel Review of Fire Safety in High Rise Blocks Report (2019) Update on Responses to Panel Recommendations

Overall comments on the report

This report provides an update on progress implementing the responses to the recommendations of the Scrutiny Panel Review of Fire Safety in High Rise Blocks (2019), as agreed by Cabinet on 9 July 2019. The recommendations have helped guide the ongoing development of a comprehensive fire safety policy for the Council’s housing stock; with its particular focus on the safety of residents living in the 54 high rise blocks. Many of the recommendations have already been acted on or are pending further guidance on the proposed changes to building safety regulations as set out in the draft Building Safety Bill 2020, as well as the outcome of the full Public Inquiry into the Grenfell Tower fire. In the meantime, the Council will continue to ensure that it fulfils its statutory duties and requirements. Homes for Haringey has already started to put in place some of the measures included as recommendations from the Hackitt review.

Included in the Borough Plan is a commitment to ensure residents are kept safe in their homes and that the Council responds effectively to changes in fire safety and general building regulations. In recognition of current and likely increasing building safety requirements, the new HRA Business Plan (2020/21-2025), approved by Cabinet on 11 February 2020, includes provision for an additional £57m over the next 10 years, specifically to fund a number of fire safety measures. These include fire doors, flat entrance door replacement, window infill panel replacements, automatic fire detection installations, compartmentation works, as well as the cost of any follow up works from the more intrusive Fire Risk Assessments (FRA)s currently being undertaken.

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
1. That, when proposals for the implementation of the recommendations of the Hackitt review are developed, a report be submitted to the	Noted and agreed.	The Hackitt review’s recommendations have been

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
<p>Overview and Scrutiny Committee on their implications for the Council and partners. (2.2)</p>		<p>consulted on (i.e. Building a Safer Future – July 2019). The draft Building Safety Bill was published in July 2020. The Fire Safety Bill is currently out for consultation– deadline of 10th October 2020. A full report on the implications for the Council and its partners will be presented to a future meeting of the Overview and Scrutiny Committee.</p>
<p>2. That a working group be set up to consider how to most effectively address the shortage of professional and technical staff within the Council through developing pathways to train and develop new staff as well as incentives to attract suitable individuals. (2.23)</p>	<p>Agreed. Working group to be established, which will comprise officers from the Council’s Health & Safety team, Building Control, Learning and Development, and Homes for Haringey (HfH). When we look at training and developing staff for these roles, we will look to support care leavers.</p>	<p>The Council’s Building Control (BC) team have upskilled their existing surveying staff who are all now qualified as Level 6 Fire Safety Surveyors. This is the highest competency that Building Control Surveyors can attain and will be a requirement to carry out future works on ‘in-scope’ buildings. Recruitment and retention is critical, given the shortage of staff with the appropriate specialist knowledge and experience. The new duties for local authority Building Control teams set out in the Building Safety Bill will also</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
		<p>require additional staff resources. Building Control has also attained ISO 9001:2015 which is a quality management system via Local Authority Building Control (LABC) which ensures BC teams conform to agreed protocols and aim for continuous improvement in the service provided.</p> <p>HfH's Recruitment Manager has been tasked with developing a recruitment contingency strategy in relation to all hard to recruit posts, including Health and Safety Advisers and Fire Safety Officers. Although the Health and Safety team is now fully staffed, HfH continue having difficulties in recruiting to the Building Safety Manager and Fire Risk Assessors posts.</p>
<p>3. That Homes for Haringey (HfH) approach Local Authority Building Control (LABC) to explore the possibility of them providing fire risk assessors for Homes for Haringey as and</p>	<p>Agreed. HfH has approached Local Authority Building Control regarding the provision of Fire Risk Assessors for use, as and when, required. HfH will be using</p>	<p>HfH approached LABC regarding the provision of Fire Risk Assessors. The response received is that LABC are no longer providing this service. HfH is</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
when required. (2.30). (LABC is a national network which represents all local authority building control teams in England and Wales.)	the framework in place with BC to ensure resources are available.	training its own Fire Risk Assessor and will explore expanding this approach, as well as increasing the salary offer and procuring a sub-contractor to support this work.
4. That additional information by HfH for residents on Fire Risk Assessments be included on the relevant web page by providing the date of the last inspection and when the next one is due. (2.31)	Agreed. Details of Fire Risk Assessment dates are now included on HfH's web site. https://www.homesforharingey.org/your-neighbourhood/fire-safety/fire-risk-assessments	At the start of lockdown HfH had to put the FRA programme on hold. This resumed at the beginning of June and is ongoing. The date of the last and the next inspections are noted on the HfH website; the link for which is provided in the adjacent column.
5. That the Council's Communications Team be used to publicise London Fire Brigade (LFB) Fire Safety Days for HfH residents and that, in addition, consideration be given to using local schools to promote them. (3.17)	Agreed. HfH is currently working with the LFB on a programme of visits for 2019/20, and once developed will work with the Council's communications team to publicise these widely. HfH is also developing a programme of school visits that will coincide with the stock investment programmes, to cover site safety and fire safety.	Two Fire Safety Days with the LFB have taken place at: - - 2-152 Birkbeck Road on 8/4/2019; and - Headcorn and Tenterden estate on 25/7/2019. School visits are included as part of the engagement package being developed for residents. These run in parallel with the major works programme.

