

Notice of Meeting of the

ASSEMBLY

**to be held on Wednesday, 26 January 2022
commencing at 7:00 pm in the
Council Chamber, Town Hall, Barking**



To all Members of the Council of the London Borough of Barking and Dagenham

Date of publication: 18 January 2022

Claire Symonds
Chief Executive

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Please note that this meeting will be webcast and members of the press and public are encouraged to view the proceedings via this method due to COVID-19 restrictions. Those wishing to attend the meeting in person must provide evidence of a negative Lateral Flow Test on arrival and wear a face mask at all times, including while seated in the public gallery on the second floor of the Town Hall. To view the webcast click [here](#) and select the relevant meeting (the weblink will be available at least 24-hours before the meeting).

AGENDA

1. Apologies for Absence

2. Declaration of Members' Interests

In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.

3. Minutes - To confirm as correct the minutes of the meeting held on 24 November 2021 (Pages 3 - 9)

4. Minutes of Sub-Committees - To note the minutes of the JNC Appointments, Salaries and Structures Panel held on 3 and 13 December 2021 (Pages 11 - 13)

5. Leader's Statement

The Leader will present his statement.

6. Appointments

The Labour Group Secretary will announce any nominations to fill vacant positions on Council committees or other bodies.

7. BAD Youth Forum Annual Report 2021 (Pages 15 - 41)

8. Appointment of Church Representative (Roman Catholic) and Parent Governor (Secondary) Representative to the Overview and Scrutiny Committee (Pages 43 - 44)

9. Appointment to the Health and Wellbeing Board (Pages 45 - 46)

10. Council Tax Support Scheme 2022/23 (Pages 47 - 64)

11. LBBD Statement of Licensing Policy 2022-2027 (Pages 65 - 151)

12. Polling Districts and Polling Places Review 2022 (Pages 153 - 209)

13. Motions

There are no motions.

14. **Questions With Notice**
15. **Any other public items which the Chair decides are urgent**
16. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

Private Business

The public and press have a legal right to attend Council meetings such as the Assembly, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 as amended). ***There are no such items at the time of preparing this agenda.***

17. **Any confidential or exempt items which the Chair decides are urgent**

Our Vision for Barking and Dagenham

ONE BOROUGH; ONE COMMUNITY; NO-ONE LEFT BEHIND

Our Priorities

Participation and Engagement

- To collaboratively build the foundations, platforms and networks that enable greater participation by:
 - Building capacity in and with the social sector to improve cross-sector collaboration
 - Developing opportunities to meaningfully participate across the Borough to improve individual agency and social networks
 - Facilitating democratic participation to create a more engaged, trusted and responsive democracy
- To design relational practices into the Council's activity and to focus that activity on the root causes of poverty and deprivation by:
 - Embedding our participatory principles across the Council's activity
 - Focusing our participatory activity on some of the root causes of poverty

Prevention, Independence and Resilience

- Working together with partners to deliver improved outcomes for children, families and adults
- Providing safe, innovative, strength-based and sustainable practice in all preventative and statutory services
- Every child gets the best start in life
- All children can attend and achieve in inclusive, good quality local schools
- More young people are supported to achieve success in adulthood through higher, further education and access to employment
- More children and young people in care find permanent, safe and stable homes
- All care leavers can access a good, enhanced local offer that meets their health, education, housing and employment needs
- Young people and vulnerable adults are safeguarded in the context of their families, peers, schools and communities

- Our children, young people, and their communities' benefit from a whole systems approach to tackling the impact of knife crime
- Zero tolerance to domestic abuse drives local action that tackles underlying causes, challenges perpetrators and empowers survivors
- All residents with a disability can access from birth, transition to, and in adulthood support that is seamless, personalised and enables them to thrive and contribute to their communities. Families with children who have Special Educational Needs or Disabilities (SEND) can access a good local offer in their communities that enables them independence and to live their lives to the full
- Children, young people and adults can better access social, emotional and mental wellbeing support - including loneliness reduction - in their communities
- All vulnerable adults are supported to access good quality, sustainable care that enables safety, independence, choice and control
- All vulnerable older people can access timely, purposeful integrated care in their communities that helps keep them safe and independent for longer, and in their own homes
- Effective use of public health interventions to reduce health inequalities

Inclusive Growth

- Homes: For local people and other working Londoners
- Jobs: A thriving and inclusive local economy
- Places: Aspirational and resilient places
- Environment: Becoming the green capital of the capital

Well Run Organisation

- Delivers value for money for the taxpayer
- Employs capable and values-driven staff, demonstrating excellent people management
- Enables democratic participation, works relationally and is transparent
- Puts the customer at the heart of what it does
- Is equipped and has the capability to deliver its vision

MINUTES OF ASSEMBLY

Wednesday, 24 November 2021
(7:00 - 8:51 pm)

PRESENT

Cllr Toni Bankole (Chair)
Cllr Faruk Choudhury (Deputy Chair)

Cllr Andrew Achilleos	Cllr Dorothy Akwaboah	Cllr Saima Ashraf
Cllr Princess Bright	Cllr Sade Bright	Cllr Josie Channer
Cllr Edna Fergus	Cllr Irma Freeborn	Cllr Syed Ghani
Cllr Rocky Gill	Cllr Kashif Haroon	Cllr Jane Jones
Cllr Elizabeth Kangethe	Cllr Olawale Martins	Cllr Dave Miles
Cllr Fatuma Nalule	Cllr Adegboyega Oluwole	Cllr Glenda Paddle
Cllr Simon Perry	Cllr Ingrid Robinson	Cllr Paul Robinson
Cllr Emily Rodwell	Cllr Muhammad Saleem	Cllr Dominic Twomey
Cllr Lee Waker	Cllr Phil Waker	Cllr Maureen Worby

36. Apologies for Absence

Apologies for absence were recorded for Councillors Alasia, Aziz, Bremner, Butt, Carpenter, Chand, Dulwich, Geddes, Jamu, Keller, Khan, Lumsden, McCarthy, Miah, Mullane, Quadri, Rahman, Ramsay, C Rice, L Rice, D Rodwell and Shaukat who were unable to attend the meeting due to the social distancing arrangements within the Council Chamber.

37. Declaration of Members' Interests

There were no declarations of interest.

38. Minutes (29th September 2021)

The minutes of the meeting held on 29 September 2021 were confirmed as correct.

39. Minutes of Sub-Committees

The Assembly received and noted the minutes of the JNC Appointments, Salaries and Structures Panels held on 1 and 8 November 2021.

40. Leader's Statement

The Deputy Leader of the Council and Cabinet Member for Community Leadership & Engagement presented a verbal statement updating the Assembly on a range of matters since the last meeting including:

- **Broadway Theatre:** The Deputy Leader attended a lecture on the history of Barking Abbey at the Broadway Theatre.
- **Stephen Port Inquest:** Barking Town Hall continued to host the inquest into

the murders of Daniel Whitworth, Jack Taylor, Anthony Walgate and Gabriel Kovari;

- **Winter Lantern Parade:** Over 6,000 residents attended the Winter Lantern Parade to celebrate the 100th anniversary of the Becontree Estate;
- **Women's Empowerment Month:** The 7th Women's Empowerment month and Women's Empowerment Awards would be taking place in March 2022. The Deputy Leader encouraged applications for the Women's Empowerment Awards to be submitted to the Cabinet Member for Employment, Skills and Aspiration;
- **Interfaith Week:** The Deputy Leader was pleased to address a reception during Interfaith Week and took the opportunity to pay tribute to the role of faith communities throughout the pandemic
- **Employer of the Year –Investors in People (IIP) Gold:** The Council had been shortlisted for the Employer of the Year awards for IIP Gold. Although the Council had not won the award, the Deputy Leader congratulated the Managing Director, Strategic Director, Law and Governance, and the Director of Workforce Change for their hard work;
- **Looking forward to 2022:** 2022 was looking positive already with various projects underway including:
 - o Work was underway to build two new film studios;
 - o Progress was being made to bring three famous food markets to the Borough (Smithfield's meat, Smithfields fruit and flower and Billingsgate fish markets),
 - o The borough was building one in five of all affordable homes in London with eight out of ten homes going to local residents;
 - o The East End Women's Museum was planning to open its doors for the first time;
 - o An extension to the Thames Clipper Service to include Barking; and
 - o A new railway station being built at Barking Riverside.
- **Christmas:** The Deputy Leader thanked everyone who would be working over the Christmas period this year.

The Cabinet Member for Social Care and Health Integration also provided an update on the current COVID-19 situation in the Borough. The Cabinet Member advised that it had been 21 months since the pandemic started and, in that time, 584 residents from the borough had sadly passed away. Currently there were 80 new cases a day, an increase of 30 since the last meeting of the Assembly.

It was noted that, disappointingly, only 55% of local residents had received two COVID vaccinations against a national average of 80%. Nationally, 26% had received their booster jab while only 12% had received it in the Borough. The Cabinet Member encouraged residents to take up the vaccination offer as soon as possible to help prevent the spread of COVID-19.

41. Appointments

There were no appointments.

42. Appointment of Statutory Scrutiny Officer

The Strategic Director for Law and Governance introduced a report on the appointment of a statutory Scrutiny Officer.

The Council must designate one of its officers to discharge the functions of statutory Scrutiny Officer, as required under section 9FB of the Local Government Act 2000 (amended by the Localism Act 2011).

The Strategic Director advised that the former Director of Strategy and Participation was the designated statutory Scrutiny Officer prior to leaving the Council at the end of August 2021. The statutory Scrutiny Officer cannot be the Council's Head of Paid Service (Chief Executive), the Monitoring Officer (Strategic Director, Law and Governance) or the Chief Finance Officer (Finance Director).

Henry Gregg was recently appointed as Interim Director of Strategy and Culture and it was proposed that he be designated as the Council's statutory Scrutiny Officer.

The Assembly **resolved** to agree to designate Henry Gregg, Interim Director of Strategy and Culture, as the Council's statutory Scrutiny Officer.

43. Member Champions' Annual Report 2020/21

The Cabinet Member for Social Care and Health Integration introduced the 2020/21 annual report on the work of the Member Champions.

On 18 February 2018 Assembly agreed new governance arrangements including the establishment of Member Champion roles. Councillor Irma Freeborn and Councillor Chris Rice were appointed as Member Champions for Quality of Care and for Mental Health respectively in December 2018 and Councillor Andrew Achilleos as Member Champion for Climate Change in May 2020.

The Cabinet Member advised that the Member Champion for Quality of Care had faced a difficult year as she was unable to visit the care homes due to the pandemic, however she had volunteered for BD CAN in order to continue supporting residents. Similarly, the Member Champion for Mental Health had undertaken several activities and joined forums to keep in touch with residents during the pandemic.

The Cabinet Member commented that the pandemic had shown how many of the Borough's residents had underlying issues with mental health requiring extra support, which unfortunately meant increased waiting times for those seeking help.

Councillor Achilleos addressed the Assembly on climate change issues which included:

- The effects of climate change becoming more evident in the Borough with the recent flash floods and a tornado;
- The COP26 conference in Glasgow, the outcomes of which he felt were modest at best;
- That while the Government was failing to meet environmental targets, the Council was excelling by retrofitting over 18,000 properties, internal and external wall insulation, heat pump technology and solar panels.
- The development of a Borough walking and cycling strategy;
- The 'Wild and Free' scheme that had come to life with the help of

- Eastbrookend Country Park Rangers; and
- The launch of a new website for the County Parks (barkinganddagenhamcountryparks.com)

The Assembly **resolved** to note the Annual Report of Member Champions for 2020/21.

44. Local Safeguarding Adults' Board Annual Report 2020/21

The Cabinet Member for Social Care and Health Integration introduced the Local Safeguarding Adults' Board Annual Report 2020/21.

The Annual Report described the work and priorities of the Barking and Dagenham Safeguarding Adults Board (SAB) from April 2020 to March 2021. It set out how the Board had worked to improve the protection of vulnerable adults across the Borough along with its achievements and key priorities for the future.

The Annual Report was agreed by the Safeguarding Adults Board at its meeting on 20 October 2021 and was presented and discussed at the Health and Wellbeing Board on 9 November 2021.

In response to questions, the Cabinet Member advised that there was no direct correlation between isolation and access to GP services within the borough.

The Assembly **resolved** note the Safeguarding Adults' Board Annual Report for 2020/21.

45. Corporate Parenting Annual Report 2020/21

The Cabinet Member for Social Care and Health Integration introduced the Corporate Parenting Annual Report 2020/21.

The annual report provided an overview of what the Council was doing well, key achievements in the last year, the key challenges and plans to address those challenges in 2021/22 and beyond.

The Cabinet Member gave a summary of the key achievements in 2020/21, which included:

- Strong and effective senior leadership with an unrelenting focus on improving outcomes for vulnerable children, young people, and their families;
- Lead Member led Corporate Parenting Group going from strength to strength with honest conversations with children, young people, foster carers, and partners resulting in better understanding of experiences, what needs to be different and agreed actions for improvement;
- Further work to do, but continued improvement in partnership working, with education and health outcomes improving;
- Innovative and exciting Specialist Intervention Service continues to develop interventions that reflect children, young people and community needs to help keep children in their families or return home;
- For those children in care, a strong in-house fostering service supported by the Mockingbird programme continues to keep placements stable and responding

to the variety of needs of our children, with stronger Independent Reviewing Officer (IRO) footprint evident.;

- Effective Virtual School during the pandemic demonstrating good outcomes for children in care and care leavers; and
- Work with care leavers underpinned by “no expiry date” ethos for our care and support offered, with strengthening relationships, good rates of keeping in touch, and celebration of their achievements.

The Assembly **resolved** to note the Corporate Parenting Annual Report for 2020/21 and the plans for 2021/22.

46. Adoption Annual Report 2020/21

The Cabinet Member for Social Care and Health Integration introduced a report on the Adoption Annual report 2021.

The adoption functions of Tower Hamlets, Newham and Barking and Dagenham were delegated on 1 October 2019 to the London Borough of Havering within terms drawn up in a detailed partnership agreement. Adopt London East (ALE) formally commenced operational activity on that date.

An Adoption Service review in Barking and Dagenham was undertaken in August 2020 and an area for improvement was identified in relation to contract monitoring meetings and performance metrics. The Cabinet Member advised that the report before Assembly verified the processes that were now in place to ensure formal assessment against targets, holding ALE to account on overarching contract performance.

The Cabinet Member stated that ALE had been operational for 18 months, with 12 of those months being in Covid related lockdown. Despite that much had been achieved:

- The highest rate of children placed in all London Regional Adoption Agencies (RAA's);
- Adopter approval in line with or higher than all London RAA's;
- A large increase in the percentage of black and LGBT adopters;
- A new adopter support offer, both locally and pan London;
- A Covid support offer independently evaluated as outstanding and praised by the DfE;
- Rapid response to Covid including quick development of online training and support
- A productive partnership with We are Family delivering webinars and podcasts as well as direct support; and
- A clear and positive website showcasing work.

In response to a question, the Cabinet Member advised that one of the biggest challenges the Council faced currently was to get siblings adopted together as many larger families were now being presented to the Council.

The Assembly **resolved** to note the contents of the Adoption Report for 2020/21.

47. Treasury Management 2021/22 Mid-Year Review

The Cabinet Member for Finance, Performance and Core Services presented a report on the Treasury Management 2021/22 Mid-Year Review.

The review report provided details of the mid-year position for treasury activities and highlighted compliance with the Council's policies previously approved by the Assembly on 3 March 2021 as part of the Treasury Management Strategy Statement for 2021/22.

The Cabinet Member commented that the focus of the report was on the broader economic picture not just in terms of the UK but globally. These were unprecedented times and the UK economy was facing significant pressure in terms of Brexit, Covid and climate issues. All of those would influence both the borough and the Council either directly or indirectly via inflationary pressures and borrowing rates.

The Assembly **resolved** to note:

- (i) The Treasury Management Strategy Statement Mid-Year Review 2021/22;
- (ii) The economic update covering the increase in inflation and the potential for an increase in the Bank of England Base Rate;
- (iii) That the value of the treasury investments and cash as at 30 September 2021 totalled £170.2m and that the treasury investment strategy outperformed its peer group, with a return of 1.51% against an average of 0.24% for London Local Authorities (as at 30 June 2021);
- (iv) That the value of the commercial and residential loans lent by the Council as at 31 March 2021 totalled £171.5m;
- (v) That the total borrowing position as at 30 September 2021 totalled £1.0 billion, with £331.2m relating to the Housing Revenue Account and £669.1m to the General Fund;
- (vi) That interest payable was forecast to be £12.6m against a budget of £13.6m, representing a surplus of £1m;
- (vii) That interest receivable was forecast to be £8.2m against a budget of £6.5m, representing a surplus of £1.7m;
- (viii) That capitalised interest was forecast to be £6.5m against a budget of £5.0m, representing a surplus of £1.5m;
- (ix) That Investment and Acquisition Strategy income was forecast to be £4.9m against a budget of £6.6m, representing a deficit of £1.7m; and
- (x) That in the first half of the 2021/22 financial year the Council complied with all 2021/22 treasury management indicators.

48. Motions

There were no motions.

49. Questions With Notice

There were no questions with notice.

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MINUTES OF JNC APPOINTMENTS, SALARIES AND STRUCTURES PANEL

Friday, 3 December 2021
(3:37 - 3:49 pm)

Present: Cllr Darren Rodwell (Chair), Cllr Saima Ashraf, Cllr Eileen Keller and Cllr Dominic Twomey

14. Declaration of Members' Interests

There were no declarations of interest.

15. Private Business

The Panel **resolved** to exclude the public and press from the remainder of the meeting by reason of the nature of the business to be discussed which included information exempt from publication by virtue of paragraph 1, Part 1, Schedule 12A to the Local Government Act 1972 (as amended).

16. New Interim Senior Leadership Management Arrangements

The Panel considered a report on proposed interim senior leadership arrangements in light of the current Chief Executive, Chris Naylor, leaving the Council on 15 December 2021.

By Minute 12 (7 April 2020), the Panel had agreed a range of interim senior leadership arrangements in advance of Mr Naylor going on secondment to Birmingham City Council between May 2020 and March 2021. On Mr Naylor's return as Chief Executive, the Panel had agreed a number of further, permanent changes to the senior leadership structure (Minute 14, 19 March 2021 refers). Those changes included the creation of a new Managing Director post, to be responsible for the line management of the senior leadership team and day-to-day discharge of operational functions on behalf of the Chief Executive, as arrangements were in hand for the Chief Executive to provide consultancy support to the Thames Estuary Growth Board (TEGB) on a part-time basis on his return.

The report set out the rationale for the current Managing Director acting up into the role of Chief Executive and Head of Paid Service, with the Strategic Director, Law and Governance becoming the designated Deputy Chief Executive and statutory Returning Officer (for elections), similar to the arrangements that were in place while Mr Naylor was on secondment to Birmingham City Council. The Panel were advised of the need to formally identify an officer as Chief Executive and Head of Paid Service and noted that the proposals, taking into account honoraria payments, represented a full-year saving of £110,000.

The report also sought approval for officers to make two interim appointments to fill senior management posts that were to become vacant in the coming months. The Director of Workforce Change explained the significance of maintaining continuity in the strategically important roles of Operational Director, Adults' Care and Support and Strategic Director, Community Solutions and, with that in mind, it was proposed to fill the two posts as soon as possible on an interim basis while

arrangements are made to fill the posts on a permanent basis.

The Panel **resolved** to:

- (i) Note the resignation of Chris Naylor as Chief Executive (and Head of Paid Service), effective from 15 December 2021;
- (ii) Agree that Claire Symonds, Managing Director, be designated as the Interim Chief Executive and the statutory Head of Paid Service, effective from 15 December 2021, the postholder to be known as Interim Chief Executive and Managing Director, and that the postholder receive an increased honorarium payment equivalent to £20,000 in a full year;
- (iii) Agree that Fiona Taylor, Strategic Director, Law and Governance, be designated as the Interim Deputy Chief Executive and the statutory Returning Officer, effective from 15 December 2021, the postholder to be known as Interim Deputy Chief Executive and Strategic Director, Law and Governance, and that the postholder receive an honorarium payment equivalent to £13,000 in a full year;
- (iv) Delegate authority to the Strategic Director, Children and Adults to appoint an interim Operational Director, Adults' Care and Support for a period of up to 12 months, in light of the resignation of the current postholder; and.
- (v) Delegate authority to the Managing Director to recruit an interim Strategic Director, Community Solutions for a period of up to 12 months, in light of the resignation of the current postholder.

MINUTES OF JNC APPOINTMENTS, SALARIES AND STRUCTURES PANEL

Monday, 13 December 2021
(9:30 am - 12:10 pm)

Present: Cllr Dominic Twomey (Chair), Cllr Eileen Keller, Cllr Cameron Geddes, Cllr Syed Ghani and Cllr Maureen Worby

17. Declaration of Members' Interests

There were no declarations of interest.

18. Private Business

It was resolved to exclude the public and press from the remainder of the meeting by reason of the nature of the business to be discussed which included information exempt from publication by virtue of paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

19. Appointment of Director of Homes and Assets

The Panel considered the papers that had been submitted in advance of the meeting, which included the job description and person specification for the post together with the applications and supporting statements of the two shortlisted candidates.

The Panel reviewed and agreed the interview questions to be asked of the candidates.

Following the interviews, Members discussed the candidates' presentations and responses to the questions and reached a unanimous decision.

The Panel **resolved** to appoint Leona Menville to the post of Director of Homes and Assets, subject to suitable references, employment checks and usual terms and conditions.

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ASSEMBLY

26 January 2022

Title: BAD Youth Forum Annual Report 2021	
Report of the Commissioning Director, Education	
Open Report	For Information
Wards Affected: None	Key Decision: No
Report Author: Sally Allen-Clarke, Senior Youth Worker	Contact Details: Tel: 07971 111 532 E-mail: sally.allen-clarke@lbbd.gov.uk
Accountable Director: Jane Hargreaves, Commissioning Director, Education	
Accountable Strategic Leadership Director: Elaine Allegretti, Strategic Director, Children and Adults	
Summary	
<p>This report highlights the achievements and outcomes of the Barking and Dagenham Youth Forum in 2021. Outlining the work of each of the sub-groups, their aims and the impact of the work completed.</p> <p>The start of the Forum year in 2021 was very different to any other year. The country was once again in lockdown and schools were closed. Online nominations had been carried out via the One Borough Voice platform. The Forum had created a promotional video to attract new members which had been supplied to every secondary school in the borough, but it was challenging to recruit a whole new Forum. As a result of our efforts 15 new young people joined the Forum and all active members from 2020 remained members for another year.</p> <p>Despite being in a lockdown, we had grown used to online sessions and still offered young people the opportunity to participate in a first Full Forum virtual meeting, as well as a mental health session and a sub-group decider session. During the sub-group decider session, a Chair and Deputy Chair was elected along with our Young Mayor. Attendance at these online meetings was good, with a minimum of 30 young people attending each. Face to face meetings resumed in August 2021.</p> <p>The Community Action sub-group worked on a range of projects this year. These included working in partnership with Be First to create spray painted hoardings for a building project in Dagenham, a project about local parks and their facilities and health related projects.</p> <p>The Young Mayor sub-group committed to fundraising for Refuge domestic abuse charity once again in 2021. With the easing of restrictions young people have been enthusiastically involved in fundraising events, as well as raising awareness of the issue, particularly amongst other young people.</p>	

The **Young Inspectors sub-group** was on hold for much of the year due to demands on pharmacy services and the need for a duty of care to ensure young people were not put in unsafe situations. When it was possible, young people were trained to become Young Inspectors and commenced inspections of the Come Correct condom distribution service. Despite the late start, the inspectors are having a big impact on assessing how well pharmacies are performing and ensuring the standard of service is maintained.

Recommendation

The Assembly is asked to note the BAD Youth Forum Annual Report for 2021, as set out at Appendix A to the report.

1. Financial Implications

Implications completed by: Kofi Adu – Group Finance Manager

- 1.1 The budget for the operation of the Youth Forum is funded from cost centre F17400. Ongoing budget provision has been made, therefore there is no current financial risks for the continuation of this arrangement.

2. Legal Implications

Implications completed by: Lindsey Marks – Deputy Head of Law

- 2.1 There are no legal implications directly arising from this report.

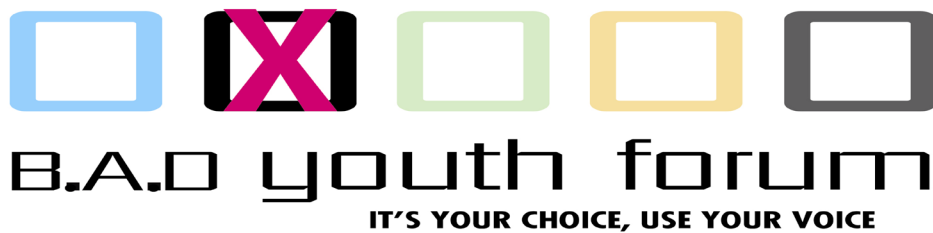
3. Corporate Policy and Equality Impact Implications

- 3.1. The Barking and Dagenham Youth Forum support the Council's vision to empower people and to encourage citizenship and participation, specifically encouraging civic pride and social responsibility. The Forum supports young people to be pro-active, empathetic, resilient residents with a good skill set transferrable to everyday life. Through consultation and campaign work, young people regularly meet with local decision makers. By doing this young people ensure policies and strategies that most affect the lives of young people are reflective of their needs. Young people gain an understanding and appreciation for participation, recognising they have the right to express their views and be listened to, and that their voices count.
- 3.2 Young people have seen change as a result of their participation, and where this was not possible, they understand why. This work aims to ensure that as young people grow into adulthood, they are active citizens who contribute to the local community. Please refer to full report, in particular the Additional Forum events section which details the range of consultations the Forum has been involved in and the impact of their involvement.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

Appendix A – BAD Youth Forum Annual Report 2021



Overview 2021

Introduction and background

The BAD Youth Forum was created in 2001 to give young people a formal and recognised platform to express their views and make a positive impact in their community.

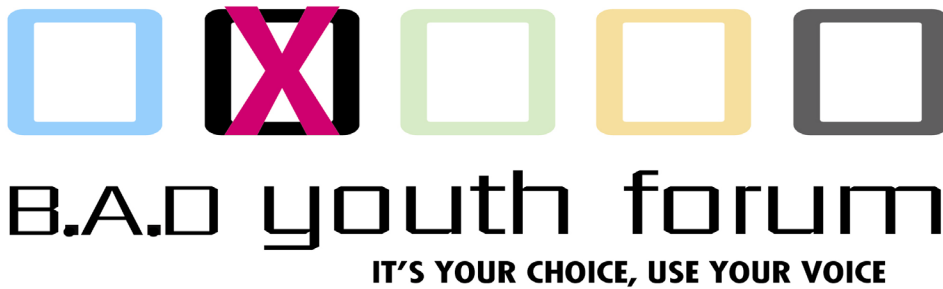
In 2021, nominations were captured online as we were unable to visit schools. The election process also took place online. The elections were hosted on One Borough Voice with 15 new members joining the Forum. Our existing active members opted to stay for another year with the hope of participating in the full Youth Forum experience following sessions returning to face to face. At the start of the Forum year, the country was still in a lockdown, so all of our induction meetings and sessions took place online. However, we had good attendance of at least 30 people at each of our sessions. 10 of the borough's secondary schools are represented.

In recognition of the effects the pandemic and the lockdown was having on young people, our returning members delivered a mental health session which was created by the Youth Forum in 2020 working in partnership with Kooth. The session focused on understanding your feelings, how to make yourself feel better and where to get support.

All members attended a session where we discussed issues affecting young people, just as we normally would in the Town Hall. The discussion was lively and had a clear focus on supporting learning at home and mental health. All Youth Forum sessions remained virtual until June 2021, when youth groups could return to face to face in line with National Youth Agency guidance and young people all had permission to attend in person. Forum members worked through 3 core sub-groups; the Community Action Sub-Group, Young Mayor Sub-Group, and Young Inspectors Sub-Group, as well as a variety of additional activities.



Community Action Sub-group achievements 2021



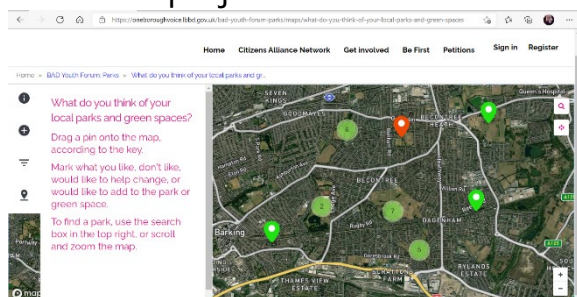
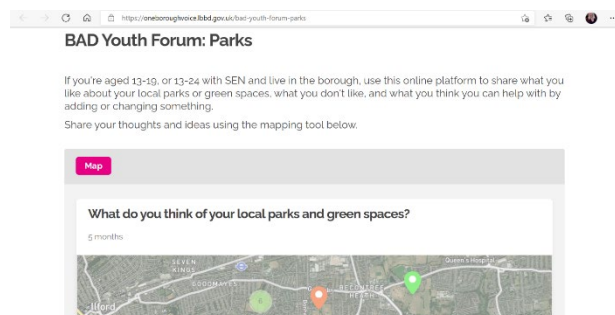
Introduction and background

The group meet every week and are tasked with working on the issues most affecting young people in their one year term. All sessions were virtual until June 2021. This was the time when almost all restrictions had been eased and young people were permitted by parents and carers to attend sessions in line with National Youth Agency guidance. As young people were not in school for some of their term, and schools were really busy on their return, the young people had limited opportunity to gather other young people's views. So, instead they used data from online surveys the Forum conducted in 2020 and by speaking to their peers and other Forum members. Using this, the group developed a list of areas they were most interested to address:

- **Parks and outdoor spaces**- this was important to young people as many felt parks weren't well equipped for teenagers and during a time when it was only safe to be in open outdoor spaces, it was important parks were fit for purpose
- **Mental health**- recognising the detrimental effects the lockdowns have had on some young people
- **Physical health**- the young people participated in a workshop entitled The Silent Killer
- **Contextual Safeguarding**- the group were invited to participate in a consultation and share their views on a podcast led by University of Bedfordshire
- **Crime and safety**- young people were keen to ensure the borough was safe as we came out of the lockdown and also wanted to explore young people rights regarding stop and searches, this issues were addressed in Youth Independent Advisory Group meetings
- **Social Responsibility**- working with Be First

Parks and outdoor spaces

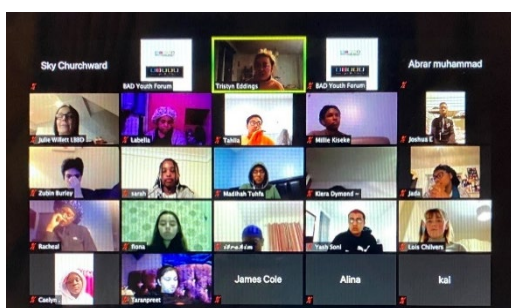
The group started looking at park facilities in their local part of the borough. The young people were sharing the problems they were finding in each park with the whole group. The group then decided to take photo's of broken equipment and areas of concern. Youth Workers made contact with Wayne Trevor, B&D Citizens Alliance Network, who was also working on a similar project.



