

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
MONDAY, 3 DECEMBER 2007**

* Indicates Member present

Councillors *Griffith (Chair), *Rahman Khan (Vice-Chair), *Beynon, *Bloch, *Dodds,
*Kober and *Whyte

MINUTE NO.	SUBJECT/DECISION
GPCO31.	<p>APOLOGIES FOR ABSENCE (IF ANY)</p> <p>There were no apologies for absence.</p> <p>NOTED</p> <p>At this point in the proceedings (19.02hrs) the the Chair vacated and the Vice-Chair took the Chair.</p> <p style="text-align: center;">Councillor Rahman-Khan in the Chair</p>
GPCO32.	<p>URGENT BUSINESS</p> <p>There were no items of urgent business.</p> <p>NOTED</p>
GPCO33.	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Dodds declared a personal interest in Item 7.</p> <p>Councillor Rahman-Khan declared a personal interest in Item 6 as a Member of the LB Haringey Pension Fund, and in Item 9 as there were named streets within the ward he represented.</p> <p>NOTED</p>
GPCO34.	<p>DEPUTATIONS/PETITIONS</p> <p>Nil</p>
GPCO35.	<p>MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE - 11 SEPTEMBER 2007</p> <p>RESOLVED</p> <p>That the minutes of the General Purposes Committee held on 11 September 2007 be agreed and signed by the Chair.</p>
GPCO36.	<p>AUDIT OF ACCOUNTS 2006/07</p> <p>At this point in the proceedings (19.06hrs) Councillor Rahman-Khan vacated and Councillor Griffith took the Chair.</p>

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COUNCILLOR GRIFFITH IN THE CHAIR

The Chair asked for a brief introduction.

The Acting Head of Corporate Finance – Mr Bartle, advised the Committee that at the committee meeting of 11th September 2007 the Audit Commission presented to members the initial findings from their audit of the accounts for 2006/07. However at that stage the audit was incomplete and the auditors were not able to give a complete picture. At that meeting It was agreed that any final issues were agreed between the auditors and the Acting Director of Finance, in consultation with the Chair of GP Committee and that an update report would be brought back to a subsequent meeting of the committee. The statutory deadline for the signing off of the accounts by the Authority's auditors was 30th September 2007 and the final audit certificate was issued by the District Auditor on 16th October 2007. The reason for this delay was some late additional testing around the area of capital expenditure that the auditors needed to carry out in order to assure themselves that appropriate expenditure was being classified as capital spend. The Auditors delivered an unqualified audit opinion and concluded that the Council has proper arrangements in place to secure economy, effectiveness and efficiency in its use of resources.

Mr Bartle then advised the Committee of the issues that were raised by the District Auditor in signing off the 2006/07 accounts. The Chief Financial Officer worked closely with the Audit Commission during the audit process to resolve the issues that arose. Mr. Bartle gave a brief summary of each issue as detailed in para 7, which related to:

- HfH pre-transfer pension costs
- Calculation of gains/losses on disposal of fixed assets
- Disclosure of related businesses and companies and related papers
- Group Accounts
- Single Status
- Ownership of assets
- Fixed Assets - HRA

(Councillor Beynon arrived at 19.10hrs)

Members sought and received clarification to a number of issues in respect of the annual audit, particularly in relation to the calculation of gains and losses, and the issue of disclosure in relation to Homes for Haringey, and Alexandra Palace.

The Chair then summarised and it was:-

RESOLVED

That the contents of the report and the actions proposed that arose from the issues raised by the Audit Commission be noted.

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GPCO37. FACILITIES TIME FOR TEACHING UNIONS AND ASSOCIATIONS

In a brief introduction of the report the Deputy Director – Business Support and Development – Children and Young People’s Service, advised that the report set out details of current facilities time arrangements afforded to Teaching Unions and Associations and a proposed review of such.

Members raised the following comments/concerns in relation to the report’s contents :

- The lack of detailed numbers of persons referred to the in the table at para 11. 2 and that there needed to be some clear idea of the numbers involved/affected;
- The lack of comparison of NUT representation against UNIASON and other unions, and the need for fairness and synergy;
- The actual costs involved in the proposed changes and the lack of information;
- The general need to recognise that Teachers were adequately protected and having good access to Union representation ensuring that their rights and needs were protected, and fully met;
- That the recommendations to carry out a review to then be signed off by the Cabinet Member, in conjunction with the Chair of General Purposes Committee not being acceptable;
- The general lack of clarity and information contained within the report which did not allow the Committee to give adequate consideration.