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
		<p>Due to covid -19, however, all planned visits have been cancelled, the programme is being reviewed and will resume as soon as it is practicable and safe to do so.</p>
<p>6. That a written communication strategy be developed by HfH and shared with the Committee outlining how residents will be engaged with on fire safety issues and involving the Council, LFB and schools. (3.22)</p>	<p>Agreed. HfH is currently developing a written communications strategy for fire safety, which will be in place from July 2019. Once finalised, this will be shared with the Committee.</p>	<p>HfH developed a written communications strategy for fire safety in 2019 and are in the process of updating.</p> <p>HfH are working on a project that is looking at ways to improve residents' understanding of fire safety issues, particularly for those where English is not their first language. This will incorporate fire safety displays and signage, as well as residents' and HfHs' respective roles and responsibilities.</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
<p>7. That further consideration be given to how fire safety concerns could best be brought to the attention of HfH by residents in order to encourage timely reporting, with the setting up of a dedicated telephone number considered as an option. (3.26)</p>	<p>Agreed. HfH is currently reviewing the introduction of a dedicated phone line for fire safety issues and will feed back once it is understood how this may impact on the Council’s customer services approach.</p>	<p>HfH have considered this. However, they decided not to pursue this option on the basis that having several phone lines could have a negative impact by potentially causing confusion for residents making contact.</p>
<p>8. That HfH publishes how fire safety concerns and issues are managed and reported on through its governance structures. (3.26)</p>	<p>Agreed. HfH will be publicising its governance arrangements on fire safety in July 2019.</p>	<p>HfH governance arrangements on fire safety are set out within the attached Health and Safety policy. (Oct 2019)</p> <div style="text-align: center;">  <p>HS_HSP01 Health and Safety Policy_v.6</p> </div> <p>Section 2.1. of the Health and Safety policy refers to the roles and responsibilities of each tier within the organisation, including the Health and Safety team.</p>
<p>9. That strategic engagement by HfH with residents be included within the work plan for the Housing and Regeneration Scrutiny Panel work plan. (3.28)</p>	<p>Agreed and noted.</p>	<p>This is ongoing. Update reports will be provided at future meetings and fire safety will be included in the Housing and Regeneration Scrutiny Panel Committee work plan.</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
<p>10. That an update on outcome of the programme of more intrusive fire risk assessments that are currently taking place be submitted to the Housing and Regeneration Scrutiny Panel and, in particular, the soundness of compartmentation of where assessments have taken place. (4.4)</p>	<p>Agreed. HfH has commissioned a survey programme for more intrusive Type 3 and 4 fire risks assessments: starting with the high-rise blocks. Any defective compartmentation (either by walls or doors) will be reinstated and would require formal Building Regulation applications. Due to the complex nature of these intrusive surveys, and unknown extent of any reinstatement works required, it is difficult, at this stage, to predict when the overall programme will complete. An update on progress will be provided to the Housing and Regeneration Scrutiny Panel.</p>	<p>Intrusive fire risk assessments have been undertaken to the high-rise blocks at Broadwater Farm.</p> <p>Further intrusive surveys are underway for all the remaining high - rise blocks which will be completed within the next 9 to 12 months.</p> <p>An update on progress will be provided to a future meeting of the Housing and Regeneration Scrutiny Committee.</p>
<p>11. That the issue of the retrofitting of sprinklers be considered further by the Committee when there is greater clarity on the implementation plans for the recommendations of the Hackitt review and/or the recommendations of the Grenfell Inquiry. (4.11)</p>	<p>Agreed and noted.</p>	<p>LFB is in favour of retrofitting sprinklers but there is currently no legal requirement, or recommendation in the Hackitt review, to do so. The guidance and advice on sprinklers is still emerging.</p> <p>As part of London Council's Fire Safety Group, the Council works closely with/observes the approaches of other boroughs. Many are waiting for clarity from</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
		<p>the legislation before committing to sprinklers.</p> <p>HfH's Board has considered the recommendations from the Hackitt review and are in the process of implementing some of the measures as follows: -</p> <ul style="list-style-type: none"> - Recruiting a Building Safety Manager. - Trialling collation of building specific information requirements such as the 'golden thread'. This is the documentation held electronically, about each building in scope. This includes structural surveys, a fire strategy, Fire Risk Assessments, an asset register and the periodic planned maintenance records. This information is then used to build a 'safety case' to show that the building is safe. - Considering the implications of more frequent testing of fire doors.