An online map was created for young people to upload the photo's they had taken, pinning them to the relevant park. Having completed this exercise, the group met with Andy Johnson Lead Commissioner for Leisure, Parks and Heritage. The groups shared their concerns and discussed what they would like to see improved in the parks. Andy discussed the issue of

budget constraints and shared information about parks that had been improved and had a good range of equipment in the borough.

Mental Health



The group felt strongly that mental health was an issue that was of significant importance to young people. Most members of the group knew at least one person who was struggling with poor mental health. The group participated in a whole forum mental health session developed in the Forum in 2020 in participation. This session led to various discussions with the

group afterwards. Youth workers taught young people coping strategies and how to identify when someone they know is struggling, young people learnt how to access help and the importance of breaking down the stigma surrounding mental health.

The Silent Killer workshop

The Forum were asked to participate and evaluate a pilot workshop focussed on educating young people about health eating and avoiding chicken shops - the so called 'silent killer'. Public Health were considering funding this organisation to deliver workshops in schools, but first wanted to hear the Youth Forum's views. The young people participated in the interactive workshop and evaluated their thoughts at the end. Young people shared their views about how appropriate the workshop content was, whether it would have an impact on their behaviour and that of their friends, whether they enjoyed it and if they had any suggestions of how it could be improved. Youth workers also evaluated the session, offering their professional judgement. This feedback was shared with Public Health for them to make a decision around funding.



Contextual safeguarding

Young people were offered the opportunity to participate in a consultation as well as creating a podcast about contextual safeguarding. The definition of contextual safeguarding is recognising that as young people grow and develop they are influenced by a whole range of environments and people outside of their family that impact on their ability to stay safe. For example in school or college, in the local community, in their peer groups or online.

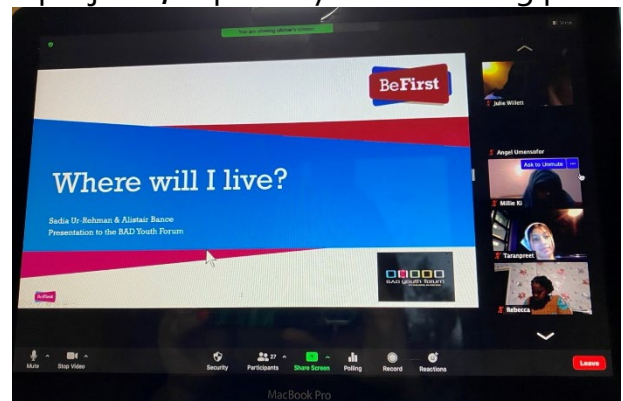
The consultation enabled young people to share their thoughts about how to make safeguarding conferences better for young people (see additional events, consultation section for more details). In addition to the consultation, the research assistant from University of Bedfordshire visited the group again to involve them in a contextual safeguarding podcast. The University are working alongside LBBDD as part of a 'scale up' project to include Contextual Safeguarding in local practices. During the podcast, young people were asked to discuss their experiences of staying safe generally, safety in schools and neighbourhoods and the impact of peer groups around safety. The research assistant also discussed the new ways of working with young people, that shifts blame away from them and their parents and carers, and looks at how we can change contexts, so that they are safer. Five young people from a mixture of backgrounds, ages, cultures were chosen to ensure the feedback was as diverse and inclusive as possible.

Be First

The Forum were invited to participate in 2 projects with Be First, the Council's regeneration company:

- 1) Making a children and young people's questionnaire more young people friendly;
- 2) Creating artwork for hoarding around new builds.

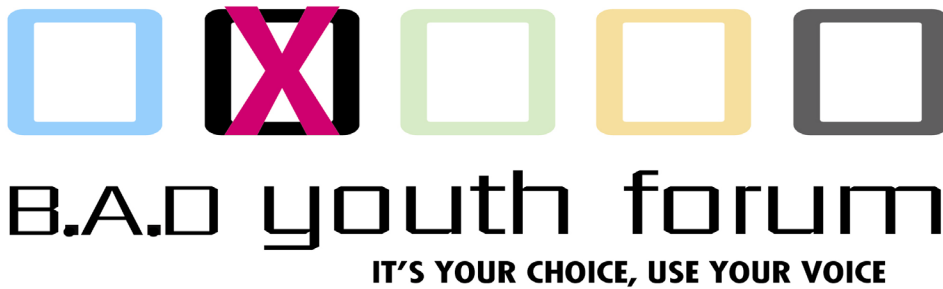
The young people were excited to be involved in both projects, especially the hoarding painting! For the first project, Be First representatives visited the Forum during a virtual meeting and shared their current consultation questionnaire. Young people were able to give feedback on the language and the layout of the consultation.



The **hoarding project** was a great success, young people spent 3 sessions planning and drawing the designs and then 2 days during the summer holidays actually painting them. The young people enjoyed working with Studio 3 Arts and Be First, having the opportunity to brighten up the borough. Once the hoardings were installed in Dagenham, young people were invited to view them. They wanted this art work to act as an emblem to convey to the community that young people care for and have interest in for the future of their local area.



Young Mayor Sub-group achievements 2021



Introduction and background

The Barking and Dagenham Young Mayor is supported by a sub-group of the Barking and Dagenham Youth Forum. The group work alongside the Young Mayor, supporting their fundraising efforts throughout the year.

In 2021 the Young Mayor sub-groups saw many of our active participants from 2020 return. The young people were ready for another year of fundraising and committed themselves to supporting new members.

In 2021 Labella Anum was elected to be the borough's 7th Young Mayor. Labella delivered an inspiring speech to her peers during an online session securing the majority of votes. Labella promised to dedicate herself to the role and champion their chosen cause.



Choosing the Young Mayor's charity

In 'normal' times the Young Mayor, and their supporting sub-group, would conduct a public youth vote to ascertain which charity they would fundraise for the year. However, the group decided to continue the good work started in 2020 to support Refuge. The young people were increasingly aware of the dangers of being in lockdown with your abuser and just how many women and children were being affected. The group felt passionate about continuing to recognise this need and commit themselves not only to fundraising for Refuge, but also raising awareness of unhealthy relationships and how to access support as a young person. Being in another national lockdown when the group first began, helped to sway this decision.



Continuing what we had already started

New members of the group were made aware of previous fundraising events and set about developing plans for something different in 2021. The group wanted to focus a lot of their energy on educating other young people so began with understanding the issue more fully themselves. Youth Workers led sessions from the Women's Aid Expect Respect Health Relationships toolkit. These sessions gave young people the opportunity to ask questions and explore the complexities of domestic abuse. In addition, we had a powerful experience of meeting with a survivor of domestic abuse who was able to share their experiences and discuss 'red flags' and how much domestic abuse can affect someone's life. The young people learnt so much from this session, it gave them a real insight into how hard it can be to live with an abusive partner and how to get help. The survivor's story was one of hope as she had overcome all of the barriers and is now living a happy life.

In addition to these sessions the group also brainstormed ideas for fundraising, looking for new and exciting ideas that had not been tried before. It was a challenge to do this, especially while sessions were still online, however the group created a list of possible events which have developed over the course of the year. Please see the following pages for our fundraising events and amount raised.

Fundraising

A Just Giving page was set up early in the year, ensuring funds would go directly to Refuge. The group shared the link throughout the year as well as holding specific events:

Non- uniform days:



£215.71



£367



£tbc



Planned for Jan 2022

Labella's Bake sale -

£25



Dagenham and Redbridge football match bucket shake- £280



A quiz night in partnership with her Worshipful the Mayor - £275



Movie night at the Vibe Youth Centre - £175

16 days of activism and Refuge 50 miles, 50 years challenge



The Young Mayor and BAD Youth Forum Members were proud to be part of the 16 Days of Activism in 2021. This follows White Ribbon Day, which is focused on raising awareness around violence against women.

The group created a range of inspirational quotes, along with messages of support for victims and survivors. The idea originated with a group member and grew to become our biggest event of the year.



The group worked in partnership with women from the We Rise Domestic Abuse hub to ensure messages were appropriate. The group walked from park to park, visiting 4 in total, all whilst walking 50 miles and collecting sponsorship. The group displayed 50 messages in each park, as recognition of this being Refuge's 50th Anniversary.

The event raised a total of **£263**

Total raised to date:

(Dec 2021)

£1699.71



The Leader and Young Mayor's video

The Leader and Young Mayor met on a monthly basis throughout the year. As part of their discussions they both agreed to participate in a music film to raise money for Refuge. In light of Refuge's 50th Anniversary, the Leader and Young Mayor decided to take inspiration from 50 years ago and have made a 70's themed music video. This has been filmed and will be available to view in January. We hope this will make a large amount of money as the previous video did, and we thank the Leader for his enthusiasm and passion to support the Young Mayor.

Raising awareness

The group remained committed to raising awareness of domestic abuse amongst young people throughout the year. For some, this meant sharing what they had learnt in sessions and having a greater awareness of domestic abuse when discussing relationships with their peers.

As a group they learnt about the different types of abuse, how to spot the signs of an abusive relationship and where to get help. The group met with Jules Rogers, the Young Persons' Worker from Refuge, they discussed the low uptake of a workshop Jules offers to all secondary schools in the borough. At a later date, the group participated in the workshop themselves as part of a Forum session. Following this the group plan to speak with their Head Teachers to encourage them to invite Jules into their school for workshops across all year groups.



At the Youth Parade, the Young Mayor and the Youth Forum displayed placards they had created in sessions. The placards included messages of support, understanding and awareness of domestic abuse. The young people were proud to share their messages with residents.

Please see photos below.



TOGETHER
YOU DON'T
NEED TO
BE A
WOMAN
TO BE FEMINIST

Beaver
Right
LIVE
WOMAN
WARRIOR
EDUCATE
STRONG
KIND
LOVE
BELIEVE
NIGHTY
EFFICIENT
ALLIES
capable

"Human rights are Women's Rights and Women's rights are human rights. Let us not forget that among those rights are the right to speak freely - and the right to be heard ♡ ♡"


~Hillary Rodham Clinton~

I am strong
I have Power



A GIRL SHOULD
BE TWO
THINGS SHE WANTS

LOVE IS NOT ABUSE



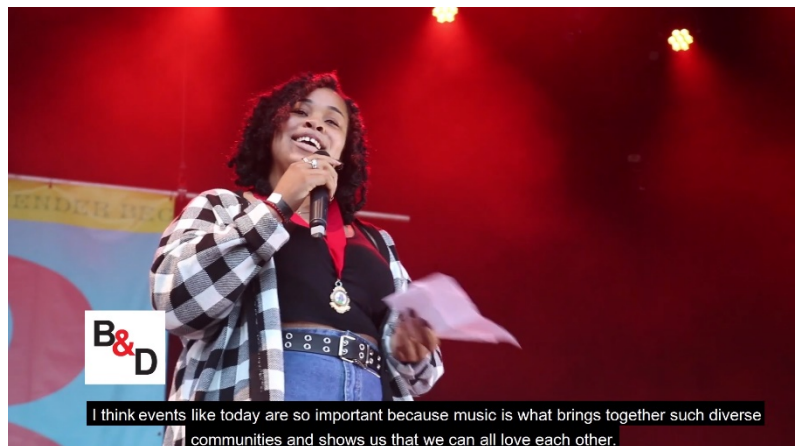
In addition to the Youth Parade, Labella was invited to a range of events throughout the year, many of which she was invited to speak at. Labella embraced her role as an ambassador for young people of the borough and ensured she raised awareness of domestic abuse at every opportunity.

The events Labella attended included:



Adanna Women's Group during Black History Month

Becontree 100 festival, Love Music, Hate Racism event



Facebook Live session with the Leader

Women's Empowerment Awards



Colin Pond
Scholarships
Awards
Ceremony



We Rise Domestic Abuse hub launch





African Showcase event in Barking



Remembrance
Sunday parade



Other events attended:

- Women's Empowerment Month launch video with Councillors;
- Holidays Activities and Food programme delivery at St. Peter's Catholic Primary School;
- Chaired a Young Women's vigil supported by youth workers in the wake of the Sarah Everard murder;
- Rotary Club event.

Young Inspectors Sub-group achievements 2021



B.A.D youth forum
IT'S YOUR CHOICE, USE YOUR VOICE

Introduction and background

The Young Inspectors group have worked closely with the C-Card Condom Distribution scheme for young people for 6 years providing quality assurance visits. This is part of the Council's strategy to tackle historically high teenage pregnancy rates. At the start of the Forum year, the country was still in a national lockdown and it was many months before we could ask young people to travel to pharmacies to carry out inspections. Coupled with this, pharmacies were exceptionally busy, so it was deemed inappropriate to attempt to carry out visits in the first half of the year. Subsequently all members of the Forum either joined the Community Action sub-group of the Young Mayor sub-group.



In August, during the school holidays when young people had more availability, all members were invited to be trained as a Young Inspector. 15 young people showed an interest and attended one of two available training dates. As in all other years, young people were trained to assess the friendliness of the staff and the sharing of information regarding how to use a condom safely and information about testing sites and deadlines.

Adapting the process

During the pandemic, pharmacies were unable to invite young people into small consultation rooms so had begun signing young people up in the main area of the pharmacy, using as much discretion as possible. This meant that condom demonstrations by a member of staff were also not possible. During the training process young people were made aware of these changes and told to expect a video demonstration link in its place. Young people were made aware of each of the procedures and factored these changes in when assessing how welcoming and friendly the pharmacy was.

Resuming inspections

Following their training in the Summer young people began inspecting pharmacies with varying degrees of success. Some pharmacies had performed really well during the lockdown periods, while others had fallen into bad habits of sub-standard registrations. The inspectors were quickly able to assess and feedback which pharmacies were working well and meeting the needs of young people, and those which were not. In many pharmacies, there was a clear need for re-training as a result of young people's feedback and the Programme Co-ordinator sharing this feedback with pharmacies. This is just one of the successes of the C-Card scheme, as without the inspections, it would not be clear what the training needs in the borough are.

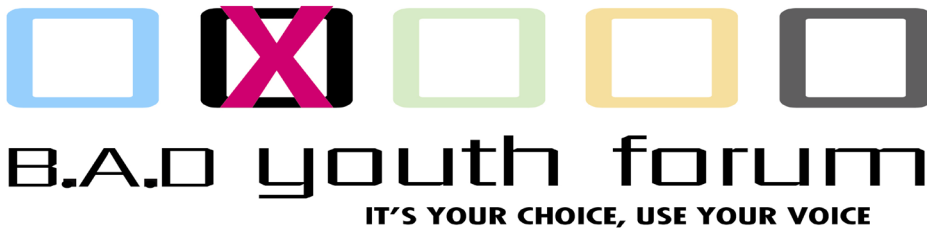
Inspections to date (December 2021)

46 inspections have been completed to date. Data around Barking and Dagenham's C-Card performance continue to demonstrate that it is the best performing programme in London, including during national lockdown periods where online registration systems were quickly developed and implemented. Hundreds of the borough's young people register and use the service every year and the borough's teenage pregnancy rates are currently the lowest they have ever been and no longer the highest in London.

Telephone inspections

In addition to the face to face inspections, young people have begun mystery shop telephone inspections. As with face to face inspections, this will assess how accessible the service is, how friendly staff are and how knowledgeable they are about sexual health services in the borough. A total of 22 have been completed so far, and the feedback is proving very useful for the scheme co-ordinator.

Additional Forum activities 2021



Engagement and Participation

During 2021 BAD Youth Forum members were involved in a range of additional activities and consultations. Some of these were during virtual sessions and others once we returned to face to face sessions.

Here is a summary with further details in the remainder of the report:

- A range of consultations
- Youth Independent Advisory Group meetings
- London Youth Assembly
- Street Doctor sessions- funded by the Community Safety Partnership
- Young Women's vigil
- Youth Parade
- Independent Scrutineer interviews
- East End Women's Museum project
- Safeguarding Comic book development session
- Safer Neighbourhood Board meetings
- Stubbers visit

Consultations

Youth Forum members have been involved in a range of consultations in 2021. These include:

- **Air quality consultation.** Colleagues from Care City met with Forum members to discuss the quality of air in their homes. The consultation focussed on whether young people worry about the quality of air, what do you people think makes it dirty, how they can make a difference to the air quality in their own homes and how to share messages about how to have better air quality amongst young people in the borough. Views the young people shared contributed to a report entitled 'Shaping places for healthier lives'.
- **Contextual Safeguarding consultation.** This discussion was led by a research assistant from University of Bedfordshire looking at what makes a contextual safeguarding conference better for young people who will be attending it, what powers young people should have as to who they want there and the content of the information letter sent to the young people to explain what's going on and the process.
- **East End Women's Museum (EEWM) consultation.** Members of the Forum worked in partnership with members of the children and young people in care and care leavers council Skittlz to deliver a consultation regarding the accessibility of the museum to young people, what will attract them to attend and what would they like to see inside. Views from this consultation were fed back to members of the EEWM board to help them shape the design and appeal of the museum.
- **Recycling consultation.** Emeke Okoroma, Waste Minimisation Manager, met with the Forum to deliver a workshop about waste minimisation and what young people can do to make a difference locally. Young people were able to ask questions and understand the impact poor choices makes on the environment. Young people found the workshop very insightful.
- **Safe Haven consultation.** This consultation was in two parts. The Community Safety Partnership were keen to gather young people's views about places they would feel safe to go to if they were out in the borough and were experiencing problems, or just felt unsafe. The group shared ideas and also discussed a logo design so people could easily identify a place that was part of the scheme.

Youth Independent Advisory Group (YIAG) meeting

The purpose of the YIAG is to provide a regular forum for young people to meet, discuss and question the Police. In 2021 there were 3 YIAG meetings, the first 2 were virtual and the third was in person at the Vibe Youth Centre. There was a different theme for each meeting, these were:

- 1) Meeting with the **Territorial Support Group** who were setting up a youth engagement team amongst themselves to help reach out to young Londoners as a lot of their policing is often in volatile or violent areas. They are a specialist role and specialise in public order policing amongst other things such as surveillance and decoy operations as well as operational support to local officers. The officers met with Forum members to discuss their role and how they interact with the public.
- 2) **Q&A session.** This was an opportunity for young people to ask the youth engagement officer anything they would like to! The questions were varied with initial questions focusing on women's safety and what police are doing to make women feel safer in our borough. Other questions included safety in parks, hate crime, stop and search, reducing crime in schools, social media safety and domestic abuse and the police response during the lockdown periods.
- 3) **Stop and Search.** This whole session centred on discussions about how a stop and search should be conducted, what are young people's rights and what they should do if police are not following the correct procedure. The young people had a demonstration of the process and shared information on social media informing other young people of their rights.



London Youth Assembly (GLA)

Fiona Eagleson and Millie Kiseke were the representatives for 2021 for the GLA's London Youth Assembly. All meetings in 2021 remained virtual due to the pandemic. Both young people participated in sub-regional and full Assembly meetings throughout the year.

The young people enjoyed the experience and will remain in their roles for the 21/22 term to hopefully get the full experience of visiting City Hall.

Street Doctor sessions



Both Forum groups participated in Street Doctor sessions funded by the Community Safety Partnership. The 2 sessions delivered focussed on how to help someone who is unconscious and how to help someone who is bleeding. The sessions were interactive and engaging. They were

delivered in response to a growing number of casualties on the streets throughout London and aim to educate young people specifically about how to safely help someone in need. The young people really enjoyed the sessions and evaluated that they learnt a great deal and would feel confident to support someone in the future.



Young Women's vigil



Young women came together from a range of projects to discuss issues around women's safety and to show solidarity for those who have been affected. The event was set up in recognition of concerns young women expressed in youth groups and their desire to have a safe space to share their thoughts and feelings. The event was chaired by the Young Mayor, Labella. The meeting included spoken word pieces from Arc Theatre as well as practical tips for staying safe.

Youth Parade

17 young people represented the Forum at the Borough's Youth Parade.



Independent Scrutineer interviews

Young people from the Youth Forum, Skittlz (children and young people in care and care leavers council) and Youth Offending Team were invited to participate in interviews for a new Independent Scrutineer that would lead the Council's Safeguarding Children's Partnership. The young people worked together to develop questions that would challenge each of the candidates and ensure they secured the right person for the job from a young person's perspective. The young people developed confidence and interviewing skills as part of the work, and really enjoyed the opportunity to interview each of the candidates. Young people thoughtfully and impartially assessed each of the candidates and gave their feedback to the Head of Commissioning, who combined their feedback with the adult panel's feedback to ensure they offered the position to the best candidate. The young person's panel and adult panel agreed on who they felt was right for the position, the young people were very happy with the final result.

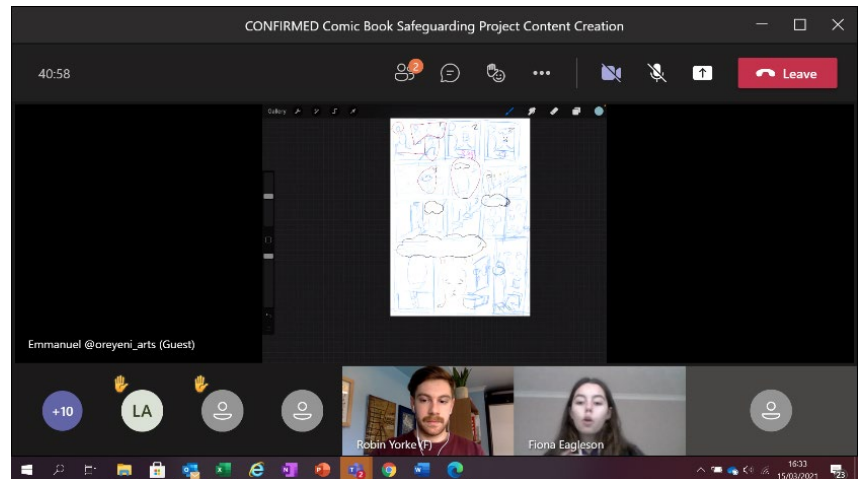
East End Women's Museum project

The museum's Community Engagement Lead approached the Forum to work in partnership. The museum were looking to gather the views of young people in Barking and Dagenham about how to ensure young people engage with the museum when it is opened in Barking in 2022. Rather than just conducting a consultation, young people were offered the opportunity to participate in leadership training to equip them with the necessary skills to lead the consultation themselves. Following the training, the young people finalised a set of questions to focus the consultation on. The consultation was conducted online to ensure everyone who wanted to attend were able to. Following the consultation, 3 young leaders attended a meeting with the museum board to share young people's feedback. This information will be combined with other young people's feedback and will help to shape the design of the museum. Young people are excited for the opening event!

Safeguarding Comic Book

In an effort to educate children and young people in B&D about safeguarding, artists from Green Shoes Arts were commissioned to make a safeguarding comic book. Youth Forum and Skittlz members were asked to contribute their thoughts about content and design. The session was interactive with artists sketching whilst young people discussed ideas. The comic book focussed on issues such as:

- Mental Health
- Witnessing Domestic Violence and Coercive control
- Drugs and Alcohol Awareness



Safer Neighbourhood Board meetings

In 2020 the Youth Forum committed to attending SNB meetings. This continued in 2021. The Chair and Deputy Chair have attended as many meetings as possible, interacting with discussions about community safety. Young people have enjoyed gaining a better understanding of how policing works in the borough and hearing from other professionals.



Stubbers Adventure Centre

In August 30 young people from the Forum were able to participate in a trip to Stubbers. This was originally booked for 2020, so everyone was really excited we could finally go! The group really enjoyed the day of team building and fun activities



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ASSEMBLY**26 January 2022**

Title: Appointment of Church Representative (Roman Catholic) and Parent Governor (Secondary) Representative to the Overview and Scrutiny Committee	
Report of the Strategic Director, Law and Governance	
Open Report	For Decision
Wards Affected: None	Key Decision: No
Report Author: Claudia Wakefield, Senior Governance Officer	Contact Details: Tel: 020 8227 5276 E-mail: claudia.wakefield@lbbd.gov.uk
Accountable Strategic Leadership Director: Fiona Taylor, Strategic Director, Law and Governance	
Summary	
<p>The Parent Governor (Secondary) representative position on the Overview and Scrutiny Committee is currently vacant. As a result of the expiry of the term of office of the previous Roman Catholic Church representative (Glenda Spencer) in September 2021, this position is now also vacant.</p> <p>As stated in Part 2, Chapter 8 of the Council's Constitution and in accordance with the Education Act 1996 and the Local Government Act 2000, the Overview and Scrutiny Committee should include the above listed co-optees, to scrutinise education matters, appointed by the Assembly. Statutory co-optees have voting rights in respect of education matters only.</p> <p>Nominations to fill the vacancies were sought by Governance Services in September 2021 which resulted in:</p> <ul style="list-style-type: none"> • One application for the Church Representative (Roman Catholic) position; and • Two applications for the Parent Governor (Secondary) position. <p>The Roman Catholic Church re-nominated Glenda Spencer to fill its position, which has been held by the nominee in various forms since 2005. Following an election for the Parent Governor (Secondary) position, Sarfraz Akram was nominated on behalf of parent governors.</p>	
Recommendation(s)	
<p>The Assembly is recommended to agree the appointment of the following nominees to their respective co-optee positions on the Overview and Scrutiny Committee, for a term of four years:</p> <ul style="list-style-type: none"> • Glenda Spencer: Church Representative (Roman Catholic) • Sarfraz Akram: Parent Governor (Secondary) 	

Reason(s)

To ensure that the Council's Scrutiny function is in accordance with the Council's Constitution and legislation.

1. Financial Implications

Implications completed by: Sandra Pillinger, Group Accountant

- 1.1 This report concerns the appointment of two nominees to the Overview and Scrutiny Committee and has no financial implications.

2. Legal Implications

Implications completed by: Dr Paul Feild, Senior Governance & Standards Lawyer

- 2.1 The appointment of Co-optee Members to Committees of the Council is an Assembly function as set out in the Council's Constitution at part 2 chapter 4 paragraph (viii) which provides the Assembly with the power to agree and/or amend the overall political structure of meetings, the terms of reference of Committees, their composition and to make appointments to them.

Public Background Papers Used in the Preparation of the Report: None

List of appendices: None

ASSEMBLY

26th January 2022

Title: Appointment to the Health and Wellbeing Board	
Report of the Cabinet Member for Social Care and Health Integration	
Open Report	For Decision
Wards Affected: None	Key Decision: No
Report Author: Yusuf Olow, Senior Governance Officer	Contact Details: Email Yusuf.Olow@lbbd.gov.uk Tel 020 3911 7919
Accountable Director: Matthew Cole, Director of Public Health	
Accountable Strategic Leadership Director: Elaine Allegretti, Strategic Director, Children and Adults	
Summary	
<p>The Council's Health and Wellbeing Board seeks to be diverse in its membership to ensure that as many perspectives as possible are represented. In addition to prescribed persons, Section 194(g) of the Health and Social Care Act 2012 (hereafter 'the 2012 Act') permits the appointment of additional persons that the Council deems appropriate to enable the Board to discharge its duties.</p> <p>Lifeline Community Resources, on behalf of the BD Collective in which it is a partner, have requested to join the Board. The BD Collective includes a project called Reimagining Adult Social Care that is a cross sector partnership which seeks to design adult care social programmes to ensure that adults receive assistance when they need it and maximise the use of resources across the borough.</p> <p>The Chair agreed to consider the request at the meeting of the Board that took place on 12th January 2022. The Board discussed the proposal and members expressed support; agreeing that it would be a positive step in assisting the Board in discharging its duties. Members were of the view that the appointment would increase the involvement of the social care sector in the Board's deliberations. No concerns or reservations were expressed.</p> <p>Following the conclusion of the discussion, the Board agreed to appoint Elspeth Paisley, from Lifeline Community Resources, as B&D Collective's representative on the Board.</p> <p>The Board has the authority to appoint members under Section 194 of the 2012 Act, however; it was unable to exercise this authority at its meeting held on 12th January, as the meeting was held virtually on an informal basis owing to restrictions related to the Omicron variant of Covid-19.</p>	

The Assembly has the authority, through resolution, to appoint members to the Board under the 2012 Act and the Board therefore requests that the Assembly exercise this power.

Recommendation

The Assembly is recommended to appoint Elspeth Paisley, as representative of BD Collective, to the Health and Wellbeing Board with immediate effect.

Reason(s)

- (1) To accord with the requirements of Section 194 of the Health and Social Care Act 2012
- (2) To enable the Health and Wellbeing Board to increase its engagement with stakeholders.

Public Background Papers Used in the Preparation of the Report: None

List of appendices: None

ASSEMBLY**26 January 2022**

Title: Council Tax Support Scheme 2022/23	
Report of the Cabinet Member for Finance, Performance and Core Services	
Open Report	For Decision
Wards Affected: All	Key Decision: Yes
Report Authors: James Johnston (Senior Officer) & Donna Radley (Head of Benefits)	Contact Details: E-mail: james.johnston@lbbd.gov.uk donna.radley@lbbd.gov.uk
Accountable Director: Andy Jeffs, Directors of Welfare & Support	
Accountable Strategic Leadership Director: Mark Fowler, Strategic Director of Community Solutions	
Summary	
<p>The Council has a statutory duty to consider annually whether to revise its Local Council Tax Support Scheme (CTS) for working age recipients, replace it with another scheme or retain the current scheme. The scheme that exists for pension age recipients is a nationally prescribed scheme and cannot be varied locally.</p> <p>The CTS scheme for 2022/23 requires no further changes due to the administrative improvements implemented within the 2021/22 CTS scheme. Those changes improved clarity, alignment with other welfare benefits, primarily Universal Credit, and enhanced access for those eligible for entitlement. There are expected to be new regulations published in January 2022 relating to the prescribed requirements for the pension age scheme. These will be incorporated into the Council's CTS prior to publication</p> <p>The current CTS scheme meets the current Council priorities of financial independence and resilience, with improved access to support and services, whilst protecting the most vulnerable within the borough. The Assembly has a legal duty to approve the CTS scheme by 31 January 2022.</p> <p>The Cabinet is to consider this report at its meeting on 18 January 2022 (the date of publication of this Assembly agenda). Any issues arising from the Cabinet meeting will be reported at the Assembly meeting.</p>	
Recommendation(s)	
The Assembly is recommended to:	
(i) Agree that the Council Tax Support Scheme implemented for 2021/22 remain unchanged and implemented for 2022/23; and	

- (ii) Note that any changes to the prescribed requirements for the pension age scheme shall be incorporated into the CTS before publication.