The Chair then summarised and it was:

RESOLVED

- i. That consideration of the report be deferred to either a special, or next scheduled meeting of the General Purposes Committee;and
- ii. That officers note the concerns expressed during discussion of the report with regard to the proposals, and ensure the resubmitted report responds to those concerns as detailed.

GPCO38. CONSULTATION ON THE NEW STATEMENT OF LICENSING POLICY FOR LICENSING ACT 2003

The Chair advised that as an officer was not in attendance the report would be considered later in the proceedings.

N.B. Please note that at the conclusion of the Committee as an officer had not been in attendance the Chair MOVED and it was:

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	<p>RESOLVED</p> <p>That consideration of the report be deferred to a special meeting of the General Purposes Committee prior to the Full Council meeting on 21 January 2008.</p>
GPCO39.	<p>DEFINITIVE PUBLIC RIGHTS OF WAY MAP</p> <p>Following a succinct and detailed introduction of the report by Mr Smith the Committee sought and received clarification as regards to public rights of way and issues of encroachment onto public footpaths.</p> <p>The Chair then summarised and it was:-</p> <p>RESOLVED</p> <ol style="list-style-type: none">i. that the public rights of way Order for the East Area of the Borough be confirmed;ii. that approval be given to the submission of the Orders for the Central and West areas of the Borough to the Secretary of State, Department of Communities and Local Government for confirmation.
GPCO40.	<p>SUMMARY OVERVIEW OF KEY OD AND LEARNING ACTIVITIES APRIL - NOVEMBER 2007</p> <p>In a brief introduction of the circulated report the Corporate Head of Organisational Development – Ms Morris advised the Committee that the report described the different learning and development programmes managed by the OD Service and open to staff across the Council, and to people working within Haringey in the private and voluntary sector, and also looked at the rationale for investing in employee learning and development and set out how OD measured the value of the Learning and Development programmes to the Council. The report mainly highlighted:</p> <ul style="list-style-type: none">• key areas of activity;• detailed numbers of staff attending courses and development programmes;• looked at the rationale for investing in employee learning and development• how OD measured the value of the Learning and Development programmes to the Council. <p>Ms Morris gave a brief summary of the key activities as detailed.</p> <p>The Committee then briefly discussed the report's contents – the main points being:-</p> <ul style="list-style-type: none">• the success of the graduate training programme and the need to ensure that graduates were located into permanent positions after the graduate training period;• concerns at the proposals to cut the £50k short course programme in 2008/09 and the need to ensure appropriate expression of such concerns during the budget setting process;• the importance of social care sector development, and all other areas of

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training and development and the need to ensure maintaining the levels of training and commitment;

- comments in relation to corporate induction and the issue of charging for non attendance – at about 10% of the total;

The Chair then summarised and it was:

RESOLVED

- i. that the positive contribution of the council's learning and development programmes to improving service performance and employee engagement be noted;
- ii. that the positive outcome to the recent liP assessment (5th to 16th November 2007) against the new and harder liP standard be noted;
- iii. that Note the 25% reduction in training spend achieved in 2006/7 has meant that the current level of demand for courses is running in excess of supply; and
- iv. that the impact on the short course programme of a further £50k budget cut be noted, and that the concerns expressed during discussion in relation to the proposed budget cut be raised at during the forthcoming budget assessment discussions for 2008/09 by those Members expressing their concerns.

GPCO41. RECRUITMENT PROCESS IMPROVEMENT

a brief introduction of the report the Interim Head of Human Resources, People and Organisational Development – Mr Davies – advised the Committee that report before it informed the Committee of actions to improve the recruitment process and seek approval to change two matters of policy – determining arrangements for chairing Chief Officer Appointment panels and changing the policy concerning reference checks. Mr Davies went on to explain that a number of recent Member recruitment panels for Chief Officer Appointments had identified the need to identify the chair of these panels at an early stage. At present the Council constitution did not make clear the arrangements for chairing Member recruitment panels. A survey of other London boroughs had been conducted to identify the arrangements in other councils, a summary of which was attached at appendix A. The findings identified that for most appointment panels the Leader or Cabinet/ Executive member chaired the panel.