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
		<p>If fully implemented, the Hackitt recommendations will be costed. However, because such details are not currently known, they have not yet been accounted for within the Council's budgets. There is a 10-year budget provision of £57m for fire safety within the Housing Revenue Account. (See 'overall comments' section).</p> <p>The Grenfell Public Inquiry is not expected to conclude until 2022.</p>
<p>12. That the Commissioning Service:</p> <ul style="list-style-type: none"> • Seeks to ensure that residential care homes are complying with relevant statutory guidance and making fire safety information available to residents and visitors; and • Encourages all residential care providers to publish FRAs on their websites, with any improvements indicated and the time frame for these to happen. 	<p>Partially agreed: As part of their inspection of care homes, the Care Quality Commission assesses whether providers are compliant with the relevant statutory guidance and making fire safety information available to residents and visitors.</p> <p>On quality assurance visits, the Commissioning Unit will identify any shortcomings in the fire safety information available to residents and visitors and confirm whether care homes are compliant.</p>	<p>When carrying out quality assurance visits, the Commissioning Unit has been checking the fire safety information available to residents and visitors.</p> <p>The Commissioning Unit has also been encouraging care providers to publish FRAs on their website.</p> <p>The Commissioning Unit has raised this issue at the North Central London Social Care</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
	<p>Agreed: The Commissioning Unit will share guidance on selecting competent Fire Risk Assessors and further guidance on how to carry out fire safety risk assessments in residential homes. The Commissioning Unit will encourage care providers to publish FRAs on their websites with improvements and timelines. However, it should be noted that the Commissioning Unit cannot legally or contractually enforce the publication of FRAs on care home websites.</p>	<p>Group that has been working on quality assurance of the care market.</p>
<p>13. That commissioners require all care home providers to confirm that individuals undertaking FRAs on their behalf are appropriately accredited.</p>	<p>Agreed: The Commissioning Unit has already written to providers to confirm the same.</p>	<p>There is no further update.</p>
<p>14. That the Council's Commissioning Service consider the feasibility of relevant FRAs being reported to the Adults Safeguarding Board.</p>	<p>Agreed: The Commissioning Unit will consider how relevant FRAs may be reported to the Safeguarding Adults Board. Whilst the Unit is not qualified to audit FRAs, the Unit can use the CQC's monitoring of fire safety risk assessments in residential homes and information from London Fire Brigade visits to support the reporting of FRAs to SAB.</p>	<p>Haringey Safeguarding Adults Board has taken an active part in fire safety in its role as leading safeguarding for vulnerable adults. A quality assurance report is presented to each meeting of the Board and of its Quality Assurance Sub-Group and fire</p>

Panel Recommendation	Cabinet July 2019 Response (Agreed/Not agreed/Partially agreed)	October 2020 update
		safety awareness has been reported through these channels.

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Report for: Overview and Scrutiny Committee – 15 October 2020

Title: Overview and Scrutiny Committee and Scrutiny Panel Work Programme

Report authorised by: Ayshe Simsek, Acting Democratic Services and Scrutiny Manager

Lead Officer: Rob Mack, Principal Scrutiny Support Officer
Tel: 020 8489 2921, E-mail: rob.mack@haringey.gov.uk

Ward(s) affected: N/A

**Report for Key/
Non Key Decision:** N/A

1. Describe the issue under consideration

1.1 This report outlines the development of workplans for the Committee and its Panels for 2020-21 and beyond.

2. Recommendations

2.1 To note the current work programmes for the main Committee and Scrutiny Panels at Appendix A and agree any amendments, as appropriate.

3. Reasons for decision

3.1 The Overview and Scrutiny Committee (OSC) is responsible for developing an overall work plan, including work for its standing scrutiny panels. In putting this together, the Committee will need to have regard to their capacity to deliver the programme and officers' capacity to support them in this task.

4. Background

4.1 The Committee and its Panels had completed their workplans for 2018-20 and were in the process and developing new ones for 2020-22 when the Covid-19 crisis and lockdown occurred. A scrutiny survey had been undertaken and analysed as part of this process and another Scrutiny Café event was planned but this needed to be postponed.

4.2 After lockdown, the normal work of the Committee and its Panels was suspended temporarily. Regular virtual meetings of the Committee were subsequently arranged, with short, focused agendas. These centred around Cabinet Member questions, with officer involvement and the need for written reports reduced in order to not divert or distract key officers and partners from responding to the crisis. The first round of Panel meetings for the year were cancelled.