Reason(s)

To assist the Council to achieve its priorities of a Well Run Organisation and Prevention, Independence and Resilience by improving access to support and services and protecting the most vulnerable in society.

1. Introduction and Background

1.1. The Welfare Reform Act in 2012 abolished Council Tax Benefit (CTB) from April 2013 and, in its place, support took the form of a local Council Tax Support Scheme (CTS). The Local Government Finance Act 2012 contains provisions for the setting up of local support schemes. The current scheme in Barking & Dagenham has been based around the Default Council Tax Reduction Scheme and has been ratified by Assembly.

1.2. Local schemes must take account of and support the following principles:

- Work incentives and avoid disincentives for those moving into work
- The Council's duties to protect vulnerable people (under the Equality Act 2010, the Care Act 2014, the Child Poverty Act 2010 and the Housing Act 1996)
- The Armed Forces Covenant

1.3. The current scheme in operation ensures that these principles are met:

- The support for claimants is based on each individual's ability to pay and this means tested approach is fair and equitable and protects the most vulnerable
- Pensioners are protected under the nationally prescribed pension age CTS scheme and must be able to receive up to a 100% reduction under the national scheme rules
- A "minimum payment" of 25% is required for all working age claimants in Barking & Dagenham. There is therefore a maximum liability of 75% for all working age claimants on which any entitlement to CTS is calculated
- Those who are not pensioners and with capital in excess of £10,000 are not eligible for CTS under this scheme
- Universal Credit is considered and aligned with the principles of Housing Benefit administration

1.4. The Council must consider whether to revise or replace its CTS scheme for working age recipients each financial year. However, it does not actually have to revise or replace its scheme and can choose to retain the scheme unchanged from the prior financial year. The scheme that exists for pension age recipients is a national scheme prescribed by regulations and this cannot be varied at a local level. Prescribed regulation changes to the pension age scheme must be applied.

1.5. In order to change its scheme the Council is required by law to:

- Consult with the major precepting authorities

- Consult with other persons it considers are likely to have an interest in the operation of the scheme

2. Proposal and Issues

- 2.1 This report proposes the retention and, therefore, continuation of the current CTS scheme into 2022/23. This will include the application method, means testing entitlement criteria, ways to appeal, the adjustment of changes in circumstances and notifications of awards.

3. Options Appraisal

- 3.1 An options appraisal for the CTS 2022/23 was undertaken in April 2021 to explore the possible options for a revised or replacement scheme. Due to Covid and its subsequent impacts on the borough, the scheme will now be reviewed during 2022/23 for consideration of implementation in 2023/24.
- 3.2 The options appraisal therefore recommends the retention of the current CTS scheme.

4. Consultation

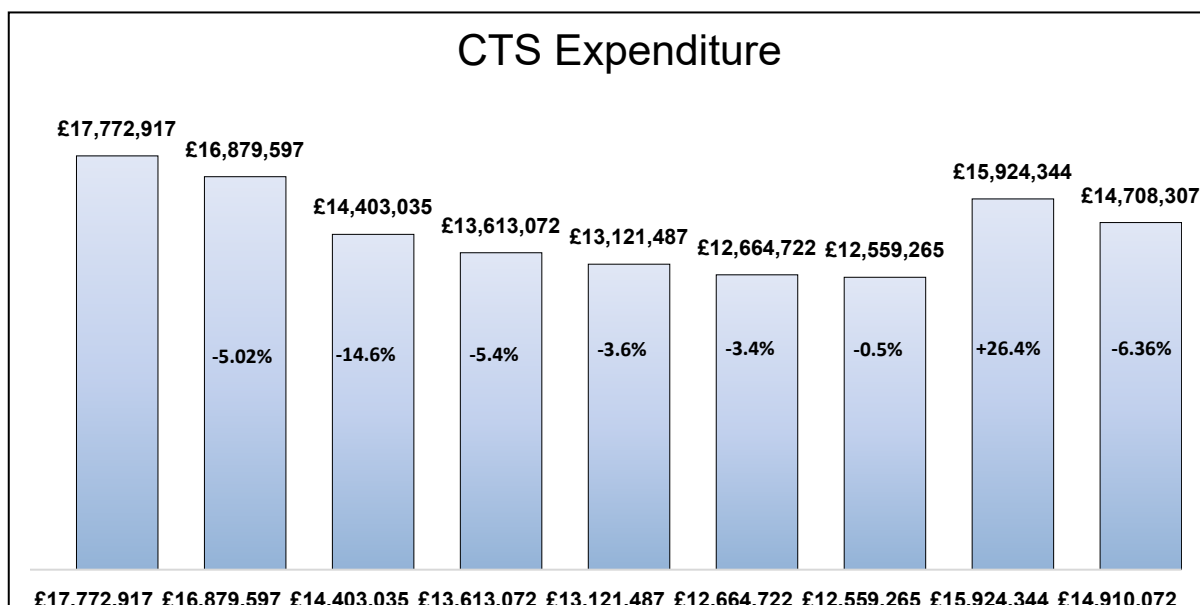
- 4.1 Consultation is only required when a revision or a replacement of the CTS scheme is proposed. As no revision or a replacement of the CTS scheme are proposed for the 2022/23 scheme, public consultation is not required.
- 4.2 The proposals in this report were considered and endorsed by the Corporate Strategy Group (CSG) at its meeting on 18 November 2021. The matter is also to be considered by the Cabinet at its meeting on 18 January 2022 and any issues arising from that meeting will be reported at the Assembly meeting.

5. Financial Implications

Implications completed by Katherine Heffernan, Head of Service Finance

- 5.1 The Council is required to maintain a CTS Scheme. This is now funded as part of the Council's overall funding settlement and so any increases or decreases in take up or cost fall upon the Council's budget (rather than being provided for by a grant) and becomes a cost to the authority's budget in the following financial year.
- 5.2 CTS expenditure had been reducing year on year from the commencement of a localised CTS scheme in 2012/13 and does vary based on demand. The impact of Covid-19 within the 2020/21 financial year saw significantly increased demand for access to the scheme resulting in an increase in expenditure of 26.4% . This was a cumulative effect of the £150 hardship payment government awarded, the number of cases that migrated to Universal Credit and also Furlough reducing household incomes. The CTS case load increased around 10% when including all these factors.

- 5.3 The overall impact of Covid-19 has been significant in terms of expenditure and case load, reversing the trend of prior years' which had seen the caseload and expenditure decline year on year.



- 5.4 The total current cost for the 2021/22 financial year is expected to be in the region of £14.7m, and is currently broken down (to date) as follows:

Cost of Current Scheme by age group 2021/22			
Age Group	Number of Households	Support Payable (£/annum)	Support Payable (£/week)
All working age	12,029	£9,621,162	£15.38
Pension age	4,634	£5,087,145	£21.11
Total	16,663	£14,708,307	£16.97

- 5.5 The Council has a duty to set a tax base for council tax purposes by 31 January, each year, using data held by the Council on 30 November the previous year. Increases in the CTS Scheme reduce the tax base for the next financial year and so can reduce the available budget. Current data has shown increased access to the scheme due to Covid-19, and the costs for 2021/22 will be in the region of £14.7 million. Increased costs for the current financial year can be attributed to greater access to the scheme, with an increased case load, caused by Covid-19 and its impact on the local economy and employment.
- 5.6 Additional grant funding of £2.023m was provided by the Government in 2021-22 to support the increased costs of the scheme resulting from the impact of Covid. We are still awaiting details of the Local Government funding settlement for 2022-23 which is expected to be published in December but the Government have not so far indicated that they will continue this additional support.
- 5.7 This report proposes no changes to the current scheme apart from the government prescribed regulation changes to the pension age scheme and these are not expected to have any financial implications arising directly.

- 5.8 However, it should be noted that financial impacts will arise as the result of changes to the wider economic environment and residents' financial situations. As described above the impact of Covid has been to increase the cost of the scheme. On the other hand there are factors that will tend to decrease the costs:
- Where amounts specified such as the applicable amount rise by less than local income inflation this will over time tend to remove households from eligibility and so reduce the cost of the scheme.
 - And as the existing legacy benefit case load is replaced by Universal Credit claimants, this will also reduce the cost of the scheme for working age claimants due to the tapers and architecture that are applied within the calculation of Universal Credit. This results in working age households on Universal Credit receiving on average lower CTS awards.
- 5.9 Although these factors will decrease the cost of the LCTS scheme it should be noted that households on very low incomes on or near the thresholds for CTS are likely to struggle to pay their Council Tax. Council Tax arrears are more common, and more severe under Universal Credit than under existing legacy benefits. As an increasing proportion of the CTS case load migrates to Universal Credit there remains an ongoing risk of increased Council Tax arrears. Increasing levels of arrears also represent a cost to the Council.
- 5.10 The Council must set aside a discretionary fund for circumstances of exceptional hardship. It is anticipated that a discretionary fund of £50,000 can be created to assist those with exceptional circumstances. This would be monitored and reviewed quarterly, although case law does suggest that if exceptional hardship is shown the Council must grant a discretionary reduction and cannot refuse due to a "depleted budget". It is therefore vital that a clear policy is implemented so the Council can set their own criteria of whom would qualify for a discretionary reduction. The cost of the discretionary fund will reduce the overall Council Tax collected by £50,000.

6. Legal Implications

Implications completed by Dr Paul Feild, Senior Governance Lawyer

- 6.1 The CTS scheme is a continuation of the 2021/22 scheme as approved by the Assembly last year. It was produced following consultations as required by the Local Government Finance Act 1992 as amended by the Local Government Finance Act 2012.
- 6.2 As observed in the report the discretionary hardship fund while set at £50,000 shall be administered according to the exceptional hardship policy and the cap is not a reason for refusal.

7. Other Implications

- 7.1 **Risk Management** - It is considered likely that keeping the current scheme will continue to make it difficult to collect Council Tax from those entitled to a reduction under the scheme. The current minimum payment of 25% required for all working age claimants will continue to disproportionately affect the lowest socio-economic group.

Currently there are 78,569 live properties with a Council Tax Charge in this borough, and 16,663 Council Tax Support claims against these properties as of 21 September 2021. There is an ongoing risk that the CTS caseload could continue to increase, or be maintained at the current level, reducing the tax base for the next financial year, and reducing the available budget.

- 7.2 **Corporate Policy and Equality Impact** – Although there are no new equality impacts due to the retention of the 2021/22 scheme, the Equality Impact Assessment has been reviewed and the 2022/23 version is at Appendix 1.

Public Background Papers Used in the Preparation of the Report: None

List of appendices:

- **Appendix 1** – Council Tax Support Scheme EIA 2022/23

Community and Equality Impact Assessment

As an authority, we have made a commitment to apply a systematic equalities and diversity screening process to both new policy development or changes to services.

This is to determine whether the proposals are likely to have significant positive, negative or adverse impacts on the different groups in our community.

This process has been developed, together with **full guidance** to support officers in meeting our duties under the:

- Equality Act 2010.
- The Best Value Guidance
- The Public Services (Social Value) 2012 Act

About the service or policy development

Name of service or policy	Comsol: Revenue & Benefits: Council Tax Support scheme 2022/23
Lead Officer	James Johnston (Senior Housing Benefit Officer) & Donna Radley (Head of Benefits)
Contact Details	James.johnston@lbbd.gov.uk Donna.radley@lbbd.gov.uk

Why is this service or policy development/review needed?

The Welfare Reform Act in 2012 abolished Council Tax Benefit (CTB) from April 2013 and, in its place, support took the form of a local Council Tax Support Scheme (CTS). The Local Government Finance Act 2012 contains provisions for the setting up of local support schemes.

The current scheme in Barking & Dagenham has been based around the default CTS scheme.

The CTS scheme helps residents on low incomes to pay their Council Tax. Under the current scheme, a working-age household (Working age is anyone under Pension Credit age) liable for Council Tax could get up to 75% of the charge paid through the scheme, dependent upon their circumstances.

The council must consider whether to revise or replace its CTS scheme each financial year, for working age recipients. However, it does not actually have to revise or replace its scheme and can choose to retain the scheme unchanged from the previous financial year.

This EIA is required for the implementation of the 2022/23 CTS scheme.

1. Community impact (this can be used to assess impact on staff although a cumulative impact should be considered).

What impacts will this service or policy development have on communities?
Look at what you know. What does your research tell you?

Please state which data sources you have used for your research in your answer below

Consider:

- National & local data sets
- Complaints
- Consultation and service monitoring information
- Voluntary and Community Organisations
- The Equality Act places a specific duty on people with 'protected characteristics'. The table below details these groups and helps you to consider the impact on these groups.

- It is Council policy to consider the impact services and policy developments could have on residents who are socio-economically disadvantaged. There is space to consider the impact below.

Demographics

➤ Local communities in general

Barking & Dagenham is a diverse borough as outlined by the following demographic trends below.

➤ Age

Barking & Dagenham currently has a total population of 214,107. Of this population currently 63.4 % (135,749) are considered of working age (16 – 64) & 9.2 % (19,807) are considered of pension age (over 65).

There are currently 16,676 live CTS cases, of which 12,032 (72%) are working age and 4644 (28%) are of pension age.

The CTS working age caseload is currently 8.8% of the working age population of the borough.

The CTS pension age caseload is currently 23.4% of the pension age population of the borough.

CTS expenditure for the financial year 2020/21 is currently £14,664,322.

Of this expenditure £9,568,454 (65.24%) is against working age claimants and £5,095,868 (34.76%) is against pension age claimants.

Working age claimants currently make up 63.4% of the population and account for 72% of the CTS caseload and 65.24% of the total CTS expenditure.

Pension age claimants currently make up 9.2% of the population and account for 28% of the CTS caseload and 34.76% of the total CTS expenditure.

(CTS case load data extraction 18/10/2021)

(Census 2020)

➤ Disability

Barking & Dagenham currently has 4,661 people of working age (16-64) claiming Disability Living Allowance & 4,100 claiming Personal Independence Payment.

(DWP Stat-Xplore 2021)

➤ **Gender reassignment**

Barking & Dagenham is currently estimated to have approximately 40 people in the borough who have or who will undergo gender reassignment.

There is currently no monitoring data available within the CTS case load data to distinguish claimant's by gender reassignment.

(Gender Identity Research and Education Society advice 2016)

➤ **Marriage & civil partnership**

Barking & Dagenham currently has 41.9% of the population aged 16 and above as registered as married, 38.8% are single and not married, and 0.2% are in a same sex civil partnership.

There is currently no monitoring data available within the CTS case load data to distinguish claimant's by civil status.

(Census 2011)

➤ **Pregnancy & maternity**

Teenage pregnancy rates are significantly higher than average. The under 18 conception rate in 2018 was 20.3 per 1,000 females aged 15 to 17, which was the 4th highest in London.

(LBBD teenage conception data 2018)

➤ **Race and ethnicity**

The proportion of the borough population identifying as coming from black and minority ethnic backgrounds has increased from 19.1% to 50.5% between the 2001 and 2011 censuses, and is now at 66%, compared to 34% identifying as White British based on the 2020 census.

This sits above the London average of 61.8%.

There is currently no monitoring data available within the CTS case load data to distinguish claimant's by race or ethnicity.

(Census 2020)

➤ **Religion**

56% of the population identify as Christian, 18.9% identify with no religion and 13.7% identify as Muslim.

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

There is currently no monitoring data available within the CTS case load data to distinguish claimant's by religion.

(Census 2011)

➤ **Sex/Gender**

Currently 51.5% of the borough's residents are female, and 49.6% are male.

(Census 2011)

➤ **Sexual orientation**

Between 10,000 – 14,000 people in Barking & Dagenham are lesbian, gay and bisexual.

There is currently no monitoring data available within the CTS case load data to distinguish claimant's by sexual orientation.

(Stonewall estimates)

➤ **Socio-economic disadvantage**

Council Tax Support is means tested across low income socio-economic groups.

All claimants will be in a lower socio-economic category.

There are currently 16,676 live CTS cases, of which 12,032 (72%) are working age and 4644 (28%) are of pension age.

The CTS working age caseload is currently 8.8% of the working age population of the borough.

The CTS pension age caseload is currently 23.4% of the pension age population of the borough.

(CTS case load data extraction 18/10/2021)

Potential impacts	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
Local communities in general	X	X		No scheme changes are proposed. The overall impact of retaining the current CTS	There are no negative impacts from the retention of the current CTS scheme.

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

			<p>scheme changes is either neutral or positive.</p>	
Age	X	X	<p>No scheme changes are proposed. The overall impact of retaining the current CTS scheme changes is either neutral or positive.</p> <p>Support remains in place from the Visiting & Welfare outreach service to assist pension age claimants with the application process.</p> <p>Working age new Universal Credit claimants will continue to benefit from automatic awards where eligible.</p>	<p>Pension age claimants are protected and will continue to receive full support, inclusive of outreach services.</p> <p>Working age claimants in receipt of Universal Credit will continue to benefit from an easier application process for CTS, that will automatically award entitlement where eligible, and will also re-award entitlement to CTS within a 3-month period if entitlement previously ends.</p> <p>Working age legacy benefit claimants continue to be unaffected.</p> <p>There are no negative impacts from the retention of the current CTS scheme.</p>
Disability	X	X	<p>No scheme changes are proposed. The overall impact of retaining the current CTS scheme changes is either neutral or positive.</p> <p>Pension age claimants are unaffected.</p>	<p>Pension age claimants are protected and will continue to receive full support.</p> <p>Working age claimants in receipt of Universal Credit limited capacity for work elements (disability elements) will continue to benefit from an easier application process for CTS, that will automatically award entitlement where eligible, and will also re-award entitlement to CTS within a 3-month period if entitlement previously ends.</p> <p>Working age legacy benefit claimants continue to be unaffected by the changes.</p>

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

			Working age new Universal Credit claimants with disability elements will continue to benefit from automatic awards where eligible.	There are no negative impacts from the retention of the current CTS scheme.
Gender reassignment		X	No impact.	<p>The scheme will not treat people of different genders any differently.</p> <p>There is no CTS data held for this specific category.</p>
Marriage and civil partnership		X	No impact.	<p>The scheme will not treat people either married or in a civil partnership any differently.</p> <p>There is no CTS data held for this specific category.</p>
Pregnancy and maternity	X	X	<p>No scheme changes are proposed. The overall impact of retaining the current CTS scheme changes is either neutral or positive.</p> <p>Working age new Universal Credit claimants on maternity leave will continue to benefit from automatic awards where eligible.</p> <p>No other impact.</p>	<p>The scheme will only treat people who are on maternity leave differently in so far as considering their income & household with regards to the means testing of CTS entitlement.</p> <p>Working age claimants in receipt of Universal Credit on maternity leave will continue to benefit from an easier application process for CTS, that will automatically award entitlement where eligible, and will also re-award entitlement to CTS within a 3-month period if entitlement previously ends.</p> <p>Working age legacy benefit claimants continue to be unaffected by the changes.</p> <p>There are no negative impacts from the retention of the current CTS scheme.</p>

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

Race (including Gypsies, Roma and Travellers)		X	No impact.	<p>The scheme will not treat people of different ethnicity or race any differently.</p> <p>There is no CTS data held for this specific category.</p>
Religion or belief		X	No impact.	<p>The scheme will not treat people of different religion any differently.</p> <p>There is no CTS data held for this specific category.</p>
Sex	X	X	<p>No scheme changes are proposed. The overall impact of retaining the current CTS scheme changes is either neutral or positive.</p> <p>Pension age claimants are unaffected.</p> <p>Working age new Universal Credit claimants will continue to benefit from automatic awards where eligible.</p>	<p>Pension age claimants are protected and will continue to receive full support.</p> <p>The scheme will not treat people of different gender/sex any differently.</p> <p>All Working age claimants in receipt of Universal Credit will continue to benefit from an easier application process for CTS, irrespective of gender/sex, that will automatically award entitlement where eligible, and will also re-award entitlement to CTS within a 3-month period if entitlement previously ends.</p>
Sexual orientation		X		<p>The scheme will not treat people of different sexual orientation any differently.</p> <p>There is no CTS data held for this specific category.</p>
Socio-economic Disadvantage	X	X	<p>No scheme changes are proposed. The overall impact of retaining the current CTS scheme changes is either neutral or positive.</p>	<p>Pension age claimants are protected and will continue to receive full support.</p> <p>Working age claimants in receipt of Universal Credit will continue to benefit from an easier application process for CTS, that will automatically award entitlement where eligible, and will also re-award entitlement to CTS within a 3-month period if entitlement previously ends.</p>

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

			<p>Pension age claimants are unaffected.</p> <p>Working age new Universal Credit claimants will continue to benefit from automatic awards where eligible.</p>	<p>Working age legacy benefit claimants are unaffected.</p> <p>There are no negative impacts from the proposed changes to the CTS scheme.</p>
Any community issues identified for this location?		X	No impact	No issues recognised

2. Consultation.

Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g. on-line consultation, focus groups, consultation with representative groups.

If you have already undertaken some consultation, please include:

- Any potential problems or issues raised by the consultation
- What actions will be taken to mitigate these concerns

Barking & Dagenham Council last consulted on the principles of a draft local CTS scheme on the 19th November 2014, regarding the changes to the CTS scheme applied from the 1st April 2015.

On the 19th November 2014, an online consultation was started with a link hosted on the home page of the LBBD website. A press release was given in the local newspaper "The Post" with a shortened URL (link) to the online content. Further to this, letters were sent to 15,441 working age CTS claimants on the 21st November 2014 inviting them to participate in the consultation and online survey. In addition, two public consultation meetings were held, on Thursday 4th and Thursday 11th December 2014, which were attended in total by 48 residents. Attendees were asked to fill in a paper copy of the same survey, which were collated with the online results received on the 20th December 2014.

In total 147 consultation responses were received, and the results compiled and considered in the decision making process.

As part of the consultation process statutory government guidelines for CTS schemes were also considered.

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g. on-line consultation, focus groups, consultation with representative groups.

If you have already undertaken some consultation, please include:

- Any potential problems or issues raised by the consultation
- What actions will be taken to mitigate these concerns

Equality was promoted as part of the consultation by promoting changes and publicising to all groups – assistance was offered to front line offices, Children’s Centres and the Revs & Bens service.

Support was put in place such as payment arrangements to help clear outstanding debt, signposting to skills training or job opportunities and debt advice.

Disabled people were identified as a group of concern in the consultation process. Organisations relevant to disabled people in the borough were directly informed so that they were able to understand the changes, and help disabled people to understand the transition.

Barking & Dagenham Council has not been required to conduct any further public consultation since November 2014 as changes to the subsequent CTS schemes from 2016/17 to date have been based on prescribed regulation changes to the default scheme or administrative changes only, therefore not requiring consultation.

There are no proposed changes to the CTS scheme for 2022/23 which is the retention of the prior year’s scheme.

No consultation is required regarding the retention of the current CTS scheme.

3. Monitoring and Review

How will you review community and equality impact once the service or policy has been implemented?

*These actions should be developed using the information gathered in **Section 1 and 2** and should be picked up in your departmental/service business plans.*

Action	By when?	By who?
Impact of change monitoring by reviewing Council Tax collection rates and the number of CTS claims made and ongoing expenditure against the CTS scheme.	Ongoing	James Johnston
Regular monitoring based on performance frameworks	Ongoing	Robert Nellist

4. Next steps

It is important the information gathered is used to inform any Council reports that are presented to Cabinet or appropriate committees. This will allow Members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the wider community.

Take some time to summarise your findings below. This can then be added to your report template for sign off by the Strategy Team at the consultation stage of the report cycle.

Implications/ Customer Impact

The proposal for the CTS scheme 2022/23 is the retention of the current year's scheme, with prescribed regulation changes for the nationally prescribed Pension Age scheme being implemented.

Pension Age claimants continue to be protected with 100% CTS awards as per the nationally prescribed scheme.

The retention of the current CTS scheme for 2022/23 raises no new EIA issues.

The current minimum payment of 25% required for all working age claimants will continue to disproportionately affect the lowest socio-economic group and it is considered likely that keeping the current scheme will make it difficult to collect Council Tax from those entitled to a reduction under the scheme.

There are no further negative customer impacts that arise from the retention of the current CTS scheme.

Improved access to the scheme through the acceptance of new electronic Universal Credit claims as an application for CTS continue to improve access and inclusion to the scheme for low income and vulnerable residents.

Working age claimants across all demographic groups, who become new Universal Credit claimants, will see improved access to the scheme by the changes to the application process, that will automatically award entitlement to CTS, where eligible.

This new application process will also reduce the print requirement of LBBB and simplifies administration.

By also allowing for the reinstatement of CTS claims for Universal Credit claimants, that re-qualify for CTS entitlement, within a 3-month period, without the requirement for a further application form, access to the scheme continues to be improved, ensuring entitlement where eligible is awarded.

Administrative updates applied within changes to the CTS scheme for 2021/22 are continued within the retention of the scheme for 2022/23 and continue to improve the administration, efficiency, and customer experience of the scheme.

The means testing of the support for claimants, based on each individual's ability to pay, is fair and equitable and protects the most vulnerable.

The retention of the current CTS scheme will see neutral impact on demographics such as gender re-assignment, marriage and civil partnership, ethnicity, sexual orientation & religion or belief.

The CTS scheme continues to meet government guidelines for the protection of current levels of support for pensioners, the encouragement of people to work while not acting as a disincentive & considers the equality impact on the most vulnerable residents, meeting the needs and delivering outcomes, both social & economic for residents of the borough.

5. Sign off

The information contained in this template should be authorised by the relevant project sponsor or Divisional Director who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role (e.g. project sponsor, head of service)	Date
Donna Radley	Head of Benefits	11/11/21

ASSEMBLY

26 January 2022

Title: LBBB Statement of Licensing Policy 2022-2027	
Report of the Cabinet Member of Enforcement and Community Safety	
Open Report	For Decision
Wards Affected: All	Key Decision: Yes
Report Author: Theo Lamptey, Service Manager Public Protection	Contact Details: Tel: 0208 227 5655 E-mail: theo.lamptey@lbbd.gov.uk
Accountable Director: Andy Opie, Operational Director, Enforcement and Community Safety	
Accountable Strategic Leadership Director: Fiona Taylor, Strategic Director, Law and Governance	
Summary	
<p>The Licensing Act 2003 establishes the Council as the local licensing authority for alcohol, regulated entertainment and late-night refreshment. As the Licensing Authority, the Council is required to prepare and publish a statement of licensing policy and to review that policy every five years. The policy is intended to set out how the Authority intends to approach its licensing responsibilities under the Act.</p> <p>The Council's Statement of Licensing Policy was first published in 2005 and has been reviewed and updated at regular intervals since. The current version of the policy covering the period 2017-2022 is due for renewal.</p> <p>A draft revision of the policy has been prepared through the summer of 2021 in consultation with other key services and partner agencies. The draft has also been taken to public consultation during October and November 2021.</p> <p>A final draft has now been prepared having regard to contributions received and consultation responses. This report provides a summary of the main changes to the latest revision of the policy.</p> <p>The Cabinet is to consider this report at its meeting on 18 January 2022 (the date of publication of this Assembly agenda). Any issues arising from the Cabinet meeting will be reported at the Assembly meeting.</p>	
Recommendation(s)	
<p>The Assembly is recommended to adopt the London Borough of Barking and Dagenham Statement of Licensing Policy 2022-2027, as set out at Appendix A to the report.</p>	

Reason(s)

To accord with the requirements of the Licensing Act 2003.

1. Introduction and Background

- 1.1 The Licensing Act 2003 establishes this Council as the local licensing authority for the following licensable activities:
- the retail sale of alcohol
 - the supply of alcohol by or on behalf of a club, to club members
 - the provision of regulated entertainment
 - the provision of late-night refreshment
- 1.2 Each licensing authority is required to prepare and publish a statement of licensing policy which is intended to set out how that authority intends to approach its licensing responsibilities and to review that policy every five years. This Authorities statement of licensing policy was first published in 2005 and it has been regularly updated since. The current version of the policy covers the period 2017-2022 and is due for renewal next year.
- 1.3 In anticipation of this, draft revised policy has been prepared for consideration. The draft has been revised in consultation with other key services and partner agencies and following public consultation.

2. The Licensing Act 2003

- 2.1 Under the Act, the Council as Licensing Authority is responsible for determining applications for:
- Premises licences (required to enable any of the licensable activities to be provided at a specific premises)
 - Club premises certificates (required to enable bona fide members clubs to purchase on behalf of club members and supply that alcohol to them)
 - Personal licences (to enable specified individuals to authorise alcohol sales in conjunction with a premises licence)
 - Temporary Event Notices (to enable specific low-level one-off or time-limited events to take place at community or smaller premises)
- 2.2 The Act places a duty on each licensing authority to consider all applications for relevant licences and consents put to it and establishes the process and timescale for determining those applications. It requires decisions to be taken in accordance with:
- The Licensing Act itself
 - Secondary regulations
 - The Guidance for local licensing authorities published by the Home Office and
 - The Authority's own statement of licensing policy

- 2.3 Each licensing authority is also required to promote the four licensing objectives stated in the Act in its decision-making. The four objectives are:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 2.4 While this Authority has ability to grant, part-grant or refuse applications, each application must be considered upon their own merits with all relevant matters considered. Applicants for premises licences have an entitlement to a licence unless there is good reason in law not to grant it and the licensing process provides for licence terms, conditions, and restrictions to be (at least partly) defined by the applicant themselves, albeit they may be refined through the consultation and determination process.
- 2.5 Within this prescriptive framework, the local licensing statement of licensing policy is an important document providing an opportunity for local approach and considerations to influence decision-making.
3. **The Barking and Dagenham Statement of Licensing Policy**
- 3.1 The aim of the policy is to
- Promote the four licensing objectives.
 - Benefit all sections of the Barking and Dagenham community.
 - Boost the local economy.
 - Encourage a broad range of licensed premises across the borough.
 - Support consistent licensing decisions.
 - Support licensing decisions that may be subject of appeal.
- 3.2 As such the policy intends to ensure that
- Applicants for new licences and consents understand the Authorities approach to licensing and can prepare considered risk-assessed applications and related operating schedules for submission
 - Licensed operators are best placed to run successful safe, secure and well managed venues that are of benefit to the local community
 - Local residents understand how to take part in the licensing process and the protections afforded to them in law
- 3.3 This Authorities approach to licensing is well-established, with licensing process and policy having now been in place for approaching 20 years.
- 3.4 As such this latest revision of the policy has not required any drastic overhaul. This revision, instead, intends to ensure that:
- The content of the policy remains consistent with changes in law, regulations and guidance
 - All references, contact details, links and statistics quoted are up to date
 - The policy reflects current best management practice

- 3.5 A copy of the revised draft policy is provided as Appendix A to this report. It is divided into seven main sections, as follows:
- Section 1 (pages 6-8) provides an **Introduction to Barking and Dagenham** and to the Council
 - Section 2 (pages 9-12) sets out the **purpose and scope** of the policy
 - Section 3 (pages 13-20) deals with **administration, process and delegation**
 - Section 4 (pages 22-23) sets out to explain **preparing an operating schedule being** the most important part of the premises licence application as this defines the intended operation and proposed management controls intended to be put into place in order to promote the licensing objectives
 - Section 5 (pages 24-38) deals with each of **the licensing objectives** in turn setting out considerations to be taken into account in preparing an operating schedule
 - Section 6 (pages 39-40) deals with how **licence terms, conditions and restrictions** may be determined
 - Section 7 (page 41) explains this Authorities approach to licensing **enforcement**
- 3.6 The policy also includes with an executive summary and a range of appendices providing contact details, references, links and, importantly on pages 49-57, a **set of model conditions** to which applicants may refer when considering their operating schedule and an example **safeguarding risk-assessment** from page 60.