Mr Davies advised that in order to clarify the council's arrangements it was proposed at the Constitution, Part 4 – Rules of Procedure, Section K – Officer Employment Procedure Rules, para 4(a) should be amended as follows – the new wording in bold and capitals:

'A committee or sub-committee of the Council will appoint chief officers and deputy chief officers. The membership **AND CHAIRING** of that committee or sub-committee will be determined by the Leader and the Chair of General Purposes Committee (or by their nominees). That committee or sub-committee must include at least one member of the Cabinet.'

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The Committee then discussed the report before it – the main points of the discussion being:

- Comments in relation to the membership of the Member appeal panels in particular the composition and balance between Cabinet/Non Members and the need to ensure fairness and equality;
- The perceived views that the appointment of Members to Appointments Panels was becoming less of a non-executive function though it was within the terms of reference of this Committee;
- Concerns at the amendment to the Constitution Working Party in relation to the appointment of the Chair of such Panels being required to be formulaised at an early stage of the proceedings and whether this should be done nerarer to the Appointment Panel, or on the day itself, and that that there had not been many difficulties in terms of the concerns expressed within the report;

In response to concerns expressed the Assitant Chief Executive – People and Organisational Development – Mr Young, commented that the function of Member level appointments lay with the General Purposes Committee and there was no intention to withdraw this function, but rather to ensure that the process was correct. In terms of electing a Chair it was the case that there had been difficulties in convened apointment panels deciding on who should be Chair of the proceedings and that process had had an impact on the actual proceedings. By appointing a Chair at the commencement of the process it was hoped that this would allow for a pragmatic and clear process. Mr Young also reminded the Committee of the selection of members of appointments panels in accordance with Section K2 of the Council's constitution.

The Chief Executive – Ms O'Donovan also advised that she had come to Haringey with a wealth of experience of member level appointments in other Local Authorities. Ms O'Donovan expressed her concerns as to how the appointments process was dealt within at Haringey, and had been shocked by the level of disruption electing a Chair for such bodies had caused, with the tensions and a bad atmosphere being reflected at the Member level appointment, and being felt by candidates during their interviews. Ms O'Donovan stressed that the interview process needed to be measured conducted in a calm way.

Following further points of concern and clarification as to the size of the actual Appointment Panels the Chair summarised and it was:

RESOLVED

- i. That the actions being taken to improve the recruitment process as outlined within the report be noted;
- ii. That approval be given to a review by the Constitution Working Party of the review of the Constitution, Part 4, Section K, para 4(a) to incorporate the wording below (highlighted in bold and capitals) as follows
'.....The membership **AND CHAIRING** of that committee or sub-committee will be determined by the Leader and the Chair of General Purposes Committee (or by their nominees).....' and as detailed in para 10.2 in the report; and
- iii. That the Constitutional Working Party be requested to examine the

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	<p>actual number of Members sitting on Appointments Panels.</p>
GPCO42.	<p>AGENCY WORKERS USAGE</p> <p>Following a succinct introduction of the report by Mr Davies the Committee welcomed the reduction in the use of agency staff across the Authority. Concerns were expressed as to the use of percentage figures as opposed to actual numbers and the use of agency staff in particular directorates and at certain grade bands.</p> <p>In response to points raised Mr Young and Ms O'Donovan advised the Committee that the total work force was approx 8,500 (including teaching staff) . In terms of agency staff being in particular work areas it was the case that in certain areas of work there was a trend towards agency staff as people chose to gain experience at different Local Authorities as was the case with Planning Officers in particular where there was a national shortage of qualified planning officers. In this respect work was being furthered within the Authority for non qualified employees to take planning qualifications and therefore nurture 'home grown' expertise – which was currently lacking.</p> <p>The Chair then summarised and it was:</p> <p>RESOLVED</p> <p>That the report be noted.</p>
GPCO43.	<p>APPOINTMENT TO VACANT POST OF HEAD OF LEGAL SERVICES IN THE CORPORATE RESOURCES DIRECTORATE</p> <p>Following a brief introduction of the report and discussion as to the representative from the General Purposes Committee sitting on the Appointments Panel for the post of Head of Legal Services, it was:</p> <p>RESOLVED</p> <ol style="list-style-type: none">i. That Councillor Eddie Griffith be nominated to the appointment panel for the vacant post of Head of Legal Services in the Corporate Resources Directorate; andii. That the arrangements for the recruitment process for the vacant post of Head of Legal Services in the Corporate Resources Directorate be noted.
GPCO44.	<p>CHILDCARE VOUCHER SCHEME UPDATE</p> <p>Following a brief introduction of the report the Committee welcomed the steps being taken to award a 5 year contract through competitive process in accordance with Contract procedural rules.</p> <p>RESOLVED</p>