4.3 The Committee and its Panels have now begun to resume their normal work, albeit with the need for virtual meetings for the foreseeable future. The Committee will therefore now need to give further consideration to how it develops its workplan. A key part of this will be plans for how the borough recovers from the

Covid-19 pandemic, which has impacted on virtually every area of Council activity.

- 4.4 The Committee and the Panels have a number of regular items, such as Cabinet Member Questions, plus reports that they receive on an annual basis. For the Committee, this would include the Complaints Annual Report and the Treasury Management Statement. In addition, there is budget scrutiny. There are also some follow-up reports that have been requested by the Committee and Panels. Outline work plans have been put together for the remainder of this year and these are attached as Appendix A.
- 4.5 The Committee will need to return to the review that it had been undertaking on Business Support – Procurement and the Local Supply Chain. Some of the evidence that was received as part of this may well be out of date or has been overtaken by events. In particular, the Council has recently published Haringey's Good Economy Recovery Plan and a High Streets Recovery Action Plan.
- 4.6 There is some space for the Committee to add additional one-off items into the agendas for the remaining scheduled meetings of the year and in particular the March meeting.
- 4.7 Proposals are being put together for a consultative event with representatives of the local community to inform the development of the work plan for 2021/22. It is intended that this will take place early in the new year.

Forward Plan

- 4.8 Since the implementation of the Local Government Act and the introduction of the Council's Forward Plan, scrutiny members have found the Plan to be a useful tool in planning the overview and scrutiny work programme. The Forward Plan is updated each month but sets out key decisions for a 3-month period.
- 4.9 To ensure the information provided to the Committee is up to date, a copy of the most recent Forward Plan can be viewed via the link below:

<http://www.minutes.haringey.gov.uk/mgListPlans.aspx?RP=110&RD=0&J=1>
- 4.10 The Committee may want to consider the Forward Plan and discuss whether any of these items require further investigation or monitoring via scrutiny.

5. Contribution to strategic outcomes

- 5.1 The contribution of scrutiny to the corporate priorities will be considered routinely as part of the OSC's work.

6. Statutory Officers comments

Finance and Procurement

- 6.1 There are no financial implications arising from the recommendations set out in this report. Should any of the work undertaken by Overview and Scrutiny

generate recommendations with financial implications these will be highlighted at that time.

Legal

- 6.2 There are no immediate legal implications arising from the report.
- 6.3 In accordance with the Council's Constitution, the approval of the future scrutiny work programme falls within the remit of the OSC.
- 6.4 Under Section 21 (6) of the Local Government Act 2000, an OSC has the power to appoint one or more sub-committees to discharge any of its functions. In accordance with the Constitution, the appointment of Scrutiny Panels (to assist the scrutiny function) falls within the remit of the OSC.
- 6.5 Scrutiny Panels are non-decision making bodies and the work programme and any subsequent reports and recommendations that each scrutiny panel produces must be approved by the Overview and Scrutiny Committee. Such reports can then be referred to Cabinet or Council under agreed protocols.

Equality

- 6.6 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:
- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.
- 6.7 The Committee should ensure that it addresses these duties by considering them within its work plan and those of its panels, as well as individual pieces of work. This should include considering and clearly stating;
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to services and fair representation of all groups within Haringey;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

- 6.8 The Committee should ensure that equalities comments are based on evidence. Wherever possible this should include demographic and service level data and evidence of residents/service-users views gathered through consultation.

7. Use of Appendices

Appendix A: Work Plans for the Committee and the scrutiny panels.

8. Local Government (Access to Information) Act 1985

N/A

Appendix A

Overview and Scrutiny Committee

Work Plan 2020-21

<p>1. Scrutiny review projects; These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. Should there not be sufficient capacity to cover all of these issues through in-depth pieces of work, they could instead be addressed through a “one-off” item at a scheduled meeting of the Panel. These issues will be subject to further development and scoping. It is proposed that the Committee consider issues that are “cross cutting” in nature for review by itself i.e. ones that cover the terms of reference of more than one of the panels.</p>		
Project	Comments	Priority
Business Support (Procurement and the Supply Chain)	<p>To consider how local businesses can be further encouraged and supported to bid and win contracts with the Council. In doing this it will consider:</p> <ul style="list-style-type: none"> • What goods and services the Council currently procures and the respective proportions of these are procured locally; • How local procurement can best deliver benefits to local people, for example by maximising benefits for local employees and sub-contractors as well as business owners; • How Haringey compares with other local authorities and what can be learned from their experiences; • Any gaps or opportunities that there might be; • What barriers or disincentives that there might for local businesses in bidding for contracts and how they can be overcome; • What actions might have the greatest impact in increasing the proportion of contracts held by local businesses. 	1.