4. Main changes to the policy

- 4.1 The main significant changes to the policy, other than updating that has taken place, includes the following:
- Page 13 – New section included on **Entitlement to work in the UK** which sets out the direction in law that applications made by individuals without entitlement to work in the UK must be rejected
 - Page 17 – Clarification provided under section on **payment of annual licence fee** that non-payment of due annual licensing fees results in automatic suspension of the licence
 - Page 19 – Replacement of section on the now defunct Designated Public Places Order with a new section on **Public Spaces Protection Orders** which replace it.
 - Page 27 – A new section on **illegal working** and the responsibility now placed on operators to ensure that all employers carry out right to work checks on employees.
 - Pages 31-33 – A new section on ‘safe for all’ which incorporates references to several important initiatives promoting safe and inclusive venues to which operators are directed to. In turn for signing up to these schemes’ operators receive training support to enable staff to identify and deal with cases of harassment and sexual violence, discrimination and hate crime
 - The Mayor’s **Women’s Safety Charter**
 - The Metropolitan Police ‘**Ask for Angela**’ scheme and supporting WAVE training
 - The **Ask for Clive** scheme

- Page 32 – A new section on **Covid-19** which emphasises the need for operators to continue to regularly update covid risk-assessments in line with government guidance or changing circumstances
- Page 33 – A new section on **security and terrorism** which introduces the ACT Awareness e-learning tool providing counter-terrorism awareness training for organisations and individuals.
- Page 33 – A revised section on the third licensing objective of preventing public nuisance which reflects the current approach of the Council’s Environmental Health Noise team
- Page 34 – Associated with this is a new section on **outside areas** highlighting the extra considerations that need to be afforded to local residents with the movement toward outside eating and drinking following the coronavirus pandemic

5. Consultation

5.1 As part of the consultation undertaken review of the policy, the following statutory consultees and other parties were contacted directly:

- Responsible authorities (including the police and fire service)
- Representatives of Premises Licence and Club Premises Certificate holders
- Representatives of Personal Licence holders
- Representatives of the local community
- Ward councillors
- Other known stakeholders and interest groups

5.2 The consultation was also advertised on the council’s web site and in the borough e-newsletter ‘One Borough Voice’. An electronic questionnaire was provided on the web site for ease of response.

5.3 All responses received were considered in the preparation of the final draft. A summary of the matters raised in consultation responses is provided at Appendix B.

5.4 Under the consultation through ‘One Borough Voice’ some 46 individuals viewed or downloaded part or all the consultation papers. However, only 5 individuals completed the online survey provided. These comprised three licensed operators and two local residents. Respondents generally agreed the policy was fair, clear and easy to understand.

5.5 The Council’s Licensing and Regulatory Committee considered and endorsed the draft policy at its meeting on 23 June 2021. The matter is also to be considered by the Cabinet at its meeting on 18 January 2022 and any issues arising from that meeting will be reported at the Assembly meeting.

6. Options Appraisal

6.1 The option to approve the document will ensure the Council as licensing authority retains an updated and relevant policy to support future licensing decisions.

6.2 The option not to approve the policy could mean that the Council as licensing authority is able to place less reliance on the policy to support future licensing

decisions as the policy document becomes older. This raises the potential for challenge in the appeal courts.

7 Timetable for Implementation

- 7.1 Once adopted by the Assembly, the policy is then required to be advertised in the local press giving one month's notice of the date that it comes into force.

8. Financial Implications

Implications completed by: David Folorunso, Finance Business Partner

- 8.1 The policy provides a framework for the delivery of LBBB's regulatory services. This revision is to bring the policy in line with relevant legislation, and best practice guidance and will improve transparency around enforcement processes.
- 8.2 The costs resulting from the adoption and implementation of this policy will be met from existing budgets.

9. Legal Implications

Implications completed by: Dr Paul Feild, Senior Corporate Governance Lawyer

- 9.1 The Council, as the Licensing Authority, is required by Section 5 of the Licensing Act 2003 to prepare and publish a Statement of Licensing Policy every five years. Licensing process and practice is established under the Licensing Act 2003 and secondary regulations. Guidance to local licensing authorities is provided by the Home Office.
- 9.2 The policy must be prepared with public consultation undertaken in accordance with the provisions of the Licensing Act 2003. Finally, it is a legal requirement that final approval is a full Council Assembly function.

10. Other Implications

- 10.1 **Staffing Issues** – The content of the draft revised policy does not have a direct significant negative impact on existing and future staff or staffing levels.
- 10.2 **Corporate Policy** – The licensing policy supports the key strategic priorities of the Council. In particular
- Inclusive growth – by providing a broad range of safe and secure leisure and entertainment facilities. By working together with responsible business operators to provide successful licensed operations. By ensuring effective action is taken against irresponsible operators
 - Participation and engagement – Ensuring that an accessible process is provided to enable community participation in the licensing process
 - Well run organisation – Ensuring that the Council provides an accessible, responsive and efficient service.
- 10.3 **Equality Impact Assessment** – An EIA has been prepared and is attached as Appendix C.

- 10.4 **Safeguarding Adults and Children** – At the heart of the licensing process are the licensing objectives of public safety and the protection of children from harm. Both matters receive significant scrutiny through the licensing process and are dealt with in detail in the policy. Public health is not yet a licensing objective, but the licensing service consults with public health colleagues on licence applications.

Public Background Papers Used in the Preparation of the Report:

The Guidance for Local Licensing Authorities issued by the Home Office April 2018 version (<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>)

List of appendices:

Appendix A – Draft LBBB Statement of Licensing Policy 2022-2027

Appendix B – Summary of consultation responses

Appendix C – Equality Impact Assessment

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APPENDIX A



**Licensing Act 2003 – Draft Statement
of Licensing Policy 2022 - 2027**

Notes

The Licensing Act 2003 (“the Act”) came into force in 2005. It introduced a new comprehensive licensing regime for the sale and supply of alcohol, the provision of regulated entertainment and the provision of late-night refreshment.

The Act established the Council as the local licensing authority for the London Borough of Barking and Dagenham. Under Section 5(1) of the Act the Council is required to prepare and publish, every five years, a statement of the licensing principles it proposes to apply in exercising its functions under the Act. This is commonly known as the statement of licensing policy. The statement of policy can be reviewed and revised by the Council at any time but must be produced following consultation with those bodies and persons set out in s.5(3) of the Act.

The Barking and Dagenham Statement of Licensing Policy was first published in 2005 and it has been regularly updated since. The current version of the policy received approval by the Council Assembly on 25 January 2017 and came into effect on 3 March 2017. This revision was compiled with public consultation in 2021 and is intended for consideration and adoption in 2022.

The licensing policy has been prepared with regard had to the Act: secondary regulations; the Home Office Guidance issued to Local Licensing Authorities under s182 of the Act (April 2018 edition); and responses received from a public consultation exercise. Consultees are listed in Appendix 4.

It is intended that the policy will be kept under review and further revised as and when necessary. Where revisions are made to the s182 Guidance by the Secretary of State, it is for the licensing authority to determine whether revisions to the policy statement are necessary.

A licensing authority may depart from its policy where it has good reason to do so and can provide full reasons.

Executive summary

This Council recognises the important role that a diverse and vibrant range of, hospitality, entertainment and leisure facilities play within the local community. Aside from providing important economic, employment and leisure opportunities, such facilities provide opportunity for relaxation; for people to meet and build relationships; to promote cultural activities and support community cohesion. Our shared experience of living through the covid-19 pandemic has increased the importance of all of these factors.

It is this Council's intention to promote a broad and varied leisure opportunity and to support responsible business and event management wherever possible.

However, the Council equally recognises that poor and / or irresponsible business or event management can lead to serious issues of crime, disorder, nuisance, anti-social behaviour and more. This is particularly the case where alcohol sales are involved. Alcohol plays an important role in our society but if used irresponsibly can have serious impact, for individuals and the community generally.

And so, this licensing policy intends to support a licensing process which, in turn, supports responsible operators and promotes the licensing objectives but provides adequate protections for the local community where these are necessary.

Central to this policy are sections 4 and 5 which provide advice and guidance on compiling an operating schedule as part of a licence application. This forms a crucial part of the business planning and licence application process, enabling risk factors to be identified and appropriate control measures to be set. It provides pointers toward sound management planning and best practice. These sections are supported by appendices which consider some of the most important issues in more detail and the appendices which provide suggested model licence conditions, alongside mandatory licence conditions, and a model risk-assessment for child protection issues. These are the recommended starting points for new (and existing operators).

Elsewhere, section 1 provides an introduction to the borough. Section 2 sets out the principles that guide this Council in carrying out its licensing functions. Section 3 deals with an important range of administrative matters. Section 6 deals with the approach taken to setting licence conditions and section 7 deals with our approach to enforcement.

We recommend the contents of this policy and welcome your feedback on it at any time.

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Section 1 – Introduction

About Barking and Dagenham

1. The London Borough of Barking and Dagenham is located at heart of the Thames Gateway, just a 15-minute train journey from central London. The borough borders the London Boroughs of Newham, Redbridge and Havering with Greenwich and Bexley to the south of the Thames. The borough's three main towns are Barking, Chadwell Heath and Dagenham.
2. The Office for National Statistics mid-2019 population estimates estimated Barking and Dagenham's population at 212,906 residents, an increase of 908 since 30 June 2018. It has a young population with an estimated 57,981 children (persons aged between 0 and 15), the highest proportion in London and the UK.
3. Barking and Dagenham also has a diverse, multi-cultural community. The borough's Black and Minority Ethnic population represents 66% of the total population. Nigeria is the most common birthplace of residents from outside of the UK followed by India and Pakistan.
4. Barking and Dagenham has its challenges. Both male and female life expectancy (58.4 and 59.2 respectively) are below the London average. The numbers of people who have no qualifications (9.2%); who are unemployed (7.9%); and who are Income Support claimants (0.6%) are all above the London average.
5. However, with a proud history of manufacturing, industrial excellence and a strategic location linking it to major markets in the South East (and on to Europe), Barking and Dagenham has real potential and aspires to become a destination of choice, where people stay and feel welcome.
6. Barking and Dagenham is at the heart of London's eastward growth, attracting developers and investors to the most affordable and accessible opportunities in the whole of the Southeast.
7. With 400 hectares of development land, we plan to provide 50,000 high quality new homes and 20,000 new jobs within the next 20 years.
8. With its excellent transport links, Barking and Dagenham is already one of London's best-connected boroughs. Connections are set to improve further, however, with new transport links currently under construction and in the pipeline, all intended to support the capital's eastward growth. This includes:
 - Crossrail will operate from Chadwell Heath in 2022
 - The London Overground will be extended to Barking Riverside by Autumn 2022
 - A new C2C station will open at Beam Park in 2022
 - Improvements to the A13
 - Plans for the new River Thames crossings serving east London are under consideration.
9. As a legacy from Barking and Dagenham's involvement as a host borough in the London Olympics in 2012, there has been significant investment in leisure,

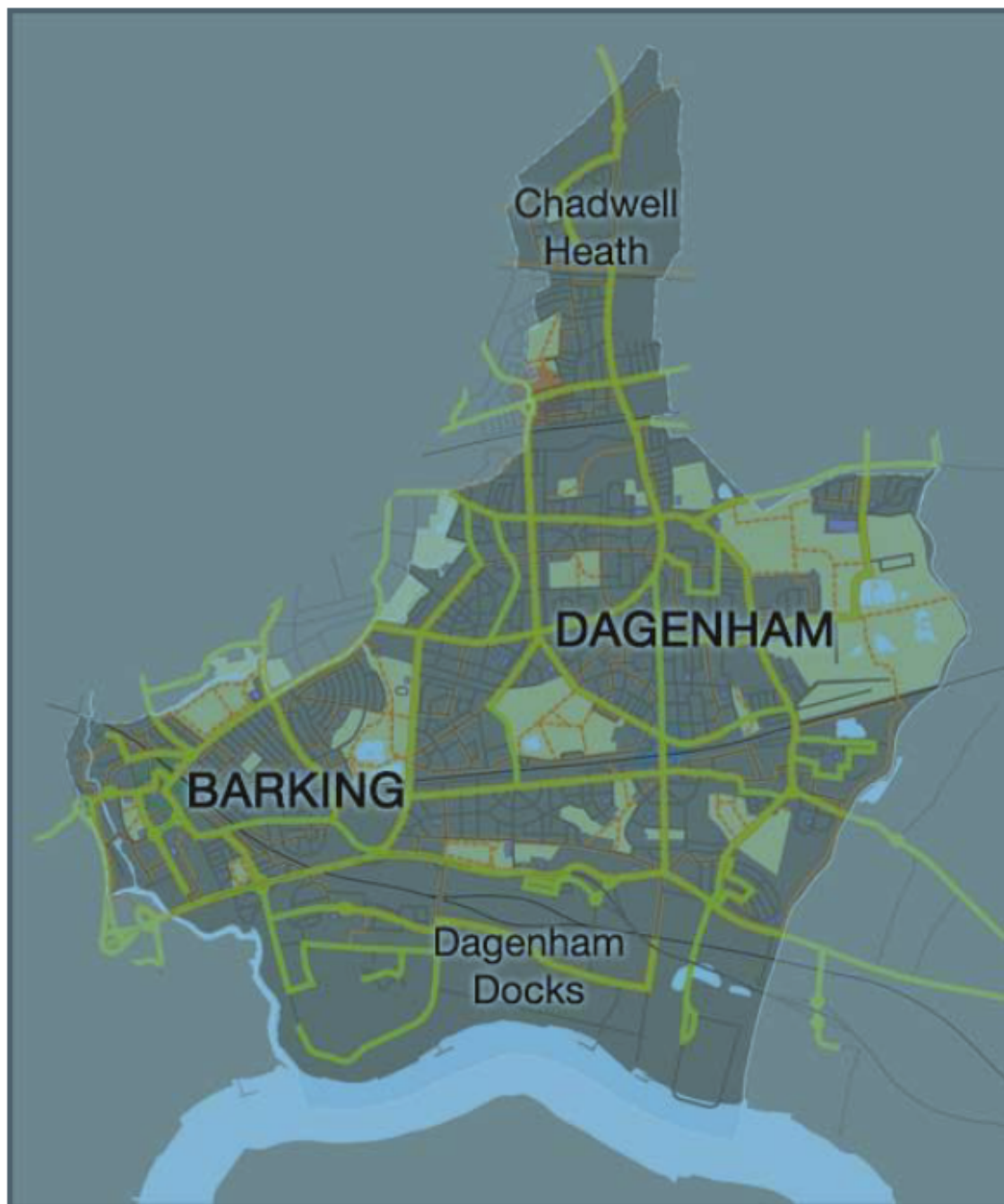
recreational and sporting facilities. The Council has agreements in place with Hackman Capital Partners to build London's largest film and TV production centre in Dagenham with additional studios on a second site in Barking.

10. The borough has an incredible 530 hectares of green belt land, plus 25 parks and open spaces and tree lined streets.
11. A map of the geographic area comprising Barking and Dagenham is shown in Figure 1 on the following page.

The Borough Manifesto and Corporate Plan

12. The **Borough Manifesto** sets out the long-term, 20-year vision for the future of Barking and Dagenham. It describes how the council, our partners and the whole community are working together in order to realise our shared vision of a more powerful, resilient, connected community; 'one borough; one community; no-one left behind'.
13. The council's approach to achieving this vision is set out in **The Corporate Plan**. This describes our approach to the work we do with residents every day and explains our four key strategic priorities:
 - Inclusive growth – Harnessing the growth potential that arises from our people, our land and our location in ways that protect the environments and enhance prosperity, wellbeing and participation for all residents.
 - Participation and engagement – Empowering residents by enabling greater participation in the community and in public services.
 - Prevention, independence and resilience – Children, families and adults in Barking and Dagenham living safe, happy, healthy and independent lives.
 - Well-run organisation – Focusing on the efficient and effective operation of the Council itself.

Fig. 1 - Map of Barking and Dagenham



Section 2 – Purpose and Scope of the Policy

Our Aims and Objectives

14. This statement of licensing policy sets out how the Council intends to fulfil its licensing responsibilities under the Licensing Act 2003 (the Act).
15. This policy aims to:
 - Promote the four licensing objectives.
 - Benefit all sections of the Barking and Dagenham community.
 - Boost the local economy.
 - Encourage a broad range of licensed premises across the borough.
 - Support consistent licensing decisions.
 - Support licensing decisions that may be subject of appeal.
16. To achieve these aims, the Council intends to work together with all relevant stakeholders (including partner responsible authorities and service agencies; local licence holders and licensed business operators; local residents; and those who use licensed facilities) to promote the aims objectives set out in this policy.
17. In doing so, the Council will provide a licensing service which –
 - Sets and maintains a high standard of service.
 - Provides easy access for local businesses, residents and others who are interested in licensing.
 - Provides an efficient and effective service.
 - Operates in a fair, consistent and transparent and honest manner.

Licensable activities

18. This policy is concerned with the following licensable 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
19. 'Regulated entertainment' includes each of the following activities –
 - A performance of a play
 - A film exhibition
 - A performance of live music
 - The playing of recorded music
 - A performance of dance
 - An indoor sporting event
 - A boxing or wrestling or mixed martial arts entertainment
 - Entertainment of a similar description

20. When one or more of the listed activities are provided (at least partly) for the purpose of entertaining an audience, upon premises made available for the purpose of enabling that activity and also

- Takes place in the presence of a public audience, or
- Where that activity takes place in private, be the subject of a charge made with a view to a profit.

21. The licensing of regulated entertainments has been subject of a programme of deregulation in recent years. Several exemptions now exist. For up to-date information on these please contact the licensing team (contact details provided in Appendix 2).

22. 'Late night refreshment means the provision of hot food and / or drink between the hours of 23.00 and 05.00. A licensing authority may take a decision to exempt the activity of providing late night refreshment from the need for a licence. However, it should be noted that late night refreshment is not exempt from the need for a licence within Barking and Dagenham.

23. Authorisations or permissions

24. The Act provides for four different types of authorisation or permission, as follows:

- Premises licences
- Club premises certificates
- Personal licences
- Temporary Event Notices

The licensing objectives

25. The Act requires every licensing authority to promote the four statutory licensing objectives in carrying out its licensing responsibilities –

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

26. Each objective is of equal importance. There are no other statutory licensing objectives. The promotion of the four objectives is a paramount consideration at all times.

Other key aims and objectives

27. However, the Act supports many other key aims and objectives that are vitally important:

- Protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises.

- Giving the police and licensing authorities the necessary powers to effectively manage and police the night-time economy and to 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 management.
- 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.

General principles

28. This policy is about regulating licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. The Council acknowledges that neither the Act nor this policy are the primary means for the general control of nuisance and / or anti-social behaviour caused by individuals once they are beyond the direct control of the licence / certificate / authorisation holder. However, both are intended to play a key part in such control and will always be part of a holistic approach to the management of the day, evening and night-time economy within the borough.

29. Other mechanisms may also be utilised, where appropriate, to tackle the unruly or unlawful behaviour of consumers when beyond the control of the individual, club or business holding the licence, certificate or authorisation concerned. These include:

- Planning controls
- Positive measures to create a safe and clean town environment in partnership with local businesses, transport operators and other departments of the local authority
- The provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols
- Powers of local authorities to designate places where restrictions on public drinking apply
- Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices
- The prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk
- The confiscation of alcohol from children and adults in designated areas
- Police and/or local authority powers to close down instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance
- The power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question

30. Nothing in this policy is intended to undermine the rights of any person to apply under the 2003 Act for any of the variety of permissions and have that application considered on its individual merits.
31. Equally, nothing in this policy is intended to override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the Act.
32. In carrying out its licensing responsibilities the Council will avoid duplication with other regulatory or statutory regimes, so far as is possible. Also, the Council does not intend to use the licensing regime to achieve outcomes that can be achieved by other legislation.

Determining applications for licences made in respect of Council premises

33. When one part of the Council seeks a premises licence from the Licensing Authority, the Licensing and Regulatory Board and its officers will consider the matter from an entirely neutral standpoint. If relevant representations are made, for example, by local residents or the police, they will be considered fairly by a Sub-Committee of the Committee. Those making representations genuinely aggrieved by a positive decision in favour of a local authority application by the licensing authority may be entitled to appeal to the Magistrates' Court and thereby receive an independent review of any decision made.
34. In all cases, applicants and those making representation in respect of applications to the Licensing Authority have a right to appeal the Council's decision to the Magistrates' Court.

Section 3 – Administration, Process and Delegation

35. While it is the Council's intention to keep the licence application processes as simple as possible, this policy is not intended to provide detailed guidance on licensing process and practice.

36. Instead, a range of other supporting information and guidance documents are provided for this purpose and advice and assistance is offered to all applicants, particularly those from the voluntary sector. Published guidance is available upon request from the licensing service covering:

- The applications processes
- Objections, representations and reviews
- Public hearing procedure

37. However, there are several administrative matters and arrangements the Council would wish to draw attention to here.

Applications

38. Applications for any of the various authorisations or permissions offered should be made on the appropriate form, completed in full, signed and dated and paid for at the time of application.

39. Electronic applications will be accepted where made online via the Government website at <https://www.gov.uk/apply-for-a-licence/premises-licence/barking-and-dagenham/apply-1>

40. No application will be progressed until all sections of the relevant form have been correctly completed; all necessary accompanying documentation has been received and the relevant fee paid in full.

Plans

41. Plans submitted together with applications for new and varied premises licences and club premises certificates should normally be drawn to scale 1:100. Alternative scales may be acceptable, but applicants should contact the Licensing Service to discuss this before submitting.

42. Plans do not need to be professionally drawn but must include all relevant detail and clearly enable the dimensions of the premises; licensed areas and escape routes to be clearly understood.

Entitlement to work in the UK

43. Since April 2017 licensing authorities must be satisfied that an individual who applies for a premises licence is entitled to work in the UK. This includes applications made by more than one individual applicant. An application made by an individual without the entitlement to work in the UK must be rejected.

Variations

44. Applications to licence additional buildings, floors or licensed areas are likely to require a new premises licence application. However, where a licence holder wishes to amend the terms, conditions and restrictions of his / her licence, an application for a variation of the licence can often be made, rather than a full application for a new premises licence being necessary. This might include amendments to:

- The licensable activities named upon the licence
- The days and / or hours during which a licensable activity is permitted
- The conditions within a licence
- Any aspect of the layout of the premises which is shown on the plan submitted to the Licensing Authority.

45. In cases where a licence holder wishes to vary features shown on a submitted premises plan which are not required to have been included, the Council will consider whether there is any likely impact on the promotion of the licensing objectives.

46. There is also a minor variations process intended for changes to a licence that will not have an adverse impact on the licensing objectives. Examples might include cosmetic changes to the layout arrangements of a premises; small adjustments to licensing hours; the removal of out of date, irrelevant or unenforceable conditions; or adding certain licensable activities. The Council will consult with appropriate responsible authorities to make such assessment.

Responsible authorities

47. Each of the bodies listed below are named as 'responsible authorities' under the Act. These responsible authorities may make representations on applications, as far as they relate to the promotion of the four licensing objectives. They may also request a review of a premises licence or club certificate.

- The Metropolitan Police Service
- The London Fire and Emergency Planning Authority
- The Licensing Authority itself
- Trading Standards (as the local weights and measures authority)
- Environmental Health (as both the enforcing authority for health and safety purposes and the authority responsible for minimising or preventing the risk of pollution of the environment or risk to human health)
- Planning (Be First & Planning Enforcement)
- Public Health
- Any other licensing authority in whose area part of the premises is situated

48. Additionally, the London Borough of Barking and Dagenham Child Protection Team is recognised as the competent authority to advise on matters relating to the protection of children from harm.

49. The licensing authority responsible authority role will be undertaken within the Licensing Service. Where it is decided appropriate to act in the capacity of responsible authority, arrangements will be put in place to provide a separation of duties to ensure procedural fairness and eliminate conflicts of interest.

50. Contact details for responsible authorities are given in Appendix 3. Responsible authorities will also provide advice and information on established best management practice. Some information on preparing an operating schedule is contained within this policy but applicants may also wish to consult with the authorities directly.

Other persons

51. Any other person, including any individual, body or business entitled to make representation, may also comment on an application, regardless of their geographic proximity to the premises to which the application relates. Any other person can make the representation, or they may ask for a representative to make it on their behalf. Members of the Licensing Authority may also make representations as interested parties.

Representations

52. A representation can only be considered 'relevant' if it relates to the effect of the grant of the licence on the promotion on one or more of the four licensing objectives. Representations must not be frivolous or vexatious, and in the case of reviews, repetitious.

53. Representations must be received in writing at the licensing service office by the last date set for representations. Representations must be –

- Signed
- Dated
- Provide the grounds for the representation in full
- Include the name and address of the person or the body making the representation

54. 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. 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.

55. Where this Council 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, the Council may either provide only minimal details (such as street name or general location in a street) or withhold details.

Conciliation

56. Where relevant representations are received, the Council offers a conciliation service intended to bring the applicant and 'objectors' together to discuss the application and concerns raised in more detail. Conciliation meetings aim to explore the issues involved with a view to identifying whether a negotiated conclusion may be reached to the satisfaction of all parties involved.

Public hearings

57. It is only when relevant representations are received that a licensing authority may hold a public hearing to determine an application. Where no representations are received, the application must be granted in full, upon the terms, conditions and restrictions sought by the applicant, subject to the mandatory licence conditions and conditions consistent with the steps proposed to be taken by the applicant under the Operating Schedule.

58. When considering applications, the Council will have regard to:

- The Licensing Act 2003 and the licensing objectives
- Government guidance issued under Section 182 of the Licensing Act 2003
- Secondary regulations
- This statement of licensing policy

The Licensing and Regulatory Committee

59. In accordance with section 6 of the Licensing Act 2003, the Council's Licensing and Regulatory Committee will form Licensing Sub-Committees to perform all functions relating to licensing.

60. The Council will annually appoint 10 members to sit on the Licensing and Regulatory Committee. From this overall membership, any 3 members may sit as a licensing sub-committee to determine contested applications. Only councillors who have received relevant licensing training will take part in decisions on licensing matters.

61. Members of the Licensing and Regulatory Committee will not take part in any licensing decisions concerning premises that they have an interest in. A member of the Licensing and Regulatory Committee may not hear an application that is in their own ward, but may observe the meeting as a member of the public.

62. At public hearings, members will consider applications on their own merits with all relevant matters taken into account. They will pay particular attention to promoting the licensing objectives and consider whether concerns raised may be alleviated by appropriate conditions, imposed in addition to any which may already be included in the operating schedule.

63. The full table of delegation, identifying which decisions will be made by the Licensing Sub-Committee, and which matters will be confirmed or made by council officers through delegated authority, is provided at Appendix 5.

Licence reviews

64. A review of a premises licence may be called by any responsible authority or other person at any time, where there are relevant concerns relating to the licensing objectives. However, such reviews should, where possible, be supported by evidence to be presented to the licensing authority.
65. In addition, a licensing authority must review a premises licence if the premises to which it relates was made the subject of a closure order by the police based on nuisance or disorder, and the magistrates' court has sent the authority the relevant notice of its determination. A review must also be undertaken if the police have made an application for a summary review of a licence on the basis that the premises are associated with serious crime and/or disorder.
66. Where possible and appropriate any responsible authority will give early warning to the relevant licence holder of any concerns about problems identified at premises and of the need for improvement.
67. No more than one review per premises will normally be permitted from other persons within any 12-month period on similar grounds, except in exceptional and compelling circumstances.
68. Applications for review made to this Council will be dealt with fairly at a public hearing in front of a Licensing Sub-Committee. The Sub-Committee will take particularly seriously situations where a licensed premise is used for the following criminal activities:
- For the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and the laundering of the proceeds of drugs crime
 - For the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected
 - For prostitution or the sale of unlawful pornography
 - By organised groups of paedophiles to groom children
 - As the base for the organisation of criminal activity, particularly by gangs
 - For the organisation of racist activity or the promotion of racist attacks
 - For unlawful gaming and gambling
 - For the sale of smuggled tobacco and alcohol
 - For knowingly employing a person who is unlawfully in the UK or who cannot lawfully be employed as a result of a condition on that person's leave to enter.
 - For the sale and distribution of illegal firearms

Payment of annual licence maintenance fee

69. All premises licences and club premises certificates issued are subject to an annual maintenance fee. These are payable on the anniversary of the grant of the licence.
70. The Act provides for the automatic suspension of any licence or certificate where the fee is not paid on time. The Council will provide a reminder when a fee is due and sufficient time for the payment to be made but, if the money due is not

received by the date required, the licence will be suspended, and no licensable activities may be provided at the premises until the fee is paid in full.

Temporary event notices (TENS)

71. Certain temporary events are not required to be licensed but must be subject of a notification (a 'Temporary Events Notice' (TENS)) given to the Licensing Authority, the Metropolitan Police, and the Council's Environmental Health Service.
72. However, while the TENS process is intended to provide a fast-track process for 'one-off' or irregular small scale community events, such occasional activities may still have implications for each of the four licensing objectives. For this reason, both the police and environmental health may give 'counter-notices' if they have concerns about a particular event relevant to the licensing objectives.
73. So, although the legislation requires a minimum of ten clear working days' notice to be given (five clear working days' notice in the case of Late Temporary Event Notices), event organisers are encouraged to submit their notification as soon as reasonably practicable to enable the responsible authorities to work with them to identify and reduce the risk to the licensing objectives.
74. If TENSs must be made with the minimum amount of permitted notice given, it must be understood that the requirements for 10 clear working days' notice means, for example, that TENSs intended to cover an event on a Saturday night must be given 3 Fridays prior to this. If the period includes a bank holiday, then the notice given must be extended by 1 working day for each bank holiday falling in the period. The Council has no ability to waive or reduce the legal notification periods.
75. TENSs are subject to limitations on the numbers of permitted uses of a premises; the numbers of notifications that may be given by a person; and the duration and size of the event. Full information is given in the Guidance Note produced by the Licensing Service.