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	<p>i. That it be noted that the existing provider - Leapfrog's contract would expire in April 2008 and that the re-tender had been approved by the Assistant Chief Executive – People and Organisational Development; and</p> <p>ii. that it be noted that an update on the tender process had been requested by the General Purposes Committee in February 2007 and that the report considered had been prepared for this purpose.</p>
GPCO45.	<p>NEW ITEMS OF URGENT BUSINESS</p> <p>There were no items of urgent business.</p> <p>NOTED</p>
GPCO46.	<p>EXCLUSION OF PRESS AND PUBLIC</p> <p><i>RESOLVED</i> that the Public and press be excluded from the proceedings as the following items contain exempt information as defined in section 100A of the Local Government Act 1972 namely; Para 1 – Information relating to an individual.</p>
GPCO47.	<p>DISPLACEMENT OF SECOND TIER OFFICER AS A RESULT OF URBAN ENVIRONMENT RESTRUCTURE</p> <p>Item withdrawn from consideration prior to the meeting.</p>
GPCO48.	<p>INDIVIDUAL EARLY RETIREMENT</p> <p>At this point in the proceedings – Councillor Dodds, having declared a personal interest in the report, withdrew from the proceedings.</p> <p>In a succinct introduction of the report Mr Young advised the Committee that the Council had approved the reshaping of Council Services on 13 November 2006 and as a result a new post of Head of Partnerships had been created. The structure had now operated for a period of months and it had been clear that the duties pertaining to this position were able to be covered within the service without the need for the post.</p> <p>In response to points of clarification Mr Young advised that the post of Head of Partnerships had been identified as a budget efficiency in the current budget process with the annual budget saving (including related on costs) was estimated at £106,000 per annum. With the deletion of the post it was likely to result in the postholder being made redundant due to there being no equivalent post being identified as vacant within the Council. The associated costs were £73,226 – redundancy, and £69,651 – capital cost of early release of basic award with no added years. The costs would be borne from the revenue of Policy, Performance, Partnerships and Communications budget and there would be no additional cost to the Pension Fund arising from the proposals. Mr Young also advised that in respect of the recommendations as detailed should read 31 March 2008, and not 2007 as shown.</p> <p>There being no further points of clarification the Chair MOVED and it was:</p>

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	<p>RESOLVED</p> <p>That the early retirement of ZB be certified on the grounds of redundancy with an agreed severance date of 31st march 2008.</p>
GPCO49.	<p>MINUTES OF MEMBER-LEVEL APPEALS</p> <p>RESOLVED</p> <p>That the Exempt Minutes of the Member Level Appeals Panels of 12, and 19 November 2007 respectively be noted.</p>
GPCO50.	<p>NEW ITEMS OF EXEMPT URGENT BUSINESS</p> <p>There were no items of exempt urgent business.</p> <p>NOTED</p>

Councillor EDDIE GRIFFITH

Chair

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PRESENT

Councillors Griffith (Chair), Beynon, Dodds and Whyte

Apologies Councillor Rahman Khan, Bloch and Kober

Also Present: Mr Terence Mitchison – Legal Services
Ms Daliah Barrett – Licensing Services
Mr Clifford Hart – Non-Executive Committees Manager