	<p>It will seek to make recommendations to the Council’s Cabinet on how the 40% target for the proportion of contracts awarded to local businesses might be achieved most effectively as well as contributing to the development of the Council’s new procurement strategy the new Economic Development Plan for the borough.</p> <p>The review was started during 2019-20 and a number of meetings and visits have already taken place.</p>	
Communicating with the Council	Review to consider how to improve communication between residents and Council services	2.
Working with the voluntary and community	<ul style="list-style-type: none"> • Working together with local voluntary/community sector, strengthening their capacity and working with them to attract external investment in the borough; • Building on examples of good co-operation and joint working between Council services and volunteers, such as within parks, which could be replicated more widely; • Involving and supporting voluntary organisations to bid for services. 	3.
Child Poverty	<ul style="list-style-type: none"> • Issues in schools highlight food poverty, poor housing and increasing mental health needs. 	4.
Fairness Commission	<ul style="list-style-type: none"> • Possible outcomes 	5.

2. **“One-off” Items;** These will be dealt with at scheduled meetings of the Committee. The following are suggestions for when particular items may be scheduled.

Date	Potential Items	Lead Officer/Witnesses
2020-21		
May 26 2020 (Special)	Cabinet Member Questions: Leader	Leader and Chief Executive
	Cabinet Member Questions: Housing and Estate Renewal	Cllr Ibrahim and officers
	Supporting Better Access to Parking for Disabled People and Blue Badges; Scope and Terms of Reference	Chair of E&CS Panel
22 June 2020	Cabinet Member Questions: Adults and Health	Cllr James and officers
	Cabinet Member Questions: Children and Families	Cllr Brabazon and officers
	Supporting Better Access to Parking for Disabled People and Blue Badges; Final Report	Chair of E&CS Panel
20 July 2020	Cabinet Member Questions: Climate Change and Sustainability	Cllr Hearn and officers

	Cabinet Member Questions: Local Investment and Economic Growth	Cllr Bull and officers
15 October 2020	Fire Safety – Update on Implementation of Recommendations from Scrutiny Review (deferred and updated from 12 March meeting)	Director of Housing, Regeneration and Planning
	Brexit – Implications for Borough Update	Head of Policy and Cabinet Support
	Terms of Reference and Memberships	Scrutiny Support Officer
	Work Planning	Scrutiny Support Officer
23 November 2020	Cabinet Member Questions – The Leader	Leader and Chief Executive
	Cabinet Member Questions – Finance and Strategic Regeneration (N.B. Finance issues)	Cabinet Member – Finance and Strategic Regeneration and officers
	Budget Monitoring – Quarter 1	Director of Finance
	Performance Report – Quarter 1	Performance Manager

	Complaints Annual Report. To include learning from complaints and LGO's annual review letter	Assistant Director (Corporate Governance)
12 January 2021	Priority X Budget Scrutiny; To undertake scrutiny of the "enabling" priority.	Cabinet Member for Communities and Equalities
	Cabinet Member Questions – Planning and Corporate Services	Cabinet Member Questions – Planning and Corporate Services
	Fire Safety in High Rise Blocks – Legislative Changes	Director of Housing, Regeneration and Planning
18 January 2021 (Budget)	Budget Scrutiny; Panel feedback and recommendations. To consider panel's draft recommendations and agree input into Cabinet's final budget proposal discussions (Deputy Chair in the Chair)	Deputy Chair (in the Chair)
	Treasury Management Statement	Head of Pensions
15 March 2021	Cabinet Member Questions – Communities	Cabinet Member - Communities

	Overview and Scrutiny – Updated Protocol	Principal Scrutiny Support Officer
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Adults and Health Scrutiny Panel

Work Plan 2020 - 21

<p>1. Scrutiny review projects; These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. Should there not be sufficient capacity to cover all of these issues through in-depth pieces of work, they could instead be addressed through a “one-off” item at a scheduled meeting of the Panel. These issues will be subject to further development and scoping. It is proposed that the Committee consider issues that are “cross cutting” in nature for review by itself i.e. ones that cover the terms of reference of more than one of the panels.</p>		
Project	Comments	Status
Adult Social Care commissioning	<p>This scrutiny review was established to examine the process behind commissioning decision-making including the overall strategic approach to commissioning, how decisions are tracked and measured, what key performance indicators are used, how return on investment is calculated and what criteria are used for tendering decisions.</p> <p>The Panel held an initial briefing session with Council officers in November 2019 followed by a number of evidence sessions with Council officers and external witnesses from January 2020 to March 2020.</p> <p>The Review was suspended in March 2020 due to the Covid-19 pandemic and is expected to resume later in the year.</p>	In progress

2. **“One-off” Items; These** will be dealt with at scheduled meetings of the Panel. The following are suggestions for when particular items may be scheduled.