Other Policies, Strategies and Initiatives

76. Before applying, applicants are encouraged to refer to other relevant policies, strategies, and initiatives. Although they may not be directly related to the promotion of licensing objectives, they may have an indirect impact on them. These may include:
 - The Corporate Plan
 - Children and Young People's Plan
 - Health and Wellbeing Strategy
 - Community Safety Strategy
 - Housing Strategy
 - Tobacco Harm Reduction Strategy
 - Flooding Strategy
 - Culture Strategy
 - Education Strategy
 - Our Strategy for Growth

- Equality and Diversity Strategy
- Voluntary, Community and Social Enterprise Strategy
- Cohesion and Integration Strategy
- Faith Builds Community Policy
- Social Values Policy
- Customer Services Standards
- Gender Equality Charter
- Roads and Transport Strategy
- Parking Policy
- Debt Management Policy
- Library Strategy
- Childcare Sufficiency Strategy
- Gambling Policy
- Regulatory Services Policy
- Modern Slavery Strategy

The Equality Act 2010

77. The Equality Act 2010 places a legal obligation on public authorities to have due regard to unlawful discrimination, harassment, and victimisation. This obligation is understood and will be a consideration throughout all licensing process and practice. Barking and Dagenham became the first Council in the country to adopt a Gender Equality Charter on 10 March 2016. The Charter is a commitment on behalf of the Council and our partners to create a fair and just society where people are treated equally, discrimination is tackled and the barriers to achieving equality removed. This policy has been subject of an Equality Impact Assessment accordingly.

Public Spaces Protection Order (PSPO)

78. The Anti-Social Behaviour, Crime and Policing Act 2014 introduced several new tools and powers that can be used by councils and partners to address anti-social behavior (ASB) in their local areas. PSPOs came into force in October 2014 and have been an effective tool to address a range of ASB issues that were identified. The orders allow councils to introduce restrictions on reasonable behavior's that can help improve the quality of life of their residents. As a minimum, each PSPO must set out:

- What the detrimental activities are
- What is being prohibited and/or required, including any exemptions
- The area covered
- The consequences for breach
- The period for which it has effect.

79. To determine whether the Council will implement a new PSPO or replace an existing PSPO, the Council will follow a full consultation process to understand local partner and residents' views and determine the best way forward.

80. At the time of writing of this policy the Council has 4 PSPOs in place. These are in:

- Broad Street
- Barking Town Centre
- Heathway
- Dog fouling order

81. More information on local PSPOs can be found on the Council website at <https://www.lbbd.gov.uk/public-spaces-protection-orders-pspos>

Planning and Building Control

82. Licensing will be treated separately from planning permission and building control approval. The Licensing Sub-Committee will not be bound by planning restrictions.

83. Nor may a licensing authority consider matters of 'need'. It is recognized that there may be confusion about the difference between "need" and the "cumulative impact" of premises on the licensing objectives. "Need" concerns the commercial demand for another pub or restaurant or off-licensed premises. This is not a matter for a licensing authority in discharging its licensing functions or for its statement of licensing policy, and this Council will not take need into account when making decisions on licence applications.

84. While it is understood that refusal of a planning consent is not in itself a valid reason for refusal of a licence application, the Council expects that applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned.

85. It is recommended that applicants for licences consult with planning and building control before a licence application is submitted to see if any other consents may be required. No licensing decision overrides the need for an operator to obtain all necessary lawful consents before commencing licensed operations. Operators should take care to ensure that all relevant consents have been firstly obtained. A premises operation may be restricted by the terms of a lease or other lawful agreement for occupancy and other permissions may be necessary, such as building control approval. Applicants are expected to ensure that such permissions are obtained where necessary.

Sports grounds

86. Any premises to which the Safety at Sports Ground Act 1974 and associated legislation applies is strictly controlled by the above legislation, and, for the purposes of the Licensing Act 2003, the Safety at Sports Ground Act 1974 will take precedence during the times that such activities controlled under Safety at Sports Ground Act 1974 take place.

'Saturation policy' and cumulative impact

87. This Council recognises that a concentration of licensed premises, located in close proximity, can have a 'cumulative impact'. The "cumulative impact" refers

to the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. For instance, an increased number of people passing through an area or congregating in streets during the night can give rise to issues of crime and disorder, anti-social behaviour, noise pollution and other disturbance to residents, together with an increase in littering or fouling. The amenity of residents can be placed under severe pressure without this being attributable to any individual premises.

88. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a licensing authority to consider in developing its licensing policy statement.
89. It is open to a licensing authority to adopt a special policy on cumulative impact if there is evidence that a significant number of licensed premises concentrated in one area is resulting in unacceptable levels of crime and disorder or public nuisance.
90. Currently there is insufficient evidence to support that any particular part of this borough suffers from cumulative impact.
91. However, the potential for a special policy on 'saturation' remains and the situation will be reviewed if evidence arises or is submitted that indicates that residents are suffering from cumulative impact at any time.
92. The cumulative impact of licensed premises in a particular area may be raised as an issue through representations from residents or businesses or a responsible authority. Where 'cumulative impact' is formally raised, consideration may be given to whether any additional licences or substantial variations to existing licences, to increase such aspects as capacity or operating hours, would lead to an unacceptable saturation in an area. The onus will be on the objector to provide evidence that additional licences or the variation of existing licences will produce the cumulative impact claimed.

Section 4 - Preparing an Operating Schedule

93. One of the most important sections of the premises licence application form is the operating schedule. In this part of the form, the applicant is asked after having set out the business proposal, to consider the risks that proposed premises operation offers in respect of each of the four licensing objectives and state what management controls are intended to be taken in mitigation of those risks.
94. If the application receives no representations, then it will be granted in full made subject only to the mandatory licence conditions under the Act and to additional licence conditions that reflect the management controls the applicant has stated will be taken to reduce risks, within the operating schedule.
95. We will expect that, once issued, the licence terms, conditions and restrictions will be complied with in full. Failure to comply could result in formal enforcement action and / or the loss of the licence. So, it is very important that an applicant for a licence understands the implications of the management controls offered within the operating schedule and is committed to ensuring that these are carried out in full. This is particularly important where the application is being completed by an agent or other person on behalf of the applicant. Once the process is successfully completed the licence holder will be responsible for compliance.
96. The following section of this policy is intended to help support the preparation of good operating schedules. It has been compiled in conjunction with the relevant responsible authorities and sets out the joint expectations of the authorities as to the types of considerations that should be taken into account when preparing a thorough risk-assessment and compiling a detailed operating schedule.
97. Each section also offers advice on best management practice and model conditions are provided across Appendices 6 and 7 for some of the most common control measures. While each application will be considered on its own merits with all relevant matters taken into account, applicants are asked to have regard to the information offered.
98. However, the Council recognises that applicants should know their premises best. The selection of control measures should be based upon a full risk-assessment of the premises proposed method of operation, including the types of events, activities, hours of operation and intended custom group (e.g. age range, numbers, catchment area). The steps proposed to be taken in mitigation of the risks identified should be specifically intended to reduce the identified risk and be reasonable, proportionate and within the applicant's ability to fulfil. Where help is required with developing a good, effective set of management controls we would advise that pre-application discussions are had with the relevant responsible authorities (contact details supplied at Appendix 3). The more careful consideration given to risk and how to mitigate that risk, the greater chance of securing a licence without representations being made.
99. When an application is submitted, the Council and responsible authorities will expect the operating schedule to demonstrate that suitable and sufficient measures will be implemented and maintained, relevant to the individual style and characteristics of the premises and activities proposed. Where appropriate, it should be made clear whether additional measures will be taken on an occasional

or specific basis, such as when a special event or promotion is planned, which is intended to, or likely to attract, larger audiences.

100. Although the Council cannot require the risk assessments to be documented (other than where specified under legislation) this is considered good practice. Documented risk assessments can prove a useful tool in the instruction and training of staff, as well as a sound basis for review by the licence holder, (e.g. when making application for variation or in response to changing circumstances / conditions at the premises). Where risk-assessments are documented, it is requested that these are submitted together with any application made, as this gives clear indication of how an operating schedule has been devised.
101. This Council welcomes applications for licences and consents that support the borough manifesto / corporate plan. This will not, however, outweigh the need to promote the licensing objectives.

Section 5 – The Licensing Objectives

102. This section deals in detail with each of the four licensing objectives:

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

103. The intention here is to highlight the types of issues that might be considered when compiling a risk-assessment and operating schedule. Some of the most important issues are covered in more detail. Other potential areas of concern are raised and / or covered by model conditions in the accompanying appendices. Because of the wide variety of premises to which this policy applies, not all control measures are relevant in all circumstances. The control measures suggested are not intended to provide an exhaustive list. Many control measures achieve more than one objective but have not necessarily been repeated throughout. Similarly, applicants will not be required to mention a control measure more than once in their operating schedule.

104. In all cases, it is expected that enquiries about the locality will assist applicants when determining the steps that are appropriate for the promotion of the licensing objectives. Pre-application discussions with the relevant responsible authorities are also encouraged to assist applicants in developing their operating schedules.

First Licensing Objective – The Prevention of Crime and Disorder

105. This Council is committed to further improving the quality of life for the people of the borough by continuing to reduce crime and the fear of crime and anti-social behaviour.

106. Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on local licensing authorities, the police, and other partner agencies, to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.

107. The promotion of the prevention of crime and disorder licensing objective places an equal shared responsibility on licence holders to promote this objective.

108. Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder inside of and in the vicinity of their premises. Conditions should be targeted on deterrence and preventing crime and disorder.

109. When addressing the issue of crime and disorder, the applicant should be able to demonstrate that adequate consideration has been given to the range of factors that impact on crime and disorder. These factors may include:

- Anti-social behaviour
- Drunkenness and drugs misuse

- Violent behaviour
- The possession of weapons
- Harassment
- Under-age drinking
- Theft (of personal property or alcohol)
- Illegal working

110. The following examples of control measures are suggested to assist applicants who may need to take account of them in their operating schedule. The control measures should be relevant to the particular type of premises and/or activities. The list is not exhaustive, and the examples given will not be applicable in all cases:

- Effective and responsible management of premises
- Appropriate numbers of staff with adequate supervision
- Appropriate authorisation of alcohol sales with personal licence holder present whenever possible
- Documented and appropriate staff training
- Carefully considered premises design and layout, including provision of adequate seating
- The installation, maintenance and use of effective CCTV equipment with a 31-day library of recordings
- Employment of Security Industry Authority licensed door staff
- Provision of search wands or arches where appropriate
- Provision of secure deposit boxes for confiscated items ('sin bins')
- Provision of toughened or plastic drinking vessels
- Establishment of an age verification scheme using accredited PASS approved photographic 'proof of age cards' and / or driving licences
- Adoption of a 'Challenge 25' principle under the age verification scheme
- Introduction of a last admissions time
- Establishment of a dispersals policy
- Adoption of best practice guidance (e.g. Safer Clubbing, the Government's Alcohol Harm Reduction Strategy 'Safe. Sensible. Social.' and other voluntary codes of practice, including those relating to drinks promotions e.g. The Point of Sale Promotions published by BBPA, Security in Design published by BBPA and Drugs and Pubs, published by BBPA)
- Provision of secure cloakrooms
- Provision of external lighting
- Provision of litterbins
- Membership of local 'Pub watch' schemes or similar collaborative groups is recommended where these exist.

Responsible Management

111. At all premises, the standard of management provided will be of paramount importance. A good management structure, with clear roles and responsibilities defined, supported by appropriate numbers of trained and supervised staff will provide a solid and stable basis for any successful premises operation.

The role of the Designated Premises Supervisor (DPS)

112. Except for 'qualifying community premises', a trained and qualified designated premises supervisor must be named within the operating schedule for any premises from which alcohol will be sold. The DPS will normally have the day-to-day responsibility for running the premises under the direction of the premises licence holder and, as such, this key member of the management structure should be present on the licensed premises on a regular basis. If the DPS cannot be present upon the premises throughout the hours of operation consideration must be given to who should be authorised to act in this role in their absence.
113. The DPS will also be responsible for authorising alcohol sales and should have an established process of authorisation in place for all staff engaged in alcohol sales. The DPS will hold a personal licence, however, the Council would strongly encourage the DPS to undergo additional training, and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.
114. For this reason, these elements should be specifically considered and addressed within an applicant's operating schedule.
115. Note: Community premises may apply, under certain circumstances for an exemption to appoint a DPS. Where such application is made, this will be considered on a case-by-case basis.

Working in partnership

116. It is this Council's and the partner authorities' intention to work together with and support responsible operators. Working in partnership presents the best opportunity to ensure that licensed venues and facilities in Barking and Dagenham are well managed and may operate in a safe and secure manner. Together, we will often support, advice and assistance but will expect that premises management and front of house security (where this is in place) work in co-operation with local authority officers, the police, and other partner agencies in circumstances where any concerns may arise.

CCTV

117. CCTV installation makes a significant contribution to ensuring a safe environment in licensed premises. Consideration to the installation of CCTV is urged in all circumstances. Advice on installation and operation is available. CCTV provides security and peace of mind and can provide invaluable evidence in the event that an incident occurs.
118. All CCTV systems must be properly designed, installed, commissioned and maintained by a CCTV Installer in accordance with the Information Commissioner's (ICO) CCTV Code of Practice pursuant to the Data Protection Act first introduced in 2000, so that each and every CCTV system is "Fit for Purpose" by the Licensee for their premises and for the Police and Crown Prosecution Service (CPS) should CCTV evidence be required from a reported incident.

119. Where CCTV is installed then licence holders should ensure that there is a person present upon the premises who is trained in its operation at all times.

Hire of premises to third parties and 'promoted events'

120. A recent growing concern has been with the hire of premises by third parties and the use of premises not normally used for the provision of licensable activities for private and / or promoted events.

121. It is advised that no premises are hired out to third parties unless a diligent and 'robust' booking procedure is put into place which establishes the identity of the proposed user and verifies and records their full contact details; the nature, timing and duration of the event that is proposed; and the arrangements.

122. It should be understood that the licensee retains responsibility for events staged in their premises and for any problems that may arise even when hired out to third parties. The licensee should always have senior staff present overseeing any external hire of the premises.

Illegal Working

123. The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities work with immigration officials and the police, in respect of these matters. Licence holders are required in law to carry out right to work checks on all staff employed at licensed premises. A condition requiring that a copy of any document checked as part of a right to check are retained at the premises would be good practice.

Illicit Goods on Licensed Premises

124. The public expects and deserves to know the products they buy at licensed premises are genuine and sourced from reputable suppliers. Illicit tobacco and alcohol products present a real and substantial risk to public health due to their low price and the risk of toxins. To support the objectives of the Licensing Act 2003, the London Borough of Barking and Dagenham Trading Standards fulfils the statutory duty for local weights and measures authorities to enforce the following provisions:

- Trade Marks Act 1994 – in relation to counterfeit cigarettes and illicit alcohol
- General Product Safety Regulations 20054 - in particular, in relation to fire-safety cigarettes
- Consumer Protection from Unfair Trading Regulations 2008 - in relation to misleading and unfair business practices, including the placing on sale of illegal goods
- Tobacco and Related Products Regulations 2016 - in relation to non-UK labelled/ standard tobacco products.

125. In addition, Trading Standards enforces the food traceability and safety provisions of the Food Safety Act 1990 and Food Regulations 2004 in relation to illicit alcohol.

126. Trading Standards conduct regular unannounced enforcement visits to licensed premises to detect the presence of illicit goods.
127. It is an offence under section 144 of the Licensing Act 2003 for a license holder, designated premises supervisor, or any person who works at licensed premises, to allow the presence of smuggled goods on the premises. In addition, statutory guidance makes clear that where licensed premises are being used for the storage of smuggled tobacco and/or alcohol, review procedures should be used with revocation of the licence seriously considered.
128. It is the responsibility of the licence holder and designated premises supervisor to ensure illicit products are not present. This may include regular bag checks of staff and monitoring of CCTV. All goods must be bought from reputable wholesalers and be accompanied by complete numbered receipts listing the name and address of the wholesaler. Receipts must be kept in an ordered manner and be available for inspection. Where illicit goods are found on licensed premises both prosecutions and license reviews may be instituted in accordance with London Borough of Barking and Dagenham's enforcement policy.

Businesses buying alcohol from wholesalers

129. Since 1 April 2017 businesses that sell alcohol to the public have been required to ensure that the UK wholesalers, they buy alcohol from have been approved by HMRC under the Alcohol Wholesaler Registration Scheme (AWRS). They will need to check the wholesaler's Unique Registration Number (URN) against the HMRC online database.
130. If a business is found to have purchased alcohol from an unapproved wholesaler, they may be liable to a penalty or could even face criminal prosecution and have their alcohol stock seized.

The Second Licensing Objective – Public Safety

131. The Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. Licence holders have a responsibility to ensure the safety of those using their premises. To this end, applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.
132. A number of matters should be considered in relation to public safety. These may include
- Fire safety
 - Ensuring appropriate access for emergency services
 - Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts
 - Ensuring the presence of trained first aiders on the premises with appropriate first aid kits

- Ensuring the safety of persons when leaving the premises (for example good information on local late-night transport)
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles
- Ensuring appropriate limits on the maximum capacity of the premises
- Considering how CCTV on the premises is best deployed upon the premises
- The use of special effects in clubs and events
- Safe evacuation

133. The measures that are appropriate to promote public safety will vary between premises. This will be affected by the type of use of the premises; its age, design and layout, including means of escape; the customer profile; hours of operation and the nature of the licensable activities to be provided.

134. The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities. The list is not exhaustive and the examples given will not be applicable in all cases.

- Suitable and sufficient risk assessments
- Effective and responsible management of premises
- Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
- Employment of Security Industry Authority licensed door staff
- Appropriate instruction, training, and supervision of those employed or engaged to secure the safety of the premises and patrons
- Adoption of best practice guidance (e.g. Guide to Fire Precautions in Existing Places of Entertainment and Like Premises, The Event Safety Guide)
- Provision of effective CCTV in and around premises
- Maintenance of clear, unobstructed, and available escape routes with clear signage provided
- Provision of toughened or plastic drinking vessels
- Implementation of crowd management measures
- Provision of food and a good range of soft drinks to reduce the potential for excessive consumption of alcohol Provision of adequate seating
- Ensure all areas of the premises can be properly monitored
- Proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety
- External lighting
- Arrangements with reputable cab companies for customers
- Customer safety and welfare
- Counter-terrorism awareness training

Safe permitted capacity

135. The maximum permitted occupancy capacity for premises and events is an important factor in the promotion of the four licensing objectives within 'on sales' premises. This factor is considered important not only for the purpose of fire and other emergency situations but to ensure the comfort and welfare of customers and staff. We expect the issue of occupancy capacity to be considered and

addressed, where necessary, within an applicant's operating schedule. In appropriate instances, we will agree a maximum occupancy capacity, based on the applicant's assessment within their operating schedule.

136. The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These factors may include:

- The nature of the premises or event
- The nature of the licensable activities being provided
- The internal layout of the premises including the provision or removal of such items as temporary structures, such as a stage, or furniture
- The number of staff available to supervise customers both ordinarily and in the event of an emergency
- The customer age profile
- The attendance by customers with disabilities, or whose first language is not English
- Availability of suitable and sufficient sanitary accommodation
- Nature and provision of facilities for ventilation

137. The agreement to a capacity for premises or events should not be interpreted as a requirement to also provide permanent monitoring arrangements such as door staff, attendance clickers or maintenance of attendance records. It is recognised that the person in charge at the premises can often readily assess the capacity of premises without resort to such measures. However, where the capacity is likely to be reached (such as on known busy evenings) and particularly where a special event or promotion is planned, the applicant will be expected to detail the additional arrangements that will be put in place to ensure that the capacity of the premises is not exceeded or localised overcrowding may occur in any internal area.

Minimum alcohol price

138. It is a mandatory licence condition that no alcohol may be on sale for less than the duty price. Any premises offering alcohol for sale at less than duty price, will, in effect, be operating outside their licence and committing an offence under section 136 of the Licensing Act. This may also result in a licence review or closure order.

Availability of small measures

139. To help reduce excessive drinking, it is a mandatory licence condition that where wine, beer, cider, gin, rum, vodka, or whisky are sold or supplied for consumption on on-licensed premises they are available in 125ml, half pint, and 25ml or 35ml measures as appropriate. To allow this to take place prices for smaller measures should be included in price lists, on menus, and electronic point of sale devices. In addition, licensees should make sure correctly stamped measures (i.e. half pint stamped glasses, stamped lined wine glasses, stamped

“thimble” measures or optics) are available to serve 125ml, half pints and/or 25ml, 35ml. This condition does not apply where only pre-packed alcohol is supplied.

Safe for all

140. Our aim is that all venues in Barking and Dagenham should be safe and secure, free from discrimination and enjoyed by all. To this end there are several initiatives that this Authority supports and would recommend to operators

Women’s Safety Charter

141. The Women’s Safety Charter was created by the Mayor of London in order to make London a city where all women feel confident and welcome at night. It forms part of the Mayor’s Tackling Violence Against Women and Girls Strategy and London’s commitment to the UN Women Safe Cities and Safe Public Spaces global initiative.

142. To support the Women's Night Safety Charter, we ask all organisations that operate at night to sign-up to some simple pledges. These are:

- Nominate a champion in your organisation who actively promotes women’s night safety
- Demonstrate to staff and customers that your organisation takes women’s safety at night seriously, for example through a communications campaign
- Remind customers and staff that London is safe, but tell them what to do if they experience harassment when working, going out or travelling
- Encourage reporting by victims and bystanders as part of your communications campaign
- Train staff to ensure that all women who report are believed
- Train staff to ensure that all reports are recorded and responded to
- Design your public spaces and workplaces to make them safer for women at night

143. A toolkit has been produced in conjunction with the Good Night Out Campaign which offers simple ideas, inspiration, information and resources to help organisations meet the seven pledges. It advises on possible courses of action, some changes that may need to be made and how organisations can upskill their staff.

144. More information is available on the Mayor’s web site. Contact details are provided in Appendix 1.

Ask Angela & WAVE training

145. Supporting the Charter, the Metropolitan Police is working with venues across London to help prevent and reduce sexual violence and vulnerability. As part of this, the safety initiative ‘Ask for Angela’ is being rolled out to bars, clubs and other licensed businesses across London. At venues where this initiative has been adopted, people who feel unsafe, vulnerable or threatened can discreetly seek help by approaching venue staff and asking them for ‘Angela’. This code-phrase will indicate to staff that they require help with their situation and a trained member of staff will then look to support and assist them. This might be through reuniting

them with a friend, seeing them to a taxi, or by calling venue security and/or the police.

146. Venues that support 'Ask for Angela' have been given Welfare and Vulnerability Engagement (WAVE) training. Delivered by the Met's licensing officers and the Safer Sounds Partnership, it gives staff the ability to help customers who may be in a situation that makes them vulnerable or unsafe.

147. We encourage licence holders to find out more about this scheme and sign up and support it at licensed premises. Contact details for the Safer Sounds Partnership in Appendix 1.

Ask for Clive

148. Ask for Clive is a charity that partners with venues to promote inclusion and to create welcoming environments for the LGBT+ community, working directly with local communities and venues and collaborating with law enforcement on training and reporting initiatives.

149. Operators that adopt Ask for Clive are required to

- Put stickers on their door to let people know that 'Everyone is Welcome Here' and that discrimination will not be tolerated
- Train staff (using a briefing pack provided) so they may deal with circumstances where discrimination or hate crime is observed or reported.

150. Again, contact details are provided in Appendix 1.

Ensuring safe departure

151. Good public transport is essential in order that people can leave licensed premises safely and also vacate the surrounding areas quickly without causing a disturbance or nuisance to residents. Transport may be a consideration in determining licence applications. It is expected applicants will take account of public transport provision when deciding on the detail of their applications particularly in relation to the arrival and dispersal of larger capacity events and venues.

152. It is also important to ensure there is adequate lighting provided outside of premises particularly on paths leading to and from premises and in car parks.

Covid-19

153. At the time of writing of this revision of the policy, society is coming to terms with living with covid-19. Operators are reminded to be aware of the continued risks to public health posed by the pandemic. Appropriate risk-assessments must be undertaken and re-assessed at regular intervals to ensure safe, secure venues are provided. Regard must be had to any changes in published government guidance.

Security and Terrorism

154. In advance of the introduction of the 'Protect Duty' and particularly, as licensing operators have explored ways of expanding business operations onto the high street, considerations around security and terrorism have become of increasing importance. In recognition of this, Counter-Terrorism Policing have produced the ACT Awareness e-learning tool, a new counter-terrorism product designed for all UK based organisations and individuals. It provides nationally accredited, corporate counter-terrorism guidance to help industry better understand and mitigate against current terrorist methodology.
155. A link to the web site giving more details is provided in appendix 1. The training incorporates the following e-learning modules:
- Introduction to terrorism
 - Identifying security vulnerabilities
 - How to identify and respond to suspicious behaviour
 - How to identify and deal with a suspicious item
 - What to do in the event of a bomb threat
 - How to respond to a firearms or weapons attack

The Third Licensing Objective – The Prevention of Public Nuisance

156. When determining licence applications this Authority is conscious of the need to strike a balance between what may be the conflicting needs of our residents and those of our business community. We must ensure our residents can peacefully enjoy their homes and environment whilst also encouraging responsible and positive investment and economic growth.
157. Therefore, this Council as Licensing Authority will not grant applications that do not promote the prevention of public nuisance licensing objective. We expect the operation of licensed premises not to unreasonably interfere with the personal comfort or amenity of immediate neighbours or the nearby community.
158. It is important to note that Public Nuisance can include low-level nuisance, perhaps affecting a few people locally, as well as larger scale nuisance affecting the whole community.
159. In determining applications when relevant representations have been received for new and varied licences, regard will be made to
- the location of premises,
 - the type and construction of the building
 - the likelihood of nuisance and disturbance to the amenity of nearby residents by reason of noise from within the premises, or as a result of people entering or leaving the premises or from individuals or groups of customers gathered outside (e.g., in order to smoke).

160. New licences applications or for the extension in size of licensed premises submitted by way of a variation, providing relevant representations have been received, should not normally be granted if the premises will use amplified or live music and operate within or abutting known noise-sensitive premises containing residential accommodation except that occupied by staff of the licensed premises. A requirement may be imposed on new licences that entertainment noise shall not be clearly audible in any residence. Noise originating from within licensed premises should not normally affect those nearby. In such cases, applicants will be encouraged to provide an acoustic report proving that there will be no noise breakout from the premises likely to cause a public nuisance to persons living or working near the licenced premises.

Outside areas

161. The need for social distancing due to the covid-19 pandemic has seen an increase in the use of outside areas for alcohol consumption, food and in some cases entertainment. While this has assisted business operation in many cases the use of outside areas will raise the potential for nuisance and disturbance caused to local residents and visitors to the area. Premises operators are reminded to ensure that all external areas are properly managed with regard had to others. Consideration should be given in particular to the appropriate permitted hours of operation of these areas. Operators should also note that the placing of furniture on the public highway requires separate consent. Currently a pavement licensing scheme operates in law until September 2022.

The Fourth Licensing Objective – The Protection of Children from Harm

162. The protection of children from harm is a most important issue. It is hoped that family friendly premises will thrive, but the risk of harm to children remains a paramount consideration when determining applications.

163. The general relaxation in the 2003 Act giving accompanied children greater access to licensed premises is a positive step, aimed at bringing about a social change in family friendly leisure. Clearly this relaxation places additional responsibilities upon licence holders. However, it is also recognised that parents and others accompanying children also have responsibilities.

164. The protection of children from harm includes the protection of children from moral, psychological, and physical harm and in relation to the exhibition of films, or transmission of programmes or videos, this includes the protection of children from exposure to strong language and sexual expletives. In certain circumstances children are more vulnerable and their needs will require special consideration. Examples would include where topless bar staff, striptease, lap, table or pole dancing, performances involving feigned violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language are provided. This vulnerability includes their susceptibility to suggestion, peer group influences, inappropriate example, the unpredictability of their age and the lack of understanding of danger.

165. Premises which are classed as Sexual Entertainment Venues (SEV) are separately licensed under the Local Government (Miscellaneous Provisions) Act 1982 and are subject to additional regulation to protect children from harm.
166. Council considers that, on the one hand, there should be no presumption of giving children access or, on the other hand, no presumption of preventing their access to licensed premises. The Council has no intention of imposing conditions requiring the admission of children and where no licensing restriction is necessary, admission of children will remain entirely a matter for the discretion of the individual licensee or club.
167. Applicants must be clear in their operating schedules about the activities and times at which activities will take place upon the premises to help determine when it is not appropriate for children to be present. Applicants will also be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.
168. Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant should demonstrate that those factors that impact on harm to children have been considered. Areas that will give particular concern in respect of children include:
- Where entertainment or services of an adult or sexual nature are commonly provided
 - Where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking
 - With a known association with drug taking or dealing
 - Where there is a strong element of gambling on the premises
 - Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
169. The following examples of control measures are given to assist applicants and are amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities. The list is not exhaustive and the examples given will not be applicable in all cases.
- Effective and responsible management of premises
 - Employment of Security Industry Authority licensed door staff
 - Provision of a sufficient number of people employed or engaged to secure the protection of children from harm
 - Appropriate instruction, training, and supervision of those employed or engaged to secure the protection of children from harm
 - Adoption of best practice guidance (Public Places Charter, The Portman Group Code of Practice on the Naming, Packaging, and Promotion of Alcoholic Drinks)

- Limitations on the hours when children may be present, in all or parts of the premises
- Limitations or exclusions by age when certain activities are taking place
- Imposition of requirements for children to be accompanied by an adult
- Acceptance of accredited 'proof of age' cards and/or 'new type' driving licences with photographs
- Measures to ensure children do not purchase, acquire, or consume alcohol (e.g. 'Challenge 25' scheme)
- Measures to ensure children are not exposed to incidences of violence or disorder
- Appropriate siting and supervision of Amusements with Prizes machines

170. These examples can be adopted in any combination.

Under-age sales

171. To further the licence objective of protecting children from harm, Trading Standards conducts regular test purchase visits with volunteers to prevent the sale of age restricted goods to persons under the age of eighteen. The products tested include alcohol, tobacco, knives, fireworks, and butane cigarette lighter refills. For all age, restricted offences there are statutory defences available where a sale has been made as the result of a genuine accident and not due to a business operator's failings. At a minimum, licensees must take all reasonable precautions to prevent sales and be diligent the precautions are adhered to by staff. This will include regular documented training, instructions as to appropriate proof of age, use and monitoring of refusals registers, and monitoring of CCTV.

Challenge 25

172. Challenge 25 is adopted as the Council's standard for age verification policies. The Challenge 25 scheme encourages anyone who is over 18 but looks under 25 to carry acceptable ID when they want to buy alcohol. Challenge 25 builds on the Challenge 21 campaign introduced by the British Beer and Pub Association in 2005, who represent the beer and pub sector. It's now run by the Retail of Alcohol Standards Group, which represents alcohol retailers.