**MINUTE
NO.**

SUBJECT/DECISION

<p>GPCO51.</p>	<p>APOLOGIES FOR ABSENCE (IF ANY)</p> <p>Apologies for absence were received on behalf of Councillors Bloch, Khan, and Kober.</p> <p>NOTED</p>
<p>GPCO52.</p>	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>
<p>GPCO53.</p>	<p>CONSULTATION ON THE NEW STATEMENT OF LICENSING POLICY FOR LICENSING ACT 2003</p> <p>In a brief introduction of the circulated report Licensing Officer – Ms Barrett advised the Committee that the Licensing Act 2003 (the ‘2003 Act’) introduced new regime under which the responsibility for the licensing of the sale of alcohol , regulated entertainment and late night refreshment transferred from the Magistrates Court to the licensing authority , i.e. the local authority. One of the key requirements under the 2003 Act was to prepare and publish a Statement of Licensing policy which would set out the basis on which the authority will make its license application decisions. This was first published on 7th January 2005 after widespread consultation. The legislation requires that the Statement of Licensing Policy be reviewed at least every three years.</p> <p>Ms Barrett further advised that the Licensing Authority was required under the Act to consult on their policy (and any subsequent revisions) and the requirements of this consultation were also detailed in statute. Guidance provided by the Local Authorities Coordinators of Regulatory Services (LACORS) was that in addition to the planned review of policy, a republished policy should be available within 3 years of the original publication. It had created the need to bring forward arrangements for consultation and formal adoption.</p> <p>Ms Barrett commented that the areas of the policy which had been revised reflect the revision of the S182 Guidance, the changes brought in by various legislation and the demands being made on the Service. The additions made to the Policy were:</p>

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- I. All reference to the transitional stage has been removed
This section is no longer required as the Transitional stage ended in August 2005
- II. Clarification on the application of gaming machines in alcohol licensed premises, up to 2 machines is an automatic entitlement. This Authority has delegated to officer level the ability to authorise up to 4 machines at any one premise. Applications for more than 4 will be required to show reasons for the higher number and how it will be managed; such applications will be put before the licensing sub Committee.
- III. Adult entertainment – guidance on what the Licensing Authority will require to be clarified in any such application. Entertainment comprising of nudity, striptease, table and pole dancing falls within the remit of the Licensing Act 2003. The Licensing Service is receiving an increasing amount of calls enquiring about what rules the Authority applies to establishing seeking to provide such entertainment. It is proposed that the Licensing policy will now contain criteria that will be considered for any such application. This includes proximity to sensitive locations, protection of children, management arrangements to avoid crime and disorder, and a code of conduct for dancers.
- IV. Risk assessments to be carried out by applicants in relation to fire safety, crowd control, audience and artists profiling (v) tables and chairs outside pubs and clubs. London Councils in association with the Association of Chief Police Officers (ACPO) have asked all authorities to ensure that systems are in place to gather information from club promoters/DJs (disc jockeys) and the like to enable officers to adequately assess the type of event and likelihood for crime and disorder.
- V. Fuller guidance to applicants
Further guidance is given to applicants on possible conditions that they should consider when addressing the four licensing objectives in their Operating Schedule.
- VI. Planning and Licensing Interface.
Clarity is given that the Licensing and Planning are separate regimes.
- VII. Tables and Chairs Policy
With the introduction of the Health Act 2006 and the smoking ban taking effect there has been an increase in applications for tables and chairs outside premises. It is advantageous that all applications are consulted on and permitted hours of use are stated on the licences issued.
- VIII. An overview of the new powers available to the Police to apply for accelerated reviews of a Premises License, and extra powers available to authorised officers to enable them to serve penalty notices on Licensees allowing or cause noise nuisance to emanate from within their properties.

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In response to points of clarification from the Committee the legal representative Mr Mitchison, and Ms Barrett clarified that:

- That there had been some positive feedback thus far from the British Beer and Pub Association, and also the Safer Neighbourhood Team in respect of alcohol disorder zones;
- That in terms of the gambling machines licences it was necessary to get permission for over 4 and that the rules pertaining to issuing of such licences was mandatory;
- That the SIA licensing rules were not in the remit or control of the Local Authority.

There being no further comments or questions the Chair summarised and it was:

RESOLVED

- i. that approval be given to the draft statement of licensing policy and that this Committee formally recommends its adoption by Full Council on 21 January 2008;and
- ii. that authority be delegated to the Assistant Director Enforcement or Director of Urban Environment to make any amendments to the draft Statement of Licensing Policy, having regard to the responses from the consultation, prior to the policy being reported to Council for adoption, in consultation with the Chairs of Licensing and General Purposes.

There being no further business the meeting terminated at 18.27hrs.

Councillor EDDIE GRIFFITH

Chair