Date	Agenda Items
2020-21	
21 September 2020	<ul style="list-style-type: none"> • Learning Disabilities/Autism Centre & Autism Hub <ul style="list-style-type: none"> ○ Update on the opening of the new services at Waltheof Gardens in the changed circumstances resulting from Covid-19. • ‘Stock take’ on current situation with Adult services <ul style="list-style-type: none"> ○ Summary of how services have been affected during the Covid-19 pandemic and what has been learnt. • Care homes in Haringey <ul style="list-style-type: none"> ○ Summary of the impact of Covid-19 on care homes in Haringey so far, including infection/fatality numbers and details, which care homes were most significantly affected. • Work Planning <ul style="list-style-type: none"> ○ To discuss items for the work plan for the Panel for 2020/21.
17 November 2020	<ul style="list-style-type: none"> • Domestic abuse <ul style="list-style-type: none"> ○ Action being taken by the Council to support people affected by domestic abuse given the increased risk factors resulting from Covid-19 restrictions. • Mental health

	<ul style="list-style-type: none"> ○ Challenges with the co-ordination of mental health services during the Covid-19 pandemic and action being taken by the Council to support the mental health needs of people in isolation due to Covid-19 restrictions, particularly those who do not have support networks. ● Haringey Safeguarding Adults Board – Annual Report 2019/20 ● Cabinet Member Questions – Adults & Health
10 December 2020 (Budget Meeting)	<ul style="list-style-type: none"> ● Budget scrutiny
23 February 2021	<ul style="list-style-type: none"> ● Locality working in North Tottenham ● CQC overview ● Living Through Lockdown report (Joint Partnerships Boards) – progress on proposals ● Cabinet Member Questions – Adults & Health

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Children and Young People’s Scrutiny Panel

Work Plan 2020 - 21

<p>1. Scrutiny review projects; These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. Should there not be sufficient capacity to cover all of these issues through in-depth pieces of work, they could instead be addressed through a “one-off” item at a scheduled meeting of the Panel. These issues will be subject to further development and scoping. It is proposed that the Committee consider issues that are “cross cutting” in nature for review by itself i.e. ones that cover the terms of reference of more than one of the panels.</p>		
Project	Comments	Priority
Schools	<p>There are now a range of different types of school within the borough. These include:</p> <ul style="list-style-type: none"> • Community schools; • Foundation schools and voluntary schools; • Academies; • Free schools; and • Faith schools. <p>The resulting fragmentation presents challenges for local authorities. These include ensuring that all schools are providing a good standard of education and the planning and co-ordination of school places. In addition, schools are subject to varying degrees of local democratic control.</p> <p>The review will:</p> <ul style="list-style-type: none"> • Seek to identify the different categories of school that there are within Haringey and their characteristics as well as the diversity of curriculum and ethos offered by individual schools; 	In progress

	<ul style="list-style-type: none"> • Consider the ways that might be available to the Council to influence schools within the borough and, in particular, facilitate school improvement and co-ordination of school places most effectively; and • Look at practice in other local authority areas and what appears to have been most effective. <p>The review will then focus on how the Council might best respond strategically to the significant surplus in school reception places that there is within Haringey. These have serious budgetary implications for many primary schools due to the way in which schools are funded. Demand for school places is subject to fluctuation and there will also be a need for sufficient places to be available to accommodate future any increases in demand for places. As part of this, the review will consider:</p> <ul style="list-style-type: none"> • The role the Council has in working with schools to manage effectively the reductions in school rolls; • How a balanced range of school provision across the borough might best be maintained; and • What could be done to mitigate financial pressures on schools and ensure that any adverse effects on schools are minimised 	
Alternative Provision	<p>The review will look at Alternative Provision (AP) services provided to students who no longer attend mainstream education for reasons such as exclusion, behavioural issues, school refusal, short/long term illnesses as well as any other reasons. The main areas of focus will be:</p> <ul style="list-style-type: none"> • What are the reasons why children in Haringey enter AP? • Once entering alternative provision, what are their outcomes and attainment levels when compared to mainstream schools? • How many children going through the AP route later enter the youth justice system? • How many children enter alternative provision as a result of SEND needs and how many have a statement or a EHCP plan? • The demographics of children entering AP including ethnicity, gender, areas of the borough where children in AP are drawn from and levels of children receiving free school meals prior to entering AP; 	

	<ul style="list-style-type: none"> • What are the challenges schools and local authorities face and what can we do better to meet the needs of children so as to avoid AP altogether? • Are the outcomes from AP providers uniform within Haringey? • How cost effective is AP. 	
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<p>2. “One-off” Items; These will be dealt with at scheduled meetings of the Panel. The following are suggestions for when particular items may be scheduled.</p>	
Date	Potential Items
2020-21	
17 September 2020	<ul style="list-style-type: none"> • School estates and action being taken to address maintenance issues • Recovery plan for education within the borough, including action being taken to enable children and young people to catch up on missed schooling and targeted action for disadvantaged communities • Cabinet Member Questions - Communities • Work Planning; To agree items for the work plan for the Panel for year
9 November 2020	<ul style="list-style-type: none"> • Terms of Reference • Cabinet Member Questions – Children and Families