173. Acceptable ID under the Challenge 25 scheme comprises passports, driving licences and PASS approved hologram marked identity cards. All of these forms of ID carry validated photographs and birth dates.

174. We encourage take-up of the Challenge 25 scheme and urge licence holders to advertise the fact the scheme is in use at their premises and train staff in its use. Refusals should be recorded in a refusals book.

Proximity to Schools and other premises attended primarily by children and young people

175. This council recognises that in the correct setting, alcohol has many social and economic benefits. It also recognises that there are some groups within society who are particularly vulnerable and the protection of children from harm is uppermost in that thinking.

176. The Council is particularly concerned about proximity of off-licences, convenience stores, supermarkets and similar premises to schools and other facilities attended primarily by children and young people.

177. When applications are made for licences in respect of such premises located within 400 metres of a school, applicants are strongly encouraged to include the following controls in their operating schedules. If such controls are not included, and if relevant representations are made, the council's policy is to include the controls as conditions on the licences except in very exceptional circumstances.

178. The controls are:

- Alcohol should not be advertised outside of the premises in the street either in shop windows nor 'A' boards or other means
- No display boards or other alcohol advertising should be shown on the shop floor
- All alcohol should be stored behind the shop counter
- No alcohol should be capable of purchase through self-service check-outs
- The licensee shall operate a Challenge 25 policy
- All tills should be fitted with a till prompt requiring authorisation by a supervisor for the sale of controlled products
- All supervisors should hold a personal licence
- The licensee should maintain a refusal register which should be kept at the premises and produced to the police and licensing authority forthwith on request
- All cashiers permitted to sell alcohol should receive training in relation to underage sales which should be refreshed at regular intervals. The content of the training should be documented and records of training shall be kept. The content and records should be kept at the premises and produced to the police and licensing authority forthwith on request
- Cans of alcohol should not be sold singly
- Bottles of beer under 1 litre should not be sold singly
- No beer, perries or cider over 6.5% ABV should be sold
- No alcopops should be sold

Film classifications

179. In the case of film exhibitions, the Council will expect licence and certificate holders and those who have given notice of a temporary event within the terms of the 2003 Act to implement measures that restrict children from viewing age-restricted films in accordance with the classification given by the British Board of Film Classification or the Licensing Authority. No film that has yet to be classified should be shown without reference to the Licensing Service. Local film classifications may be given where good notice is given to the Council.

Child Sexual Exploitation

180. This Council is concerned to ensure that children, young and vulnerable people admitted to licensed premises remain safe and that no opportunity arises for their exploitation at any time. To help licensees ensure that proper consideration has

been given to safeguarding concerns, the Council's Child Protection Team have prepared a detailed template risk-assessment for consideration. The risk-assessment is attached at Appendix 8 and is recommended for use by all licensees who admit children and young people to their premises. This should include children and young people admitted as customers, employees, residents, friends / relatives, or other status. The principles may be equally applied to vulnerable people.

181. If considered appropriate, the Council may require that some adult supervisors undergo an enhanced Criminal Records Bureau check to ascertain that there is no known impediment to their working with children and young persons. In appropriate cases, the Council may also attach conditions relating to searches carried out on children and young persons.
182. The Council will rarely impose complete bans on access to premises by children. However, in exceptional circumstances, conditions restricting access or excluding children completely may be considered necessary.

Section 6 – Licence Terms Conditions and Restrictions

183. There are three types of conditions that may be imposed on a premises licence or club premises certificate: mandatory, proposed and imposed.

Mandatory conditions

184. A number of mandatory licence conditions are set down under the Act. These conditions are set out in Appendix 7 to this policy. The mandatory conditions must be attached to all licences issued under the category of operation the condition refers to.

Proposed conditions

185. Proposed conditions emerge from the risk-assessment carried out by the prospective licensee or certificate holder prepared when compiling their operating schedule and licence application.

186. It should be understood that it is not acceptable for a licensing authority to simply replicate the wording from an applicant's operating schedule. Conditions will be interpreted in accordance with the applicant's intentions.

Imposed conditions

187. In cases where a licensing authority's discretion is engaged following receipt of relevant representations, that authority may impose conditions upon a licence or certificate in order to promote the licensing objectives.

188. Where relevant representations are made, this Council will seek to make objective judgements as to whether it is appropriate to attach additional conditions to a licence or certificate to secure achievement of the licensing objectives.

189. Conditions will be tailored to the individual type, location and characteristics of the premises or event concerned. They will be determined on a case by case basis.

190. This Council will make sure that conditions imposed upon licences are -

- Appropriate for the promotion of the licensing objectives
- Precise and enforceable
- Clear and unambiguous
- Proportionate, justifiable and capable of being met
- Written in a prescriptive form

191. Any proposed conditions arising from the operating schedule or imposed conditions, as a result of representations, will primarily focus on the direct impact of the activities taking place at licensed premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the area concerned and will cover matters that are within the control of individual licensees.

192. Additional measures may be necessary on an occasional or specific basis such as when a special event or promotion is planned (e.g. popular live band or during major sporting occasions), which is intended to, or likely to attract larger audiences and/or audiences of a different nature, and which can have a significant impact on the achievement of the licensing objectives. Reference should be made in an applicant's operating schedule, where applicable, to such occasions and the additional measures that are planned in order to promote the licensing objectives.

Standard conditions

193. A pool of model conditions can be found at Appendix 7. The pool of model conditions will be regularly reviewed and developed to ensure it is up to date and relevant. The Council's Licensing Sub-Committee may refer to this when considering applications. However, the model conditions are not intended as standard conditions and will not be used as such. Conditions applied will always be relevant to each application and relating to one or more of the licensing objectives.

Premises licensed under the Gambling Act 2005

194. The Licensing Act 2003 covers activities which may be provided within casinos, bingo clubs and other gambling premises, which are also subject to the provisions of the Gambling Act 2005. No condition attached to a 2003 Act premises licence will prevent a licence holder complying with the requirements of the Gambling legislation.

Section 7 - Enforcement

195. The Council delivers a wide range of enforcement services aimed at safeguarding the local community and environment and at providing a 'level playing field' on which businesses can trade fairly. The administration and enforcement of the licensing regime is one of these services.
196. Each of the Council's regulatory services are subject to the provisions of Regulators' Code, which is designed to ensure effective and efficient public protection services. Specifically, the Council is committed to accord with the principles of good enforcement practice by carrying out its regulatory functions in a fair, open, transparent, and consistent manner.
197. Our resources will be 'intelligence led' and directed to where they are needed most. Responsible business operators, with proven operating history, can expect a light touch enforcement approach, enabling resources to be directed to supporting new operators and dealing with irresponsible and illegal operations.
198. Licensed premises may be subject of 'during performance' or 'during operation' visits but these will be conducted on a risk-assessed basis, having regard to the premises previous operating history and confidence in management.
199. We intend to regulate in a proportionate, fair, consistent, and transparent manner. Where it is necessary to take enforcement action officers will normally –
- Be clear about the issue(s) that have made enforcement action necessary and why
 - Provide a clear explanation as to what action is necessary to resolve the concern and by when
 - Allow opportunity for appropriate alternative steps to address the concern where this is possible and
 - Provide an explanation of any rights of appeal.
200. The Council and partner agencies recognise the interests of both citizens and businesses and will work together to assist licence holders to comply with the law and the four licensing objectives it seeks to promote.
201. We will support responsible operators and provide education and advice where this is required. However, proportionate but firm action will be taken against those who commit serious offences or consistently break the law.
202. The Council has set clear standards of service and performance that the public and businesses can expect. An enforcement policy has been created that explains how the Council will undertake its role as Licensing Authority and how the principles of effective enforcement will be achieved. This policy is freely available from the Licensing Service, as are details of the Council's corporate complaints procedures. These documents can also be viewed on the Council's website: www.lbbd.gov.uk

APPENDIX 1

References to Guides and Best Practice

Home Office Guidance issued to local licensing authorities under Section 182 of the Licensing Act 2003 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003_April_2018_.pdf

The Regulators Code - <https://www.gov.uk/government/publications/regulators-code>

London Borough of Barking and Dagenham Enforcement Policy

<https://www.lbbd.gov.uk/sites/default/files/attachments/LBBB-Enforcement-Policy-2019.pdf>

Drugs Misuse and dependency - www.drugs.gov.uk

Fire Safety in the workplace - <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

The Event Safety Guide- www.hse.gov.uk

Guidance on running events safely - <https://www.hse.gov.uk/event-safety/>

HSE - Example risk-assessments

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

The Events Industry Forum Purple Guide - <https://www.thepurpleguide.co.uk/>

Reporting a health and safety issue - <https://www.hse.gov.uk/contact/concerns.htm>

ACT Counter-terrorism awareness training - <https://www.highfieldlearning.com/act-awareness-e-learning-faqs>

Mayor's Women's Safety Charter – <https://www.london.gov.uk/what-we-do/arts-and-culture/24-hour-london/womens-night-safety-charter>

Safer Sounds – Ask for Angela and WAVE training - <https://www.safersounds.org.uk/wave> - <https://www.met.police.uk/AskforAngela>

Ask for Clive – <https://askforclive.com/>

Frank – Honest information about drugs - <https://www.talktofrank.com/>

Appendix 2 – Contact Details for the Responsible Authorities & Partner Agencies

External Agencies

Metropolitan Police Licensing Team – Email eastareaabcumailbox-.b&dlicensing@met.police.uk

London Fire and Emergency Planning Authority – fsr-adminsupport@london-fire.gov.uk

Health and Safety Executive

Home Office Immigration Team - Alcohol@homeoffice.gsi.gov.uk

London Borough of Barking and Dagenham Services

Licensing – licensing@lbbd.gov.uk

Trading Standard – tradingstandards@lbbd.gov.uk

Environmental Health - Health and Safety – healthandsafety@lbbd.gov.uk

Environmental Health – Food Safety – foodsafety@lbbd.gov.uk

Environmental Health – Noise and Environmental Protection –
environmentalprotection@lbbd.gov.uk

Planning - planning@befirst.london

Child Protection Services – childprotection@lbbd.gov.uk

APPENDIX 3 - CONTACT DETAILS AND USEFUL ADDRESSES

1. Arts Council England
14 Great Peter Street
London
SW1P 3NQ

Tel: 0845 300 6200
Email: enquiries@artscouncil.org.uk
Web: www.artscouncil.org.uk
2. Association of Licensed Multiple Retailers
9b Walpole Court
Ealing Studios
London W5 5ED

Tel: 020 8579 2080
Email: info@almr.org.uk
Web: www.almr.org.uk
3. British Beer & Pub Association
Ground Floor
61 Queen Street
London
EC4R 1EB

Tel: 020 7627 9191
Email: contact@beerandpub.com
Web: www.beerandpub.com
4. British Board of Film Classification
3 Soho Square
London
W1D 3HD

Tel: 020 7440 1570
Email: helpline@bbfc.co.uk
Web: www.bbfc.co.uk
5. British Institute of Inn keeping
Sentinel House
Ancells Business Park
Harvest Crescent
Fleet
GU51 2UZ

Tel: 01276 684449
Email: enquiries@bii.org
Web: www.bii.org
6. Equality & Human Rights Commission

Tel: 020 3117 0235
Email: correspondence@equalityhumanrights.com

- Fleetbank House
2-6 Salisbury Square
London
EC4Y 8JX
Web: www.equalityhumanrights.com
7. Institute of Acoustics
1974-2020 Silbury Court
406 Silbury Boulevard
Milton Keynes
MK9 2F
Tel: 01727 848195
Email: ioa@ioa.org.uk
Web: www.ioa.org.uk
8. Musicians Union
60-62 Clapham Road
London
SW9 0JJ
Tel: 020 7582 5566
Email: info@theMU.org
Web: www.musiciansunion.org.uk
9. Security Industry Authority
PO Box 74957
London
E141UG
Tel: 0300 123 9298
Email: info@the-sia.org.uk
Web: www.the-sia.org.uk
10. The Portman Group
Millbank Tower
21-24 Millbank
London
SW1P 4QP
Tel: 020 7907 3700
Email: info@portmangroup.co.uk
Web: www.portmangroup.org.uk

Appendix 4

Consultation Stakeholders

Consultation

There are a number of groups who have a stake in the leisure industry, including providers, customers, residents and enforcers, all of whom have views and concerns that require consideration as part of the licensing function and promotion of the licensing objectives.

In recognition of this, the Licensing Authority consulted widely on this latest draft revision.

The following statutory consultees and other parties were contacted directly

- Responsible authorities (including the police and fire service)
- Representatives of Premises Licence and Club Premises Certificate holders
- Representatives of Personal Licence holders
- Representatives of the local community
- Ward councillors
- Other known stakeholders and interest groups

[The consultation was also advertised on the council's web site and in the borough e-newsletter 'One Borough Voice'](#)

An electronic questionnaire was provided on the web site for ease of response.

All responses received were considered in the preparation of the final draft.

A summary of the responses together with commentary is available upon request from the Licensing Service.

Appendix 5 – Delegation of Authority

Table of who makes licensing decisions

Matter being decided	For decision by a Licensing Sub- Committee	For decision by Council officers
An application for a personal licence	If a police objection	If no relevant representation made
An application for a personal licence with unspent convictions	All cases	
An application for a premises licence or club premises certificate	If a relevant representation made	If no relevant representation made
An application for a provisional statement	If a relevant representation made	If no relevant representation made
An application to vary a premises licence or a club premises certificate	If a relevant representation made	If no relevant representation made
An application to change a ‘designated premises supervisor’	If a police objection	All other cases
A request to be removed as a ‘designated premises supervisor’		All cases
An application for a premises licence to be transferred	If a police objection	All other cases
An application for an interim authority	If a police objection	All other cases

An application to review a premises licence or a club premises certificate	All cases	
Whether a complaint is irrelevant, frivolous, vexatious etc		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of objection to a temporary event notice	All cases	
Determination of application to vary premises licence at community premises to include alternative licence condition	If a police objection	All other cases
Decision whether to consult other responsible authorities on minor variation application		All cases
Determination of minor variation application		All cases

Appendix 6

Pool of Model Licence Conditions

FIRST LICENSING OBJECTIVE -. PREVENTION OF CRIME AND DISORDER

Closed Circuit Television (CCTV)

- A CCTV system shall be installed at the premises and maintained in good working order at all times. If the CCTV system breaks down then the police should be informed immediately, and the system repaired within 2 days.
- The CCTV system shall make and retain clear images. The recordings shall show an accurate date and time that the recordings were made, and all recordings shall be retained for a period of not less than 31 days. The original, or a copy of the CCTV recording, will be available to be viewed and to be downloaded by authorised officers of the Police and Local Authority upon request. Copies of CCTV recordings shall be provided in a format that can be viewed on readily available equipment without the need for specialist software.
- There shall be at all times when alcohol is available for sale, a member of staff on the premises who has access to and is able to fully operate the CCTV equipment.
- CCTV must cover all entrance and exit points where door staff are employed (Note: May not be relevant to off-licensed premises)
- CCTV must cover points of sale of alcohol and facial images of the purchasers (off-licensed premises and similar.
- Signs should be displayed on the premises stating that CCTV is in operation throughout this premises and is made available to the police.

Consumption of alcohol

- Alcoholic drinks may only be consumed within the premises. The premises licence holder must ensure that no alcohol is consumed outside the premises at any time.
- No customers carrying open or sealed bottles shall be allowed to enter the premises at any time that the premises are open to the public.
- **Removal of drinks from premises** - Alcoholic and other drinks purchased from the premises may not be taken away from the immediate curtilage of the premises in open containers such as glasses or opened bottles.
- **Prohibition on glass containers** - Drinks shall not be served in regular glass containers or bottles. All drinks must be served in polycarbonate, plastic or paper cups, or cups made from toughened glass.
- **At restaurants** - Alcohol shall only be purchased for consumption on the premises when it is an accompaniment to a sit down substantial plated meal served at a table.
- **Single can and bottles** – Beers, perries and ciders shall not be sold in single cans

- **Super Strength Alcohol Ban:** - All beers, perries and ciders with an ABV of 6.5% and above will not be sold on these premises.

Door Supervisors

- Security Industry Authority licensed door supervisors will be employed upon the premises between the hours of and On the following days
- When SIA licensed door staff are employed, they shall be employed on a ratio of one door supervisor per 100 patrons or part thereof.
- Door supervisors shall be in position early enough in the evening to ensure that procedures for promoting public safety are effective and shall remain on duty until the premises are closed and patrons have dispersed from outside the premises.
- Door supervisors shall wear high visibility clothing when on duty.
- A log of SIA door staff on duty shall be maintained at the premises and kept for at least three years and be made available to police and council officers upon request.

Incident log

- An incident log will be kept at the premises and made available upon request to any police officer or authorised local authority officer. The incident log shall record:
 - All crimes reported at the venue
 - All ejections of patrons
 - Any complaints received
 - Any incidents of disorder
 - Any faults in the CCTV system

Public notices

- Clear and prominent notices shall be displayed on the premises warning customers of the need to guard their property and to be aware of the operation of pickpockets, bag snatchers, etc. The notices shall advise customers to report concerns to the designated premises supervisor or the person in charge of the licensed premises.

Pubwatch

- The holder of the premises licence will subscribe to and participate fully in the local pub/club/shop watch scheme (*where this is in place*)

Reporting

- All instances of crime and disorder shall be reported to the Police

Refusals book

- A refusals book shall be kept at the premises, in which must be recorded the date, time and circumstances under which any sale of alcohol is refused. This book must be made available for inspection by any police officer, police community support

officer or authorised officer of the local authority. Entries in this book must be made as soon as practicable after the refusal of the sale. The DPS should check and sign the entries on at least a weekly basis.

Refusal of entry

- The premises shall prominently display signage at all entrances informing customers Management reserve the right to refuse entry

Searches

- Searches shall be conducted by the licensed SIA staff on duty upon all persons admitted or re-admitted to the premises
- Metal detecting wands should be used in the searching of customers by door supervisors
- All searches carried out by door staff must be done within view of a CCTV camera.
- Signs shall be displayed at the entrance of the premises warning that all persons entering this premise are liable to be searched. Agreement to search is a condition of entry. If persons do not consent, entry will be refused. Police may be called if drugs or weapons are found. Any person found carrying weapons or illegal drugs will be permanently excluded and the police will be informed
- A secure storage box is to be located at the premises in which all drugs and offensive weapons found or seized at the club are stored to await collection by the police. This box should be kept locked and secure and only accessed when depositing items or when being emptied by police.

Staff Training

- **New staff** - All new members of staff shall, before first starting to sell alcohol, be trained as to their responsibilities under the Licensing Act 2003, namely sales to underage persons, persons already intoxicated, sales by proxy, licensable hours, conditions attached to the premises licence. This training should be recorded in a staff training log and be made available on demand to any Police Officer, Police Community Support Officer or an authorised officer of the Local Authority.
- **Continuation training** - All staff shall receive continuation training regarding their responsibilities under the Licensing Act 2003 at least every six months. Such training shall be recorded in a Staff Training Log showing what training has been given to whom by whom and on what date. This should be signed by the DPS as correct. These records shall be available on request to any Police Officer, Police Community Support Officer or an authorised officer of the Local Authority.

SECOND LICENSING OBJECTIVE - PROMOTION OF PUBLIC SAFETY

Alcohol supplies

- **Use wholesalers/suppliers** – All alcohol stocks shall be obtained from sellers approved by HMRC under the Alcohol Wholesaler Registration Scheme (AWRS) with their unique registration numbers (URNs) checked against HMRC online database.
- **Smuggled goods – Keep traceability** – No alcohol shall be purchased from door-to-door tradesmen. Receipts and detailed records of all purchases shall be retained including:
 - Seller's name and address
 - Seller's company details, if applicable
 - Seller's VAT details, if applicable.
 - Copies of the documents referred to shall be kept in an ordered manner and made available within seven days upon request.
- **Door to door sellers** - No alcoholic goods shall be bought from door-to-door sellers.

Escape provision

- **Emergency lighting** - Emergency lighting will be provided sufficient to illuminate all exit routes, signage and exit doors in the event of mains supply failure. The emergency lighting provided will be maintained fully operational with batteries fully charged before the admission of the public.
- **Emergency vehicle access** - Access for emergency vehicles must be kept clear and free from obstruction.
- **Exit doors – Available for use** - All exits doors shall be maintained readily available for use while members of the public, staff and performers are upon the premises and easily operable without the use of a key, card, code or similar means.
- **Exit doors – Maintenance** - Exit doors shall be regularly checked to ensure that they function satisfactorily, and a record of the check shall be kept.
- **Exit doors – Removable fastenings** - Any removable security fastenings must be removed from doors on any exit routes whenever the premises are open to the public or occupied by staff.
- **Exit routes** - All exit routes must be kept unobstructed and maintained with non-slippery and even surfaces. Where chairs and tables are provided, internal gangways shall be kept unobstructed
- **General Lighting** - In the absence of adequate daylight, the lighting in any area accessible to the public shall be fully in operation when they are present.
- **Steps and stairways** - The edges of the treads of steps and stairways must be maintained in good condition and be conspicuous.

First aid

- **First aid equipment** - Adequate and appropriate supply of first aid equipment and materials must be available on the premises at all times
- **First aiders** - There must be at least one suitably trained first-aider on duty when the public are present, and if more than one suitably trained first-aider is available, their respective duties must be clearly defined.

Pre-opening checks

- **Pre-opening safety checks** - Safety checks must be carried out before the admission of the public. Details of safety checks must be kept in a logbook on the premises. The logbook must be available for inspection

Safe permitted accommodation

- **Permitted accommodation** - That the maximum number of persons that may be accommodated upon the premises at any one time shall not exceed (*stated number*). Within the premises staff shall ensure that no area is subject to local overcrowding.

Special fx

- **Special effects** - Special effects must not be used without the prior consent of the licensing authority.

Staffing

- **Staff provision – People with disabilities** - When people with disabilities are present, there must be sufficient numbers of staff and adequate arrangements must be in place to enable their safe evacuation in the event of an emergency. People with disabilities on the premises must be made aware of such arrangements by staff and by the use of appropriate signage.

Touting

- No person shall be employed to solicit for custom or to be permitted to solicit for custom or business for the premises in any public place within 500 metres of the premises" and
- Clear signage shall be displayed stating "No touting policy"

THIRD LICENSING OBJECTIVE - PREVENTION OF PUBLIC NUISANCE

Contact telephone number

- The contact telephone number for the premises licence holder/designated premises supervisor/duty manager shall be displayed inside the premises or immediately outside the premises such that it is clearly visible from outside without the need to enter the premises.

- **Deliveries, Collections and Servicing**

Notes 1 - The criteria relating to deliveries, collections and servicing are that the applicant must demonstrate appropriate measures that will be taken to limit noise from these sources and that these will prevent avoidable noise disturbance to noise sensitive properties. Such measures may include:

- Ensuring that deliveries, collections, and operational servicing are carried out and/or be restricted so that they only take place at certain times, such as Monday to Saturday 08:00 to 20:00 and Sunday 10:00 until 20:00, except where access at other times is unavoidable and specific procedures are in place to limit disturbance.
- Guidance shall be provided to drivers to switch off engine during deliveries, collections, and servicing, and to minimise other noise caused by their activities.

Doors and windows

- Doors and windows to the premises shall be kept closed, so far as practicable, always when noise generating regulated entertainment is taking place i.e., live, and recorded music.

External areas

- **Closing of external areas** - The beer garden / outside drinking area shall be cleared of customers by (*stated time*) hours
- **Regulated entertainment in outside areas** - Regulated entertainment must not be provided in any outside area after (*stated time*) hours.

Inaudibility

- **Inaudibility** - Noise (music and human voices), both amplified and unamplified and to other internal activities from licensable activities taking place in the premises shall be controlled to be inaudible inside adjoining and other noise-sensitive premises in the vicinity of the use.

Notes 1 - The initial test for compliance with the 'inaudibility' criterion in relation to the existing external noise levels at the nearest noise sensitive properties, at the quietest time during which any of these activities occur:

Notes 2 - At the nearest façade of the nearest noise sensitive property, the noise generated from the property to be licensed (the LAeq 5 mins) should not exceed 10dB below the minimum external background noise during the operating period. The background noise level should be expressed in terms of the lowest LA90, 15 mins.

And where noise from the property to be licensed will contain tones or will be intermittent sufficient to attract attention:

Notes 3 - At the nearest façade of the nearest noise sensitive property, the noise generated within each octave band level (LAeq 5 mins) should not exceed 5dB below the minimum external background noise level expressed in any of the individual octave band levels. The background noise level should be expressed as the lowest LA90, 15 mins for each of the octave bands during the operating period.

Noise and vibration

- Noise or vibration must not emanate from the premises to cause a nuisance to nearby properties.

Plant and Equipment: Acoustic Report

- An Acoustic Report shall provide information for both external and internal plant, and on the prevention of noise breakout from plant, equipment, and internal activities. This should cover, as relevant:
 - a. Mechanical and electrical plant, machinery and equipment and their locations, with manufacturers specifications: octave or 1/3 octave band analysis of noise for the proposed plant, machinery and equipment.
 - b. The location of the most relevant openable window of the most relevant noise sensitive property that may be affected by noise from the proposed licensed use/plant and equipment, with the distance and orientation between these.
 - c. The proposed operational hours.
 - d. The background noise level assessment (LA90, 15 mins) over the proposed hours of operation, including: the time, date, weather conditions, instrumentation and calibration, noise sampling locations, and a copy of the noise survey data (in accordance with BS 4142 measurement methodology). Note: The use of 'Mean' background will not be appropriate – must use a 'lowest' background level (LA90,15min) in line with council's Planning Policy as all external plant (and internal plant with external louvres) will require planning permission.
 - e. Calculations for the predicted noise level one metre from the window of the most affected noise sensitive property. Note: Theoretical prediction to one metre from a window will not require a correction for façade reflection. The standard that should be achieved is normally 10dBA below the 'lowest' background level.
 - f. A report may need to include a consideration of the existing acoustic character of the location taking into consideration noise events, the type of noise sources, ambient and impulsive noise (LAeq, LAFmax, SEL) and the possible impact of the proposals / changes on the existing acoustic environment.
 - g. Use of acoustic enclosures.
 - h. Use of noise attenuators and acoustic screens as required.
 - i. Measures to ensure that plant, machinery and equipment is maintained to prevent noise levels from them increasing.
 - j. Use of vibration isolators.

Public Notices

- Prominent and clear notices must be displayed at all exits requesting the public to respect the needs of residents and to leave the premises and the area quietly.

Refuse clearance

- Bottles and other refuse must be placed into receptacles outside the premises at times that will minimise the disturbance to nearby properties.

Sound insulation and noise control measures

- The licensee shall appoint a noise consultant registered with the Institute of Acoustics or Association of Noise Consultants to prepare a scheme of sound insulation and noise control measures, which may include the installation of a noise limiting device, to prevent persons in the neighbourhood from being unreasonably disturbed by noise of music emanating from the premises. The scheme shall be submitted for approval by the Council, and the approved scheme fully implemented to the satisfaction of the Council and the licensee notified in writing accordingly, prior to the premises being used for regulated entertainment.

Notes 1 - As noise transfer through the building structure could be considered under change of use planning applications, the permitted development changes mean that Environmental Health will require submission of a comprehensive acoustic report as part of a new licence application that includes where the proposed licensed premises abut/share party-walls/ceiling/floor of residential dwellings unoccupied by the proposed licence premises staff in Use Class E premises. The standard, for inaudibility, to be achieved shall be that the internal transfer of noise-to-noise sensitive premises shall comply with the noise criteria of NR30 (day), NR25 (night), and NR40 (LFmax).

Notes 2 - A Sound Insulation and Sound Reduction Assessment should provide information, as applicable, on proposed:

- *Assessment of the existing sound insulation of the building fabric.*
- *Operational building layout to prevent noise escape.*
- *Sound insulation measures to prevent airborne and structural transmission of noise and vibration to adjacent premises.*
- *Attenuation measures to minimise noise breakout, and to prevent noise disturbance to the surrounding area.*
- *Use of electronic sound limiters on amplification systems as alternative means of control.*
- *Other measures to reduce structural transmission of noise and vibration.*
- *Installation of acoustic doors and lobbies.*

Sound limiting devices

- **Sound Limiting Devices** - Where a noise limiting device or devices are installed then the entertainment noise control system shall be monitored, checked, and calibrated as necessary, so that the approved levels by the Council, are not exceeded. The controls for the entertainment noise control system shall be in a secure, lockable cupboard or similar location. The entertainment noise control system is to be independent of control by persons other than the licensee. Access to the entertainment noise control system is to be restricted to the Licensee or a designated manager.

Taxi and mini cab provision

Note - In determining applications for new licences or extensions in hours or terminal hours of licensed premises, regard will be had to late night public transport availability and location

of taxi ranks to aid dispersal of customers. Reasonable controls are available to all premises operators to minimise the impact of noise from customers outside.

- A dedicated licensed taxi/mini cab service shall be available with the premises for customers.

FOURTH LICENSING OBJECTIVE - PROTECTION OF CHILDREN FROM HARM

Authorisations for alcohol sales

- The Designated Premises Supervisor or another Personal Licence Holder shall be upon the premises at all times that the premises is authorised for the retail sale of alcohol
- A written record of those authorised to make sales of alcohol shall be kept, this should be endorsed by the DPS with the date such an authorisation commences. This record shall be available to Police Officer, Police Community Support Officer, or an authorised officer of the Local Authority.

Challenge 25 age verification scheme

- The licensee shall adopt the Challenge 25 scheme. The scheme shall operate on the basis that whilst alcohol may be sold to persons aged 18 years and over, anyone who appears under 25 years of age will be asked for ID. Notices to this effect should be displayed in a clear and prominent position at the premises. The only proof of age accepted in respect of the sale of alcohol shall be photo driving licence, passport and other approved photographic ID bearing the PASS hologram

Monitoring of staff

- The licensee should regularly monitor staff to check how they are dealing with young people who ask for alcohol and other age restricted products.

Refusals book

- A refusals book shall be kept at the premises, in which must be recorded the date, time and circumstances under which any attempted purchase by a young customer has been refused. This book must be made available for inspection by any police officer, police community support officer or authorised officer of the Licensing Authority. Entries in this book must be made as soon as practicable after the refusal of the sale. The DPS should check and sign the entries on at least a weekly basis.

Notes: See also model conditions for other objectives for issues such as CCTV provision and staff training.

Appendix 7

Mandatory Conditions set out within Licensing Act 2003

1. No supply of alcohol may be made under the premises licence
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. All door supervisors shall be licensed by the Security Industry Authority.
4. The admission of children to the exhibition of a film shall be restricted in accordance with the recommendation of a film classification body as defined in the Video Recordings Act 1984 or Islington Council acting as the licensing authority where it has given notice in section 20(3) of the Licensing Act 2003.