	<ul style="list-style-type: none"> • Haringey Safeguarding Children’s Partnership • Educational Attainment and Performance; To report on educational attainment and performance. Data on performance to be broken down into different groups, including children with SEND, ethnicity, age, household income etc. To include reference to any under achieving groups as well as data on the comparative performance of schools within the borough and clear evidence that programmes are in place to respond to performance issues highlighted within the data, including targets and outcomes.
14 December 2020 (Budget Meeting)	<ul style="list-style-type: none"> • Budget scrutiny • Scrutiny Review of SEND – Update on Implementation of Recommendations • Cabinet Member Questions - Communities
8 March 2021	<ul style="list-style-type: none"> • Cabinet Member Questions – Children and Families
To be arranged	<ol style="list-style-type: none"> 1. School exclusions data 2. NRPF: <ul style="list-style-type: none"> • Progress with implementing improvements identified as required by the practice audit undertaken on the work of the NRPF team in 2017; be submitted to a future Panel meeting; and • How families with NRPF are assisted in accessing good quality immigration advice so that they are better able to resolve their status quickly. 3. Transitions – Further Update (to be considered jointly with the Adults and Health Panel)

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| | <ol style="list-style-type: none">4. Haringey Community Gold – Further Update5. Nurseries and the Two and Three Year Old Offer6. CAMHS – Evaluation of Trailblazer Project7. Childhood Obesity - School Catering Contracts8. Improved support offer for care leavers and pathways for low level mental health support services for children and young people9. Social workers in schools – progress with scheme |
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Environment and Community Safety Scrutiny Panel - Work Plan 2020-22

Scrutiny review projects; These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. Should there not be sufficient capacity to cover all of these issues through in-depth pieces of work, they could instead be addressed through a “one-off” item at a scheduled meeting of the Panel. These issues will be subject to further development and scoping. It is proposed that the Committee consider issues that are “cross cutting” in nature for review by itself i.e. ones that cover the terms of reference of more than one of the panels.

Project	Comments	Priority
Single Use Plastics Policy / Reducing the amount of plastic	<p>Examining the Council’s Single Use Plastics Policy as well as recycling performance around plastic waste and seeing what more could be done to reduce the use of plastics. What could the Council do to lead by example in this area?</p> <ul style="list-style-type: none"> • Examine the Council’s Single Use Plastics Policy (Cabinet in June) and what other boroughs are doing around this issue. • Examine the Council’s current position in relation to plastic waste; the Panel will look at the Council’s current recycling policy in relation to different types of plastic. • Examine how the Council could reduce plastic waste and increase its recycling performance, looking at innovative ideas from across the sector. • What could be done by the Council to lead by example and also to assist schools in reducing the amount of plastic waste? Is there scope for the Council to develop a plastic free pledge for schools to sign up to? 	

Date of meeting	Potential Items
3 rd September 2020	<ul style="list-style-type: none"> • Membership & Terms of Reference. • Appointment of Non-Voting Co-opted Member • Covid-19 Recovery update • Update on Youth at Risk Strategy • Gangs, Knife Crime & Hotspot locations. (MOPAC Performance update?). <ul style="list-style-type: none"> ▪ Transport hubs as hotspot locations for crime, especially Finsbury Park, Turnpike Lane, Seven Sisters and surrounding areas, particularly drug-dealing, knife crime. ▪ Update on the Ducketts Common stakeholder Strategic Group • Work Programme: To agree items for the work plan for the Panel for this year. • Cabinet Member Questions; Communities, Safety and Engagement (to cover areas within the Panel's terms of reference that are within that portfolio).
3 rd November 2020	<ul style="list-style-type: none"> • Cabinet Member Questions; Climate Change and Sustainability • Improving Air Quality & reducing pollution • Street Trees & Update on Queens Wood • Update on Single Use Plastics Policy