Additional Mandatory Conditions

5. (1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—
 - (i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring; (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

6. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

7. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

8. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

9. The responsible person shall ensure that–

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

NB 5, 6, 7 and 9 do not apply to “off licence” premises


Appendix 8

Safeguarding Risk Assessment Tool

LOCAL SAFEGUARDING CHILDREN BOARD SAFEGUARDING CHILDREN & THE LICENSING ACT 2003

RISK ASSESSMENT TOOL

This risk assessment must consider ALL children under the age of 18, who have may have access to the premises including children as customers, employees, residents, friends/relatives or other children who access the premises.

Potential risk	Is this a possible risk at your premises? <i>if no, state why not</i> <i>If yes, state the safeguarding measures you will operate to manage the risk OR circle from the list</i>	Safeguarding measures (please circle the control measures to be operated at your premises)	Comments
 <ul style="list-style-type: none"> Could your staff /entertainers / volunteers at the premises pose a threat to children – could their role bring them in proximity to children or allow them to behave inappropriately without raising suspicion? 		<ul style="list-style-type: none"> Use safe recruitment practices: check the identity of job applicants; always request references in writing and confirm written references with the referee by telephone to ensure they are authentic); obtain a Criminal Records Bureau check and clearance prior to appointment Layout of children's entertainment/activity areas to be designed for transparency /supervision /monitoring Designated area for children/families 	
<ul style="list-style-type: none"> Staff lacking awareness of safeguarding issues 		<ul style="list-style-type: none"> Appoint a children's safeguarder who will train and advise staff how to identify and manage risk Ensure that staff are aware of policy and the conditions attached to the license 	
<ul style="list-style-type: none"> Staff and members of the public unaware of how to report safe-guarding concerns 		<ul style="list-style-type: none"> Provide staff/Children's Safeguarder with uniforms or badges so that they are easily identifiable 	

		<ul style="list-style-type: none"> • Provide lead safeguarder contact details to all staff 	
<ul style="list-style-type: none"> • Children who are not adequately supervised by a responsible adult 		<ul style="list-style-type: none"> • <u>During activities where staff are responsible for the supervision of children, ensure staffing levels are appropriate.</u> • Ensure that staff are trained to consistently operate safeguarding measures and that they are committed to their enforcement • If the adults accompanying children are responsible for their supervision, display signage (e.g. children’s charter) to say so. • Take action to address adults who fail to behave responsibly (refuse to serve adults who are intoxicated/incapable of supervising adequately; ask them to remain with their child(ren) at all times; • Join Pub watch. • Have “What to do if you suspect a child is being abused” leaflets available. 	
<ul style="list-style-type: none"> • Children coming into contact with strangers/customers /residents who may pose a threat to children • adults who may expose children to dangerous or inappropriate behavior • Children being exposed to risk because they have been removed (or removed themselves) from the appropriate area of the premises/event 		<ul style="list-style-type: none"> • Ensure that children are confined to designated family areas of the premises (e.g. by using cordons or barriers or other means of segregation) • Ensure children are supervised by accompanying adults at all times • Restrict or prohibit children’s access to the premises or parts of the premises • Staff should be vigilant and report suspicious behavior • Impose sanctions/ suspended membership on individuals who fail to behave responsibly • Ensure that signage is clearly displayed to identify areas where children’s access is prohibited or restricted and to indicate a family friendly environment • Monitor/patrol the premises regularly 	

		<ul style="list-style-type: none"> Operate restrictions that require children to be accompanied by an adult Display signage (e.g. children's charter) to remind adults of their responsibilities 	
<ul style="list-style-type: none"> Children exposed to inappropriate adult environments (e.g. premises where adult entertainment such as 'blue' comedians; entertainers using strong or offensive language; sexualized entertainment; or material with violent/aggressive content. 		<ul style="list-style-type: none"> Prohibit children's access to the premises; or restrict access to specific areas during times when unsuitable entertainment/activity is taking place. 	
<ul style="list-style-type: none"> Children exposed to unsuitable viewing material 		<ul style="list-style-type: none"> Ensure that television, video/DVD etc display screens are suitably separate from children's areas; e.g. screened off so that children cannot see/sound-proofed so they are unable hear unsuitable material. If films are exhibited, the classification restrictions relating to the film as set out by the British Board of Film Classification (BBFC) should be clearly displayed and admission rules strictly enforced. If the film has not been given a BBFC classification the admission of children to the exhibition of any film must be restricted in accordance with any recommendation given by the Licensing Authority. 	
<ul style="list-style-type: none"> Children purchasing or consuming alcohol or other people buying it for them (proxy purchase) 		<ul style="list-style-type: none"> <u>Display signs throughout the premises and at points of sale, in plain language to highlight the law in relation to children and alcohol</u> Ensure all staff are aware of the law and that they are proactively operating the proof of age scheme Display signage to notify the public that the premises operates a Proof of Age scheme Staff to wear badges to indicate that they must ask for proof of age 	

		<ul style="list-style-type: none"> • Train staff to manage confrontation – give staff a copy of the Portman Group’s leaflet ‘Say No to Underage Drinkers’ • Use CCTV or other methods to monitor the outside the premises, to ensure that children are not purchasing by proxy 	
<ul style="list-style-type: none"> • Children gaining admission to adult orientated premises/events 		<ul style="list-style-type: none"> • Ensure that staff are trained and vigilant and that they screen rigorously for under age admission; staff to request proof of age and accept only legitimate proof (e.g. passport, photo driving license). • Keep a refusals book 	
<ul style="list-style-type: none"> • Premises or Events that of a style/character known to attract irresponsible adults (e.g. adults who become intoxicated/ are involved with substance misuse / known to groom or pimp/ adults who become violent (including football/sporting events or live/sub culture music events that are associated with substance misuse (drugs/alcohol) 		<ul style="list-style-type: none"> • Use CCTV to monitor activity at the premises/event and be vigilant of suspicious or unsuitable behavior • Restrict or prohibit access to children • Door staff/security staff to be briefed of the risks, be vigilant and train staff take necessary action to remove risks to children • Impose sanctions (ban, suspension of membership) on irresponsible individuals • Designate family areas (e.g. away from the bar) • Apply restrictions so that children do not remain at the premises at certain times (e.g. restrict the hours prior to or following a football match; ensure they do not remain unaccompanied after a certain time) 	
<ul style="list-style-type: none"> • Children engaging in or witnessing substance misuse (drugs or alcohol) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Restrict or prohibit access to children • Pat-down checks at point of entry to prevent smuggling substances into the premises (gender appropriate) • Breath checks at point of entry to detect under age alcohol use/intoxication • Regular toilet checks • Adequate lighting to avoid covert activities • Assign staff to patrol the site 	

<ul style="list-style-type: none"> Children illegally or inappropriately employed 		<ul style="list-style-type: none"> Ensure management/staff are familiar with employment laws/local by-laws in relation to the employment of children and that work permits are obtained as necessary 	
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This risk assessment was completed by:

Signature

Print Name

Role at the Premises:

(E.g. Manager, Lead Safeguarder)

Name and address of premises:

Date Assessment was completed:

Respondent	Status	Comment	Response
Part A - Responsible Authorities and Partner Services			
PC Owen Dunn	Met Police Licensing Office	<p>Below are some of the areas that could be tightened up in order to promote the licensing objectives further. These could either be included in section 6 of the policy or within the model conditions</p> <ul style="list-style-type: none"> * CCTV – having someone present who can operate the CCTV systems during licensable hours. * CCTV to be readily available upon request (rather than 48 hours which we seem to be getting in applications) * The role of the DPS – to be on site or provide written authority for another during licensable hours. * Strength of alcohol on beers, larger, ciders on sale not to exceed 6.5% ABV. * Single cans sales are not permitted. <p>The only other issues are based on the EVA which has been submitted. Perhaps something to do with venues selling alcohol to street drinkers, which is obviously being highlighted for Barking Town Centre. I imagine it would need to be in place before being mentioned in the policy but perhaps could consider a Cumulative Impact Zone (CIZ)</p>	<p>All suggested changes and additions to conditions noted and incorporated in final revision of the policy</p> <p>Anything that comes out of the EVA will be included in future versions. No evidential basis for a CIZ evident currently though Authority I able to consider whenever this may come to light</p>
John Anani	LBBB EH Noise Team	<p>Suggested rewrite of section on Third licensing objective - Prevention of Public Nuisance - Conscious of striking balance between the needs of our residents and those of our business community, which may sometimes conflict, we must ensure our residents can peacefully enjoy their homes and environment whilst also encouraging responsible and positive investment and economic growth.</p> <p>Thus, LBBB as the Licensing Authority will not grant applications that do not promote the prevention of public nuisance licensing objective; and will apply the criteria and consider any relevant factors as set out below:</p> <p>We expect the operation of licensed premises not to unreasonably interfere with the personal comfort or amenity of immediate neighbours or the nearby community. It is important to note that Public Nuisance can include low-level nuisance, perhaps affecting a few people locally, as well as larger scale nuisance affecting the whole community</p>	<p>Noted and policy amended accordingly to reflect current approach of Noise Team</p>

In determining applications when relevant representations have been received for new and varied licences, regard will be made to the location of premises, the type and construction of the building and the likelihood of nuisance and disturbance to the amenity of nearby residents by reason of noise from within the premises, as a result of people entering or leaving the premises or from individuals or groups of customers gathered outside (e.g., in order to smoke).

New licences applications or for the extension in size of licensed premises submitted by way of a variation, providing relevant representations have been received, should not normally be granted if the premises will use amplified or live music and operate within or abutting known noise-sensitive premises containing residential accommodation except that occupied by staff of the licensed premises. A requirement may be imposed on new licences that entertainment noise shall be clearly audible in any residence. Noise originating from within licensed premises should not normally affect those nearby. In such cases, applicants will be encouraged to provide an acoustic report proving that there will be no noise breakout from the premises likely to cause a public nuisance to persons living or working near the licenced premises.

New conditions on Noise Limiting Equipment and Sound Insulation - The licensee shall appoint a noise consultant registered with the Institute of Acoustics or Association of Noise Consultants to prepare a scheme of sound insulation and noise control measures, which may include the installation of a noise limiting device, to prevent persons in the neighbourhood from being unreasonably disturbed by noise of music emanating from the premises. The scheme shall be submitted for approval by the Council, and the approved scheme fully implemented to the satisfaction of the Council and the licensee notified in writing accordingly, prior to the premises being used for regulated entertainment.

Suggested amended conditions incorporated in final revision of policy

Also, as noise transfer through the building structure could be considered under change of use planning applications, the permitted development changes mean that Environmental Health will require submission of a comprehensive acoustic report as part of a new licence application that includes where the proposed licensed premises abut/share party-walls/ceiling/floor of residential dwellings unoccupied by the proposed licence premises staff in Use Class E premises. The standard, for inaudibility, to be achieved shall be that the internal transfer of noise-to-noise sensitive premises shall comply with the noise criteria of NR30 (day), NR25 (night), and NR40 (LFmax).

A Sound Insulation and Sound Reduction Assessment should provide information, as applicable, on proposed:

- Assessment of the existing sound insulation of the building fabric.
- Operational building layout to prevent noise escape.
- Sound insulation measures to prevent airborne and structural transmission of noise and vibration to adjacent premises.
- Attenuation measures to minimise noise breakout, and to prevent noise disturbance to the surrounding area.

- Use of electronic sound limiters on amplification systems as alternative means of control.
- Other measures to reduce structural transmission of noise and vibration.

* Installation of acoustic doors and lobbies

New conditions on Inaudibility - Noise (music and human voices), both amplified and unamplified and to other internal activities from licensable activities taking place in the premises shall be controlled to be inaudible inside adjoining and other noise-sensitive premises in the vicinity of the use.

The initial test for compliance with the 'inaudibility' criterion in relation to the existing external noise levels at the nearest noise sensitive properties, at the quietest time during which any of these activities occur:

At the nearest façade of the nearest noise sensitive property, the noise generated from the property to be licensed (the LAeq 5 mins) should not exceed 10dB below the minimum external background noise during the operating period. The background noise level should be expressed in terms of the lowest LA90, 15 mins.

And where noise from the property to be licensed will contain tones or will be intermittent sufficient to attract attention:

At the nearest façade of the nearest noise sensitive property, the noise generated within each octave band level (LAeq 5 mins) should not exceed 5dB below the minimum external background noise level expressed in any of the individual octave band levels. The background noise level should be expressed as the lowest LA90, 15 mins for each of the octave bands during the operating period.

New condition on Plant and Equipment: Acoustic Report

An Acoustic Report shall provide information for both external and internal plant, and on the prevention of noise breakout from plant, equipment, and internal activities. This should cover, as relevant:

- a. Mechanical and electrical plant, machinery and equipment and their locations, with manufacturers specifications: octave or 1/3 octave band analysis of noise for the proposed plant, machinery and equipment.
- b. The location of the most relevant openable window of the most relevant noise sensitive property that may be affected by noise from the proposed licensed use/plant and equipment, with the distance and orientation between these.
- c. The proposed operational hours.
- d. The background noise level assessment (LA90, 15 mins) over the proposed hours of operation, including: the time, date, weather conditions, instrumentation and calibration, noise sampling locations, and a copy of the noise survey data (in accordance with BS 4142 measurement methodology). Note: The use of 'Mean' background will not be appropriate – must use a 'lowest' background level (LA90,15min) in line with council's Planning Policy as all external plant (and internal plant with external louvres) will require planning permission.

- e. Calculations for the predicted noise level one metre from the window of the most affected noise sensitive property. Note: Theoretical prediction to one metre from a window will not require a correction for façade reflection. The standard that should be achieved is normally 10dBA below the 'lowest' background level.
- f. A report may need to include a consideration of the existing acoustic character of the location taking into consideration noise events, the type of noise sources, ambient and impulsive noise (LAeq, LAFmax, SEL) and the possible impact of the proposals / changes on the existing acoustic environment.
- g. Use of acoustic enclosures.
- h. Use of noise attenuators and acoustic screens as required.
- i. Measures to ensure that plant, machinery and equipment is maintained to prevent noise levels from them increasing.
- j. Use of vibration isolators.

New condition on Deliveries, Collections and Servicing

Notes 1 - The criteria relating to deliveries, collections and servicing are that the applicant must demonstrate appropriate measures that will be taken to limit noise from these sources and that these will prevent avoidable noise disturbance to noise sensitive properties. Such measures may include:

- Ensuring that deliveries, collections, and operational servicing are carried out and/or be restricted so that they only take place at certain times, such as Monday to Saturday 08:00 to 20:00 and Sunday 10:00 until 20:00, except where access at other times is unavoidable and specific procedures are in place to limit disturbance.
- Guidance to drivers to switch off engine during deliveries, collections, and servicing, and to minimise other noise caused by their activities.

New condition on Refuse clearance such as bottles must be placed into receptacles outside the premises at times that will minimise the disturbance to nearby properties.

In determining applications for new licences or extensions in hours or terminal hours of licensed premises, regard will be had to late night public transport availability and location of taxi ranks to aid dispersal of customers. Reasonable controls are available to all premises operators to minimise the impact of noise from customers outside.

- **Taxi / mini cab provision** - A dedicated licensed taxi/mini cab service shall be available with the premises for customers.

Julia Kanji / Ali
Nazir

LBBB Trading
Standards

Suggestions for additional conditions due to this borough's pursuant of a night-time economy: -

Touting – prevention of food businesses touting for customers, over promising and then causing alarm, harm and distress as well as CPRs offences. Introduce Byelaws under section 235 of LGA 1972 - standard condition for touting "No person shall be employed to solicit for custom or to be permitted to solicit for custom or business for the premises in any public place within 500 metres of the premises" and clear signage displayed "No touting

[Incorporated into final revision of the policy](#)

Smuggled goods – Keep traceability - Not to buy alcohol from door to door tradesmen and keep detailed record of the seller

Incorporated into final revision of the policy

Use wholesalers/suppliers that are approved by HMRC under the Alcohol Wholesaler Registration Scheme (AWRS) and check their unique registration numbers (URNs) against HMRC online database.

Are we including our corporate vision for East St and Central Barking? To expand the cultural and leisure offer in this key location whilst ensuring this is safe and attractive by reducing levels of crime.

Planning Enforcement is a separate Department to Be First Planning and is not currently being afforded the opportunity to act as a responsible person although it is a separate statutory function of the Local Planning Authority

Both services will be included in future applications consultations

Jill Williams
Shared Care, Public Health

I passed it to members of the team and the responses I received focused on alcohol. I'm not sure how some of the responses relate to licensing but I pass them on (see comments from Paul Starkey and Sophie Keenleyside below).

Certainly, most of the applications concerning shops etc seem to want to provide alcohol. I think most of the corner shops in the borough do this. I'm not sure what can be done in these circumstances providing all the safeguards are included such as Challenge 21/25 and appropriate steps taken to minimise risk of disorderly conduct outside of premises.

Challenge 25 is a basic requirement for applications including retail sale of alcohol. Steps to minimise disorderly conduct also regularly addressed.

Paul Starkey
Health Improvement
Advanced Practitioner,
Public Health

The evidence shows that alcohol abuse has increased during the COVID-19 pandemic.

We have seen evidence that from Monday April 12th when pubs with outdoor areas reopened that a lot of the social distancing guidelines have 'all gone out of the window'. If this continues it could lead to public safety issues where people feel that they have not been able to visit a pub for such a long time, they drink too much.

Reminder to ensure premises comply with directions of the day included in policy

We have seen scenes across the country where parks and open spaces have been left with huge amounts of litter due to unlawful mass gatherings. Including cans of beer, wine bottles etc. This leads to substantial costs to the council in clearing the mess up and could lead to public safety issues including around environmental health.

Reference to control of external drinking areas included also

I hope this makes some sense, what I am trying to do here is associate the review of the licensing policy with the implications of coming out of the pandemic.

Sophie Keenleyside	Strategy and Programme Office, Public Health	On that I would add to Paul's comment about outdoor drinking. The policy does note it is a Corporate priority to "promote and protect our green and public open spaces" – and I think that ought to mean striving to keep parks and open spaces open, accessible and safe. There can be anti-social consequences of drinking in parks, including littering – I think the answer here really has to be preventative, rather than the more reactionary response some local authorities had during the pandemic when they shut down open spaces. Therefore, where appropriate, should there be policies to restrict alcohol consumption in certain outdoor spaces (control zones?).	As above
Rachel Taylor	LBBB licensing Officer	Under Section 6 - licence terms conditions and restrictions should say something about single cans / bottles. Also make clear the issue around craft ale sales.	Incorporated into model conditions
Anna Jennings	Planning Officer	The Development Management Team have no comments to offer on this matter.	Noted
Other Relevant Matters Coming to light during the consultation			
Wave Training			
Spiking	Referral to FRANK website	The Office for Health Improvement and Disparities (OHID) has provided advice via the FRANK website which addresses concerns around 'drug spiking' and 'drink spiking' which has had many more reports. Advice is framed in the context that it should be the responsibility of venues and society to change attitudes and practice to protect people but individuals still need to take steps to protect themselves.	

Community and Equality Impact Assessment

As an authority, we have made a commitment to apply a systematic equalities and diversity screening process to both new policy development or changes to services.

This is to determine whether the proposals are likely to have significant positive, negative or adverse impacts on the different groups in our community.

This process has been developed, together with **full guidance** to support officers in meeting our duties under the:

- Equality Act 2010.
- The Best Value Guidance
- The Public Services (Social Value) 2012 Act

About the service or policy development

Name of service or policy	London Borough of Barking and Dagenham Statement of Licensing Policy for 2022-2027
Lead Officer	Theo Lamptey
Contact Details	Theo.lamptey@lbbd.gov.uk

Why is this service or policy development/review needed?

The Council, as the local licensing authority for the area, is required under the Licensing Act 2003, to prepare and publish a statement of licensing policy and to review that policy at least every five years. The policy is required to set out how the Authority intends to approach its alcohol, entertainment and late-night refreshment licensing responsibilities under the Act and promote the four statutory licensing objectives being

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

This Council first published its licensing policy in 2005. It has been regularly reviewed and updated since.

The policy is next due for renewal in 2022. A draft revision has been prepared through the summer of 2021 with consultation with key partner services and agencies and public consultation in October / November 2021.

Both the policy and licensing process and practice is established, consistent with national practice and working well. This revision of the policy is primarily intended to

- Update references, links, contacts and statistics used in the policy
- Ensure consistency with governing legislation and guidance
- Reflect current best practice

1. Community impact (this can be used to assess impact on staff although a cumulative impact should be considered).

What impacts will this service or policy development have on communities?
Look at what you know. What does your research tell you?

Please state which data sources you have used for your research in your answer below

Consider:

- National & local data sets
- Complaints

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

- Consultation and service monitoring information
- Voluntary and Community Organisations
- The Equality Act places a specific duty on people with 'protected characteristics'. The table below details these groups and helps you to consider the impact on these groups.
- It is Council policy to consider the impact services and policy developments could have on residents who are socio-economically disadvantaged. There is space to consider the impact below.

The policy intends to ensure consistent licensing decisions while supporting licensing decisions that may be challenged in a court of law.

In doing so, and through the promotion of the licensing objectives, the policy also intends to

- Encourage a broad range of safe, secure and well-managed leisure and entertainment facilities that may be enjoyed by users and benefit the local community
- Ensure responsible premises management using best practice management controls
- Encourage participation in the licensing process by the local community
- Ensure adequate protections for local residents against irresponsible operators

Consideration of process outcomes, feedback from service users, complaints and consultation do not indicate any adverse impacts.

Potential impacts	Positive	Neutral	Negative	What are the positive and negative impacts?	How will benefits be enhanced and negative impacts minimised or eliminated?
Local communities in general	X			<p>Positive: Increased leisure offer. Well-run premises. Participation in the process.</p> <p>Negative: Where individual premises fail to comply with requirements</p>	<p>The duty placed on the Authority to promote the four licensing objectives while considering each application on its own merits ensures that all licensed operation receives individual consideration and best opportunity to succeed while contributing to the local economy and community.</p> <p>Individual irresponsible operators that impact on the community may be dealt with through appropriate enforcement action.</p>
Age	X			<p>Positive: The fourth licensing objective deals with the protection of children from harm</p>	<p>This includes physical, psychological and moral harm. The policy references matters such as age verification around alcohol sales, protections around adult entertainments and child sexual exploitation.</p> <p>The applications process takes into account location and other types of</p>

COMMUNITY AND EQUALITY IMPACT ASSESSMENT

					premises in the catchment area of a proposed licensed premises.
Disability		X		Neutral	The Authority is not able to use the policy as a vehicle for ensuring access to licensed premises but there is other legislation that achieves this and officers will promote this where opportunity allows.
Gender reassignment		X		N/A	There is no evidence to suggest that the policy would have a potential impact on this characteristic
Marriage and civil partnership		X		N/A	There is no evidence to suggest that the policy would have a potential impact on this characteristic
Pregnancy and maternity		X		N/A	There is no evidence to suggest that the policy would have a potential impact on this characteristic
Race (including Gypsies, Roma and Travellers)	X			Positive: The policy provides for individual consideration of applications on their own merits with all relevant matters taken into account	The approach taken enables individual characteristics of premises operation and of a premises locality to be understood and contribute toward considered outcomes
Religion or belief	X			Positive: The policy provides for individual consideration of applications on their own merits with all relevant matters taken into account	The approach taken enables individual characteristics of premises operation and of a premises locality to be understood and contribute toward considered outcomes
Sex	X			Positive: The licensing objectives include public safety	The policy generally aims to promote safe premises. It provides for responsible premises management with consideration given to appropriate safety management controls with focus on specific issues such as safe journeys home and initiatives such as 'Ask for Angela' which aims to promote the provision of safe spaces.

COMMUNITY AND EQUALITY IMPACT ASSESSMENT				
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				The policy approach taken also enables individual characteristics of premises operation and of a premises locality to be understood and contribute toward considered outcomes
Sexual orientation	X		Positive: The licensing objectives include public safety	<p>The policy generally aims to promote safe premises. It provides for responsible premises management with consideration given to appropriate safety management controls with focus on specific issues such as safe journeys home and initiatives such as 'Ask for Angela' which aims to promote the provision of safe spaces.</p> <p>The policy approach taken also enables individual characteristics of premises operation and of a premises locality to be understood and contribute toward considered outcomes</p>
Socio-economic Disadvantage	X		Positive: The policy enables community participation in the licensing process	Individual consideration of licensing applications on their own merits and community involvement in the process helps to ensure positive outcomes in the applications process
Any community issues identified for this location?	X		Positive: The policy enables community participation in the licensing process	Individual consideration of licensing applications and community involvement in the process helps to ensure positive outcomes in the applications process

2. Consultation.

Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g., on-line consultation, focus groups, consultation with representative groups.

If you have already undertaken some consultation, please include:

- Any potential problems or issues raised by the consultation.
- What actions will be taken to mitigate these concerns

The policy has been developed and refined over the past 18 years with contributions throughout the period from all of the involved responsible authorities, including

- The Metropolitan Police
- The London Fire Brigade
- Trading Standards
- Environmental Health
- Public Health
- Child Protection
- Planning

And from premises operators, participants in the licensing process and service users.

This latest update of the policy has been subject of another round of consultation through October / November 2021 involving

- Direct approaches / letter drops to
- Responsible authorities
- Representatives of premises licence holders
- Representatives of personal licence holders
- Ward councillors
- Trade representatives
- Public consultation through 'One Borough Voice'
- Online questionnaire

Contributions received were primarily from various of the responsible authorities and as a result the following matters have been included in this latest version of the policy

- Page 13 – New section included on **Entitlement to work in the UK** which sets out the direction in law that applications made by individuals without entitlement to work in the UK must be rejected
- Page 17 – Clarification provided under section on **payment of annual licence fee** that non-payment of due annual licensing fees results in automatic suspension of the licence
- Page 26 – A new section on **illegal working** and the responsibility now placed on operators to ensure that all employers carry out right to work checks on employees.
- Page 29 – A new section on **Covid-19** which emphasises the need for operators to continue to regularly update covid risk-assessments in line with government guidance or changing circumstances
- Page 29 – A new section on **sexual violence and harassment** which introduces the Metropolitan Police 'Ask for Angela' scheme and supporting WAVE training which is recommended to operators to assist in providing safe spaces for premises users

Provide details of what steps you have taken or plan to take to consult the whole community or specific groups affected by the service or policy development e.g., on-line consultation, focus groups, consultation with representative groups.

If you have already undertaken some consultation, please include:

- Any potential problems or issues raised by the consultation.
- What actions will be taken to mitigate these concerns

- Page 30 – A new section on **security and terrorism** which introduces the ACT Awareness e-learning tool providing counter-terrorism awareness training for organisations and individuals.
- Page 30 – A revised section on the third licensing objective of preventing public nuisance which reflects the current approach of the Council's Environmental Health Noise team
- Page 31 – Associated with this is a new section on **outside areas** highlighting the extra considerations that need to be afforded to local residents with the movement toward outside eating and drinking following the coronavirus pandemic

The few responses received from operators and the local community have raised no specific issues and have generally only provided indication that those who have responded have found the policy clear and easy to understand.

3. Monitoring and Review

How will you review community and equality impact once the service or policy has been implemented?

*These actions should be developed using the information gathered in **Section 1 and 2** and should be picked up in your departmental/service business plans.*

Action	By when?	By who?
Observation / feedback obtained on premises visit and inspections	Ongoing	Officers of the service
Feedback from service users and complaints process	Ongoing	Licensees / local residents / representative groups
Feedback from other responsible authorities	Ongoing	Partner services and agencies
Feedback from pan London meetings with peers and representative groups	Ongoing	Government and trade organisations / peer authorities
Providing Update to Portfolio Holder's Meeting	Quarterly	Service Manager

4. Next steps

It is important the information gathered is used to inform any Council reports that are presented to Cabinet or appropriate committees. This will allow Members to be furnished with all the facts in relation to the impact their decisions will have on different equality groups and the wider community.

Take some time to summarise your findings below. This can then be added to your report template for sign off by the Strategy Team at the consultation stage of the report cycle.

Implications/ Customer Impact

The report to Cabinet outlines changes to the Council’s statement of licensing policy for the forthcoming period 2022-2027.

The policy is intended to strike a balanced approach to supporting responsible business operators running successful, safe, secure and well managed licensed premises that provide benefit to the local community and providing adequate protections to the local community particularly to those living in and around licensed premises.

This is achieved by encouraging a considered risk-assessed approach to premises management utilising best practice while providing a consistent and accessible licensing process that enables participation. This helps to ensure that business operation is properly planned and thought through while enabling the local community to help ensure that all relevant concerns are recognised and mitigated as part of the process.

The current policy is the result of 18 years’ experience of running the process and it has been developed over time. The latest revision, required by law, updates the current policy.

5. Sign off

The information contained in this template should be authorised by the relevant project sponsor or Divisional Director who will be responsible for the accuracy of the information now provided and delivery of actions detailed.

Name	Role (e.g. project sponsor, head of service)	Date
Theo Lamptey	Service Manager Public Protection	
Andy Opie	Operational Director of Enforcement and Community Safety	

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ASSEMBLY

26 January 2022

Title: Polling Districts and Polling Places Review 2022	
Report of the Strategic Director, Law & Governance	
Open Report	For Decision
Wards Affected: All	Key Decision: No
Report Author: Alan Dawson, Head of Governance and Electoral Services	Contact Details: Tel: 020 8227 2348 E-mail: alan.dawson@lbbd.gov.uk
Accountable Strategic Leadership Director: Fiona Taylor, Strategic Director, Law & Governance	
<p>Summary:</p> <p>The Local Government Boundary Commission for England (LGBCE) recently carried out an electoral review of Barking and Dagenham and published its final recommendations on 31 August 2021 – further details of the LGBCE review can be found at https://www.lgbce.org.uk/all-reviews/greater-london/greater-london/barking-and-dagenham. The LGBCE recommendations were approved by Parliament via the London Borough of Barking and Dagenham (Electoral Changes) Order 2021 on 13 December 2021.</p> <p>The LGBCE review has resulted in the number of wards in the Borough increasing from 17 to 19 and there have been boundary changes to all but one of the current wards. The number of councillors across the 19 wards will remain at 51, with 13 wards having three councillors and six having two councillors. The new ward arrangements will come into effect from the Local Council Elections on Thursday 5 May 2022.</p> <p>As a consequence of the review, the Council was required to carry out its own review of the polling districts within each ward and the location of polling places / stations to serve each polling district. That exercise was commenced following the publication of the LGBCE final recommendations and the proposals are presented in section 2 of this report. However, the proposals must be subject to a four-week consultation with relevant interested persons / organisations and the local community which commences on 20 January 2022.</p> <p>In the circumstances, the Assembly is asked to approve the proposals in principle and delegate authority to the Strategic Director, Law & Governance, in her dual capacities as Returning Officer (RO) and Electoral Registration Officer (ERO), to approve any amendments to the proposals that may be deemed appropriate following the public consultation. It is further proposed that the Strategic Director be authorised to make any other necessary changes in the lead-up to an election owing to, for example, the unavailability of venues.</p>	

Recommendation(s)

The Assembly is recommended to:

- (i) Approve, subject to (ii) below, the review of polling districts and associated polling places as detailed in Appendix A to the report; and
- (ii) Delegate authority to the Strategic Director, Law & Governance in her capacity of RO and ERO, to approve any amendments to the polling districts and/or polling places that (a) may be deemed appropriate following the public consultation, and (b) are deemed necessary for the efficient delivery of an election.