	<ul style="list-style-type: none"> • Recycling Rate and an update on the drop off in performance • Update on draft Parks and Open Spaces Strategy • Work Plan
<p>Budget Scrutiny</p> <p>10th December 2020</p>	<ul style="list-style-type: none"> • Budget Scrutiny • Police Priorities in Haringey & Community Safety Partnership Update; To invite comments from the Panel on current performance issues and priorities for the borough's Community Safety Partnership. • SNT Coverage and roll out • Update on Haringey & Enfield BCU • Cabinet Member Questions; Communities, Safety and Engagement (to cover areas within the Panel's terms of reference that are within that portfolio).
<p>4th March 2021</p>	<ul style="list-style-type: none"> • Cabinet Member Q&A – Neighbourhoods: To question the Cabinet Member for Neighbourhoods on current issues and plans arising for her portfolio. • Waste, recycling and street cleansing data • Update on Fly Tipping Strategy • Overview of Traffic Management including enforcement of 20mph speed limit (Improving traffic flow, Reduction in HGVs and preventing rat running) • Planned and Reactive Highways maintenance Performance

	<ul style="list-style-type: none"> • Work Plan update
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2021-2021

Meeting 1	<ul style="list-style-type: none"> • Membership & Terms of Reference. • Appointment of Non-Voting Co-opted Member. • Work Programme • Cabinet Member Q&A – Cabinet Member Questions; Cabinet Member for Corporate and Civic Services • Strategic Transport update: <ul style="list-style-type: none"> ▪ TfL funding (post Covid) ▪ Smarter/Active Travel (improve walking and cycling infrastructure, including cycle paths). ▪ Reducing Congestion (Better west to east transport links, Rat-running and unauthorised HGV use). • Liveable Neighbourhoods
Meeting 2	<ul style="list-style-type: none"> • Cabinet Member Q&A – Cabinet Member Questions; Climate Change and Sustainability

Meeting 3	<ul style="list-style-type: none"> • Cabinet Member Q&A – Communities, Safety and Engagement (to cover areas within the Panel’s terms of reference that are within that portfolio). • Police Priorities in Haringey & Community Safety Partnership Update; To invite comments from the Panel on current performance issues and priorities for the borough’s Community Safety Partnership.
Meeting 4 (Budget Scrutiny)	<ul style="list-style-type: none"> • Budget Scrutiny • Cabinet Member Q&A – Cabinet Member Questions; Cabinet Member for Corporate and Civic Services.
Meeting 5	<ul style="list-style-type: none"> • Update on CPZ coverage, Visitor permits and use of permits by staff • Cabinet Member Questions; Cabinet Member for Neighbourhoods.

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Housing and Regeneration Scrutiny Panel

Work Plan 2020 - 21

<p>1. Scrutiny review projects; These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. Should there not be sufficient capacity to cover all of these issues through in-depth pieces of work, they could instead be addressed through a “one-off” item at a scheduled meeting of the Panel. These issues will be subject to further development and scoping. It is proposed that the Committee consider issues that are “cross cutting” in nature for review by itself i.e. ones that cover the terms of reference of more than one of the panels.</p>		
Project	Comments	Status
High Road West	<p>This scrutiny review was established to examine the proposals for the High Road West regeneration scheme in north Tottenham and to provide the Cabinet with evidence-based recommendations on ensuring a future development that meets the needs and aspirations of residents, businesses and the wider community.</p> <p>Site visits took place in Nov and Dec 2019 and the Panel held a number of evidence sessions in Feb & Mar 2020 with Council officers and with local residents, businesses, community organisations and residents associations.</p> <p>The Review was suspended due to the Covid-19 pandemic and is expected to resume shortly.</p>	In progress

2. “One-off” Items; These will be dealt with at scheduled meetings of the Panel. The following are suggestions for when particular items may be scheduled.

Date	Agenda Items
2020-21	
14 September 2020	<ul style="list-style-type: none"> • Impact of Covid-19 on housing development, including: <ul style="list-style-type: none"> ○ the Housing Delivery Programme ○ major redevelopment projects • Homelessness, including: <ul style="list-style-type: none"> ○ future plans for rough sleepers temporarily housed during the Covid-19 lockdown ○ expected impact of the expiration of the ban on evictions • Cabinet Member Questions – Housing & Estate Renewal • Work Planning; To discuss items for the work plan for the Panel for 2020/21
5 November 2020	<ul style="list-style-type: none"> • Cabinet Member Questions – Strategic Regeneration
15 December 2020 (Budget Meeting)	<ul style="list-style-type: none"> • Budget scrutiny
2 March 2021	<ul style="list-style-type: none"> • Cabinet Member Questions – Planning

**Agenda items
available to be
allocated to the
meetings on 5th
Nov 2020 & 2nd
March 2021**

1. Haringey Covid-19 Development Intelligence Group
2. Housing procurement policies.
3. Fire at Firs House in Wood Green in April 2020.
4. Fire safety in HfH estates.
5. Policy on demolition of existing council housing in order to build new properties through the housing delivery programme.
6. Tottenham Hale District Centre Framework.
7. Converted Properties cleaning service charge.
8. Decent Homes Plus.
9. Housing support services provided by local community organisations.
10. Maintenance service level agreements.
11. Empty homes.

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