Reason(s)

In order for the Council to meet its statutory responsibility to review polling districts and polling stations every five years.

1. Introduction and Background

- 1.1 The London Borough of Barking and Dagenham last underwent a comprehensive boundary review by the Local Government Boundary Commission for England (LGBCE) in the late 1990's.
- 1.2 The Council was notified in 2019 that the LGBCE would be conducting a new comprehensive review during 2020/21 and the Assembly received various presentations and reports on the review during that time, which culminated in the publication by the LGBCE of its final recommendations on 31 August 2021.
- 1.3 The LGBCE review has resulted in the number of wards in the Borough increasing from 17 to 19 and there have been boundary changes to all but one of the current wards. The number of councillors across the 19 wards remains at 51. The new ward arrangements will come into effect from the Local Council Elections on Thursday 5 May 2022.
- 1.4 Stemming from the LGBCE review, the Council must carry out a review of the polling districts within each ward and the location of polling places / stations to serve each polling district.
- 1.5 A polling district is a sub-division of a constituency or ward. A polling place is the location where electors for that district would vote in person. A polling station is within a polling place – there may be more than one station within a place, depending on the number of electors for the area. It is possible for a polling place to be outside of the polling district in certain circumstances, as the overriding principle is that a polling place should be convenient for the electors in that polling district.
- 1.6 Since the last comprehensive boundary review in the late 1990's, the Council has undertaken periodic polling district / places reviews in accordance with the requirements of section 18C of the Representation of the People Act 1983 (as amended by section 17 of the Electoral Registration and Administration Act 2013). The last formal review was carried out in 2019, although a further informal review was undertaken for the GLA elections in May 2021 due to the additional

considerations that needed to be given to the COVID-19 pandemic and the need to ensure that voters and staff were able to attend polling places in a safe and compliant way.

2. Proposal and Issues

2.1 The following statutory and Electoral Commission guidelines have been taken into account as part of the Review:

- The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances;
- The Council must seek to ensure that so far as is reasonable and practicable, every polling place is accessible to electors who are disabled and, where they are not, reasonable adjustments must be made;
- There should be no more than 2,500 electors (excluding absent voters) allocated to a particular polling station.

2.2 In respect to accessibility, the Equalities and Human Rights Commission explain that the duty to make reasonable adjustments comprises three requirements. For service providers and those exercising public functions, these requirements are:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage compared with those who are not disabled, to take reasonable steps to avoid that disadvantage.
- Where a physical feature puts disabled people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function, and
- Where not providing an auxiliary aid¹ puts disabled people at a substantial disadvantage compared with people who are not disabled, to provide that auxiliary aid.

2.3 Other good practice taken into account where possible includes:

- a) The polling place should be in its own polling district;
- b) All polling places should relate to a single ward;
- c) Natural, well-defined boundaries are preferred;
- d) All properties in a minor road or estate should be in the same polling district (unless the ward or constituency boundary makes this impossible);
- e) There should be an even spread of polling places;
- f) The polling district should be the 'catchment area' for the polling place and no elector should have to pass another polling place to get to their own;
- g) The polling places that voters are familiar with should not be changed unless there is a strong need to do so.

2.4 With regard to the types of buildings used as polling places, every effort is made to find alternatives to schools to avoid any potential disruption to pupils, teachers and parents. However, as schools are generally at the heart of the community and are more likely to be Disability Discrimination Act compliant than private buildings, it has been necessary to retain a number of school premises as polling places, particularly

¹ In the context of a polling station, an auxiliary aid could, for example, be a ramp for wheelchair users.

in new development areas and those not currently well served by suitable alternative community facilities. Also, the Representation of the People Act 1983 gives the Returning Officer the right to use such school buildings free of charge, only reimbursing heating, lighting and cleaning costs, which reduces the burden on the public purse and is a particular consideration for Local Elections where the Council meets the full cost of the election. Where school premises are to be used, site visits have taken place and discussions held with school representatives to identify, wherever possible, locations within the school boundary that are separate from the main classroom areas to enable the school to remain open on election day and to minimise the cross-over between electors and school staff / pupils.

- 2.5 There are 70 proposed polling stations across a total of 60 different polling places. Of the 60 polling places, 55 have previously been used and 19 of the sites are schools or other educational establishments. All of the premises proposed within this review have been assessed as accessible. As both Council and non-Council premises are used as polling places it is not always possible to ensure full accessibility, such as provision for disabled car parking. Where permanent access ramps are not in place, temporary ramps are provided by Electoral Services for the day of an election and Presiding Officers, who are responsible for the smooth running of an election at polling stations, are trained on the practical steps that they should take to facilitate disabled voters. Access issues are also mitigated by the option that exists for all registered voters to apply for a proxy / postal vote, negating the need to vote in person.
- 2.6 Attached at **Appendix 1** is a list of the proposed polling districts and polling places for each of the 19 wards. The list also shows the number of eligible, in-station electors (ie. excluding registered postal voters) for each polling place as at 1 December 2021. In line with the EC guidance referred to in paragraph 2.1 above, those polling places with more than 2,500 eligible electors at the time of an election will be split between two polling stations (known as a 'double station').
- 2.7 Maps showing the area covered by each polling district and the respective location of polling places for each district are set out in **Appendix 2** (listed in the same order as below and in Appendix 1).
- 2.8 A summary of the proposals for each ward is set out below:

- i) **Northbury ward:** The new Northbury ward has been divided into polling districts NB1, NB2 and NB3.

The three new districts generally mirror the previous districts of AA, AB and AC (in former Abbey ward) respectively. The exceptions are:

- the Park Avenue / Faircross Avenue area previously in AB has been allocated to NB1, to enable those electors to vote at Eastbury Community School Primary in Wilmington Road (rather than the Barking Enterprise Centre), which is closer and more convenient for them. For information, the Eastbury Community School Primary site falls just outside the ward boundary;
- the Whiting Avenue / North Street area previously in AC district has been allocated to NB2, to enable those electors to vote at the Barking Enterprise Centre in Cambridge Road (rather than Abbey Community Centre), which is

considered more convenient for them and avoids having to cross the A124 Gudwara Way.

Subject to those variations, the remaining electorate in Northbury ward would continue to vote at the same polling stations as before; Eastbury Community School Primary (NB1), Barking Enterprise Centre (NB2) and Abbey Community Centre (NB3).

- ii) **Abbey ward:** The new Abbey ward has been divided into three districts: AB1, AB2, AB3.

AB1 covers the area north of Town Quay and west of Abbey Road, which was formerly part of Gascoigne ward. The electorate in this district is very small at the moment and it is proposed that they vote at the Town Hall, which is considered the most appropriate accessible location at present. It is anticipated that as part of the major regeneration of that immediate area, new community facilities will be constructed which would be suitable to use a polling station in the future.

AB2 covers the majority of the former AD (Abbey) district and it is proposed that the electorate continue to vote at the Town Hall which, along with the adjacent Barking Learning Centre, has been the long-standing venue for the former AD electorate.

AB3 covers the remaining area of the former AD district (Vicarage Field / Sunningdale Road) and the entire former DD district which was in Gascoigne ward. It is proposed that the electorate vote at the Ripple Centre, St Erkenwald Road, which has been the long-standing venue for the former DD electorate and is equally convenient for those transferring from the former AD district.

- iii) **Eastbury ward:** The new Eastbury ward has been divided into three districts: EY1, EY2, EY3.

EY1 covers the area east of Lodge Avenue which was previously the entire CB (Eastbury) district and the western most end of the EB (Goresbrook) district. It is proposed that the EY1 electorate vote at the St John the Divine Church, Goresbrook Road site, which has been the long-standing venue for the former CB electorate.

EY2 mirrors the former CC (Eastbury) district as well as taking in the Alfreds Way Industrial Estate area. It is proposed that the electorate vote at Eastbury Manor House, Eastbury Square, which has been the long-standing venue for the former CC electorate.

EY3 mirrors the former CA and CD (Eastbury) districts. It is proposed that the electorate vote at Eastbury Primary School, Dawson Avenue, which has been the long-standing venue for the former CA and CD electorates.

- iv) **Gascoigne ward:** The new Gascoigne ward has been divided into three districts: GC1, GC2, GC3.

GC1 mirrors the former DB and DC (Gascoigne) districts. It is proposed that the electorate vote at the Salvation Army Community Hall, Morley Road, which has been the long-standing venue for the former DB and DC electorates.

GC2 covers the vast majority of the former DA (Gascoigne) district. It is proposed that the electorate vote at the Gascoigne Primary School site, Gascoigne Road, which is at a central location in the district. Gascoigne Primary School is a new polling station site, as the nearby Gascoigne Community Centre site used at previous elections has now been demolished.

GC3 covers the area to the west of Abbey Road, up to the ward boundary with Abbey ward. Similar to AB1 district, this area is undergoing significant development and, in time, it is hoped that a suitable, accessible building will become available within the boundaries of GC3 district. At the present time, it is proposed that the electorate vote at the Gascoigne Primary School site, Gascoigne Road in the GC2 district.

- v) **Goresbrook ward:** The new Goresbrook ward has been divided into four districts: GK1, GK2, GK3, GK4.

GK1 mirrors the former RD (River) district. It is proposed that the GK1 electorate vote at Thomas Arnold Primary School, Rowdowns Road, which has been the long-standing venue for the former RD electorate.

GK2 covers the former EC (Goresbrook) district and the area north of the A13 that was previously in JC (Thames) district. It is proposed that the GK2 electorate vote at St Peter's Catholic Parish Church, Goresbrook Road, which has been the long-standing venue for the former EC electorate.

GK3 mirrors the former EA (Goresbrook) district. It is proposed that the electorate vote at Hatfield Community Centre, Hatfield Road, which has been the long-standing venue for the former EA electorate.

GK4 covers the former EB and ED (Goresbrook) districts (except for the area west of Gale Street now in Eastbury ward) and a small area south of Becontree Station that was previously part of HB (Mayesbrook) district. It is proposed that the GK4 electorate vote at Becontree Church Centre, Hedgemans Road, which has been the long-standing venue for the former EB electorate. For information, the polling station for the former ED district was Harmony House, Baden Powell Close, which is no longer available for use as a polling station.

- vi) **Longbridge ward:** This is the only ward in the Borough unaffected by the LGBCE review. The ward has been divided into the four districts of LB1, LB2, LB3, LB4 which mirror the four previous Longbridge districts of FC, FB, FD, FA respectively. It is proposed to continue to use the polling stations at St Thomas More Catholic Church, Longbridge Road (LB1), Manor Junior School, Sandringham Road (LB2), Barking United Reformed Church, Upney Lane (LB3) and Eastbury Community Primary School, Wilmington Gardens (LB4) which have been the long-standing venues for the electorate.

- vii) **Mayesbrook ward:** The new Mayesbrook ward has been divided into four districts: MA1, MA2, MA3, MA4.

MA1 covers the entire former HB (Mayesbrook) district and part of the former HA (Mayesbrook) district. Previously, the HB electorate voted at the Sycamore Trust, Woodward Road site which was outside the ward boundary. It is proposed that the MA1 electorate vote at the Roding Primary School, Cannington Road site, which is a much more central location for the district. Roding Primary School, Cannington Road is a new polling station site.

MA2 mirrors the former VE (Becontree) district. It is proposed that the electorate vote at St Thomas More Catholic Church, Longridge Road, which has been the long-standing venue for the former VE electorate.

MA3 largely mirrors the former VD (Becontree) district. It is proposed that the electorate vote at Mayesbrook Park School (Erkenwald campus), Marlborough Road Community Centre, Hatfield Road, which is in a central location in the district and has been the preferred venue for the former EA electorate.

MA4 covers parts of the former HA (Mayesbrook) district and the vast majority of the former HC (Mayesbrook) district. It is proposed that the electorate vote at Ted Ball Memorial Hall, Neasham Road, which is in a central location in the district and has been the long-standing venue for the former HC electorate.

- viii) **Thames View ward:** The new Thames View ward has been divided into three districts: TV1, TV2, TV3.

TV1 mirrors the former JF (Thames) district. Prior to 2018 the JF district electorate voted at the Thames View Community Centre, Bastable Avenue. For elections held during 2018 and 2019, a portacabin was used as a polling station and located in the immediate area of the district, to reduce the distance that voters had to travel. However, due to COVID-19 restrictions the Thames View Community Centre was again used in 2021 as portacabins were deemed unsuitable to meet social distancing requirements. In view of the likelihood of COVID-19 restrictions continuing to be in place and the significant extra costs associated with using portacabins (hire costs, generator costs and 24-hour security to protect the equipment), it is proposed that the electorate continue to vote at the Thames View Community Centre. For information, the turnout figures for the JF electorate for the elections held in 2018 and 2019 when the portacabin was used show no discernible difference from the turnout figures when the JF electorate have voted at Thames View Community Centre.

TV2 mirrors the area of the former JA (Thames) district that remains in the new Thames View ward. It is proposed that the electorate vote at Thames View Community Centre, Bastable Avenue, which has been the long-standing venue for the former JA electorate.

TV3 covers the area of the former JD (Thames) district that remains in the new Thames View ward. It is proposed that the electorate vote at Rivergate Church, Minter Road, which although now falling within new Barking Riverside ward, is

close to the residential properties in TV3 district and has been the long-standing venue for the former JD electorate.

- ix) **Barking Riverside:** The new Barking Riverside ward has been divided into four districts: BR1, BR2, BR3, BR4.

BR1 covers the entirety of the former JB (Thames) district, which stretches from the Scrattons Farm estate to the west and Chequers Lane to the east. At present, the only residential area in the district is the Scrattons Farm estate and it is proposed that the electorate vote at the Tenants and Residents Association building, Julia Gardens, which is the long-standing venue for the former JB electorate. Should other residential developments separate from the Scrattons Farm estate come to fruition in the next few years, the BR1 polling district will be revised and a suitable alternative polling station will be identified for those residents, due to the relatively remote location of Scrattons Farm.

BR2 covers the eastern end of the former JA (Thames) district and the former JE (Thames) district. For elections held during 2018 and 2019, a portacabin was used as a polling station and located at the eastern end of Bastable Avenue to serve the JE electorate, primarily to reduce the distance that voters living on the east side of Renwick Road had to travel. However, due to COVID-19 restrictions the Thames View Community Centre was again used in 2021 as portacabins were deemed unsuitable to meet social distancing requirements. In view of the likelihood of COVID-19 restrictions continuing to be in place and the significant extra costs associated with using portacabins (hire costs, generator costs and 24-hour security to protect the equipment), it is proposed that the electorate continue to vote at the Thames View Community Centre. For information, the turnout figures for the JE electorate for the elections held in 2018 and 2019 when the portacabin was used show no discernible difference from the turnout figures when the JE electorate have voted at Thames View Community Centre.

BR3 covers the area west of Renwick Road that was formerly in JD (Thames) district. It is proposed that the electorate vote at Rivergate Church, Minter Road, which has been the long-standing venue for the former JD electorate.

BR4 covers the area east of Renwick Road that was formerly in JD (Thames) district and the remaining part of the former JE (Thames) district that was previously undeveloped. This area has recently undergone significant development and electorate numbers are predicted to increase substantially in the years ahead. It is proposed that the BR4 electorate vote at Riverside Primary School which is accessible from Fielders Crescent, where the majority of new development has taken place. Riverside Primary School is a new polling station site.

- x) **Parsloes ward:** The new Parsloes ward has been divided into six districts: PA1, PA2, PA3, PA4, PA5, PA6.

PA1 mirrors the former HD (Mayesbrook) district. It is proposed that the electorate vote at St Teresa's Catholic Primary School, Bowes Road, which has been the long-standing venue for the former HD electorate.

PA2 covers that part of the former PD (Heath) district that has moved into the new Parsloes ward. It is proposed that the electorate vote at Five Elms Primary School, Wood Lane, which has been the long-standing venue for the former PD electorate.

PA3 mirrors the former KC (Alibon) district. It is proposed that the electorate vote at Osborn Square Church, Osborne Square, which has been the long-standing venue for the former KC electorate.

PA4 covers the vast majority of the former NB (Parsloes) district and the area north of Parsloes Avenue formerly in KD (Alibon) district. It is proposed that the electorate vote at Fanshawe Community Centre, Barnmead Road, which has been the long-standing venue for the former NB electorate. The former KD electorate previously voted at Parsloes Primary School, Spurling Road, which is closer for those living in the south-easterly most part of PA4 compared to Fanshawe Community Centre (by up to approx. 200 metres). Despite the potential additional distance for some, the proposed boundary along the centre of Parsloes Avenue is more in line with the guidance referred to in paragraph 2.4 above in terms of there being a natural, well-defined boundary and properties in a minor road or estate being in the same polling district.

PA5 covers the area south-west of Parsloes Avenue previously in KD (Alibon) district. It is proposed that the electorate vote at Parsloes Primary School, Spurling Road, which has been the long-standing venue for the former KD electorate.

PA6 covers the former NA (Parsloes) district and has been extended to include the northern most area of the former NB (Parsloes) district. This means that PA6 now includes the whole of Maxey Road and Cornwallis Road, which were previously divided between the NA and NB districts, and the western side of Beverly Road from Wood Lane to its junction with Maxey Road. It is proposed that the PA6 electorate vote at Kingsley Hall, Parsloes Avenue, which has been the long-standing venue for the former NA electorate and will involve a shorter, more convenient journey for those residents living in the Maxey Road / Cornwallis Road / Beverley Road areas previously in NB district.

- xi) **Becontree ward:** The new Becontree ward has been divided into three districts: BE1, BE2, BE3 which mirror the three previous Becontree districts of VC, VA, VB respectively. It is proposed to continue to use the polling stations at St Thomas Church, Haydon Road (BE1), Bethel Christian Centre, Bennetts Castle Lane (BE2) and The Vibe, Becontree Avenue (BE3), which have been the long-standing venues for the electorate.
- xii) **Alibon ward:** The new Alibon ward has been divided into three districts: AL1, AL2, AL3 which mirror the three previous districts of KA (Alibon), MC (Eastbrook) and KB (Alibon) respectively. It is proposed to continue to use the polling stations at St George's Church, Rogers Road (AL1), Dagenham & Redbridge Football Club, Victoria Road (AL2) and Richard Alibon Primary School, Alibon Road (AL3), which have been the long-standing venues for the electorate.

- xiii) **Valence ward:** The new Valence ward has been divided into five districts: VA1, VA2, VA3, VA4, VA5.

VA1 covers the entire former TB (Valence) district and the area south of Green Lane that was previously in TC (Valence) district. It is proposed that the electorate vote at Henry Green Primary School, Chittys Lane, which has been the long-standing venue for the former TB and TC electorates.

VA2 covers the entire former TD (Valence) district and the Nicolas Road / Coote Road area previously in PD (Heath) district. It is proposed that the electorate vote at Grafton Primary School, Grafton Road, which has been the long-standing venue for the former TD electorate and is equally as accessible for the former PD electorate.

VA3 mirrors the former TA (Valence) district. It is proposed that the electorate vote at the Valence House Visitor Centre, Margery Road, which has been the long-standing venue for the former TA electorate.

VA4 covers the vast majority of the former NC (Parsloes) district and the former ND (Parsloes) district. It is proposed that the electorate vote at the Bethel Christian Centre, Bennetts Castle Lane. Although this site is slightly outside the ward boundary, it is considered the most accessible location for the majority of the electorate.

VA5 covers the eastern part of the former NC (Parsloes) district. Although only a small area, it is necessary to create this as a separate district due to potential cross-boundary issues between the current Parliamentary constituencies of Dagenham & Rainham and Barking. It is proposed that the electorate vote at Grafton Primary School, Grafton Road, as the former NC district polling station at St Mary's Church Hall, also in Grafton Road, cannot be used due to the cross-boundary issues.

- xiv) **Whalebone ward:** The new Whalebone ward has been divided into five districts: WH1, WH2, WH3, WH4, WH5.

WH1 covers the area south of Chadwell Heath High Road in the former LD (Whalebone) district and the eastern part of the former LB (Whalebone) district. It is proposed that the electorate vote at Shackleton Hall, Morden Road, which is a central location within WH1 district. Shackleton Hall is a new polling station.

WH2 covers the remaining area of the former LB (Whalebone) district. It is proposed that the electorate vote at Catterall Hall, Cecil Road, which has been the long-standing venue for the former LB electorate.

WH3 mirrors the former LA (Whalebone) district. It is proposed that the electorate vote at Hartley Brook Church, Rosslyn Road, which has been the long-standing venue for the former LA electorate.

WH4 covers the entire residential area of the former LC (Whalebone) district. It is proposed that the electorate vote at Green Lane Christian Fellowship Hall, Green Lane, which has been the long-standing venue for the former LC electorate.

WH5 covers the former TC (Valence) district. It is proposed that the electorate vote at Harmony Christian Centre, Kemp Road, which in a central, accessible location within WH5 district. Harmony Christian Centre is a new polling station.

- xv) **Chadwell Heath ward:** The new Chadwell Heath ward has been divided into five districts: CH1, CH2, CH3, CH4, CH5.

CH1 covers the area north of Chadwell Heath High Road in the former LD (Whalebone) district. It is proposed that the electorate vote at Chadwell Heath Community Centre, High Road, which has been the long-standing venue for the former LD electorate.

CH2, CH3, CH4 and CH5 mirror the four districts in the former Chadwell Heath ward of QC, QD, QB and QA respectively. It is proposed to continue to use the polling stations at United Reformed Church Hall (CH2), Eastern Avenue Baptist Church, East Road (CH3), Marks Gate Baptist Church Hall, Bardfield Avenue (CH4) and Marks Gate Community Centre, Rose Lane (CH5), which have been the long-standing venues for the electorate.

- xvi) **Eastbrook & Rush Green ward:** The new Eastbrook & Rush Green ward has been divided into two districts: ER1, ER2.

ER1 covers the entire former MA (Eastbrook) district and incorporates the small development at Alex Guy Gardens that transferred into the new ward under the LGBCE review. It is proposed that the electorate vote at Barking and Dagenham College, Dagenham Road, which has been the long-standing venue for the former MA electorate.

ER2 covers the entire area of the former MB (Eastbrook) district. It is proposed that the electorate vote at Eastbrook Primary School, Dagenham Road, which has been the long-standing venue for the former MB electorate.

- xvii) **Heath ward:** The new Heath ward has been divided into three districts: HE1, HE2, HE3.

HE1 covers that part of the former PB (Heath) district that includes the Stour Road / Althorne Way and Gosfield Road / Terling Road areas. It is proposed that the electorate vote at Becontree Heath Methodist Church, The Broadway, which has been the long-standing venue for the former PB electorate. For information, the Becontree Heath Methodist Church site is just outside the Heath ward boundary.

HE2 mirrors the former PA (Heath) district. It is proposed that the electorate vote at Eastbrook Community Centre, Rainham Road North, which has been the long-standing venue for the former PA electorate.

HE3 covers the entire former PC (Heath) district, the Trefgarne Road area in the former PB (Heath) district and the area east of the Heathway formerly in PD (Heath) district. It is proposed that the electorate vote at Heath Park Community Hall, Rusholme Avenue, which has been the long-standing venue for the former

PC electorate and is more accessible and convenient for the former PB and PD electorates within the new Heath ward.

- xviii) **Beam ward:** The new Beam ward has been divided into three districts: BM1, BM2, BM3.

BM1 covers the majority of the former RA (River) district and entire former RB (River) district. It is proposed that the electorate vote at Marsh Green Primary School, South Close, which has been the long-standing venue for the former RB electorate and is equally accessible for the electorate of the former RA district.

BM2 covers the area north of the A1306 New Road within the former RC (River) district. It is proposed that the electorate vote at Beam County Primary School, Oval Road North, which has been the long-standing venue for the former RC electorate.

BM3 covers the area south of the A1306 New Road within the former RC (River) district. The electorate in BM3 district is predicted to remain quite low for the immediate future and, for that reason, it is proposed that the electorate vote at Marsh Green Primary School, South Close, which is close to the current residential development areas in BM3 district (albeit on the opposite side of the A1306 New Road). As the BM3 district is expected to undergo significant redevelopment in the years ahead, the provision of an alternative polling station which is more convenient for the new electorate will be kept under review.

- xix) **Village ward:** The new Village ward has been divided into four districts: VE1, VE2, VE3, VE4.

VE1 covers the entire former UA (Village) district as well as a small area of the former RA (River) district. It is proposed that the electorate vote at Village Community Hall, Vicarage Road, which has been the long-standing venue for the former UA electorate and is equally accessible to those in the former RA district.

VE2, VE3 and VE4 mirror the three previous districts of UB, UD and UC respectively. It is proposed to continue to use the polling stations at Dagenham Parish Hall, Exeter Road (VE2), John Perry Primary School, Charles Road (VE3) and Teresa Greene Community Centre, Leys Avenue (VE4), which have been the long-standing venues for the electorate.

- 2.9 The proposals above represent the circumstances that exist at this point in time. As referred to in several places, the scale of new housing development in the Borough is likely to require a review of some polling districts / polling stations prior to the next formal review. It is also possible that other alternative, interim arrangements may need to be made in the lead-up to an election to take account of, for example, the unavailability of a polling station owing to refurbishment works or clashes with exam timetables at education premises. Any such changes do not require a formal review and it is proposed that the Strategic Director, Law and Governance, be authorised to make any necessary changes to polling station arrangements in the lead-up to an election due to, for example, the unavailability of venues.

3. Options Appraisal

- 3.1 A number of alternative sites for polling places were considered as part of the review. However, these alternative sites were discounted for various reasons, such as the Council being unable to secure a commitment for their use at election time, accessibility issues and social distancing issues associated with the ongoing COVID-19 pandemic.

4. Consultation

- 4.1 The Council is required to publish a notice and undertake a four-week public consultation, ensuring that all relevant groups and individuals are given the opportunity to comment on the proposals being put forward for polling places, particularly in relation to access to premises or facilities for persons with disabilities. Consultees will therefore include local councillors, MPs and other elected representatives, political parties, disability groups including DABD, Carers of Barking and Dagenham, Independent Living Association and The Sycamore Trust, local residents and other stakeholders. Consultees wishing to make representations should, if possible, give alternative places that may be used as polling places and the reason(s) for the alternative proposal.
- 4.2 The public consultation will commence on 20 January 2022. Once closed, any representations received will be considered and final arrangements agreed. Once the final arrangements are agreed, they will be published on the Council's website along with all relevant correspondence including any representations made.
- 4.3 Following the publication of the final arrangements the following are, by law, entitled to appeal direct to the Electoral Commission (EC) within a period of six weeks:
- Groups of no less than 30 electors in a constituency (who have not previously made representations).
 - An elector who made representations during the review.
 - A person who is not an elector in the area but who the EC decides has sufficient interest or expertise in the accessibility of disabled persons to polling places or facilities for disabled people.
- 4.4 All representations to the Electoral Commission must be in writing. Representations must be on the grounds that the review has not been conducted properly because it has either failed to meet the reasonable requirements of electors, and/or taken insufficient account of accessibility for disabled people to the polling places within a polling district.
- 4.5 The decision of the EC on any representations will be published on their website and local authorities are encouraged to do likewise for transparency and completeness. Where appropriate the EC will direct local authorities to consider alterations to polling places that they deem necessary under the review.

5. Financial Implications

Implications completed by: David Folorunso, Finance Business Partner

- 5.1 The cost of this review (including employee costs, general office expenses and the cost of consultation) will be met from within the existing Electoral Services budgets, with no additional funding required.
- 5.2 Costs incurred for Local Elections are met by the Council and a budget of £300,000 is set aside for these four-yearly elections. Costs incurred for other elections, such as Parliamentary and GLA/Mayoral elections, are reimbursed to the Council under the Cabinet Office the standard funding arrangements.

6. Legal Implications

Implications completed by: Dr. Paul Feild, Senior Governance Solicitor

- 6.1 Each constituency is divided into polling districts for the purposes of Parliamentary elections. The Electoral Administration Act 2006 provides that the Council must divide its areas into districts and keep the polling districts under review.
- 6.2 A polling district must have a designated polling place. Section 18C of the Electoral Administration Act 2006 places a duty on the Council to conduct regular reviews of polling districts and polling places. The Electoral Registration and Administrative Act 2013 details the timing of the compulsory reviews.

7. Other Implications

- 7.1 **Risk Management** - It is important to conclude and publish the Council's final arrangements for polling districts and places so as to properly plan for the Local Elections on 5 May 2022. Provisional bookings of venues seek to ensure that buildings will be available for the Election and any issues that may arise will be dealt with on a case-by-case basis, taking into account the recommendation in the report authorising the RO to agree any alternative polling station arrangements that may prove necessary.
- 7.2 **Corporate Policy and Equality Impact** - The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:
 - (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - (ii) The need to advance equality of opportunity between persons who share protected characteristics (age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, and sexual orientation) and those who do not; and
 - (iii) Foster good relations between those who have protected characteristics and those who do not.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all

Barking and Dagenham residents in respect of socio-economic and health determinants.

The proposals in this report have been reviewed to ensure that all eligible electors can access a polling station. Also, staff receive equalities training as part of the mandatory Polling Staff training for each election. Existing polling stations had an accessibility checklist and risk assessment completed as part of the preparation for the Greater London Authority elections held in May 2021. An accessibility checklist and risk assessment is being completed for each new polling station referred to in the report.

Public Background Papers Used in the preparation of the Report: None

List of appendices:

Appendix 1 - Schedule of polling districts and places / stations

Appendix 2 – Ward Maps showing the polling stations within polling districts

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**LONDON BOROUGH OF BARKING & DAGENHAM
POLLING DISTRICT AND POLLING PLACES (STATIONS) REVIEW 2022**

Ward / Polling District	Polling Place Name and Address	In-station Electorate (at 01.12.21)
Northbury		
NB1	Eastbury Community School Primary, Wilmington Gardens, Barking IG11 9TR	2497
NB2	Barking Enterprise Centre, 50 Cambridge Road, Barking IG11 8FG	2723
NB3	Abbey Community Centre, Cowbridge Lane, Barking IG11 8LQ	1500
Abbey		
AB1	Town Hall, 1 Town Square, Barking IG11 7LU	72
AB2	Town Hall, 1 Town Square, Barking IG11 7LU	925
AB3	Ripple Centre, St Erkenwald Road, Barking IG11 7FN	944
Eastbury		
EY1	St. John The Divine Church, Goresbrook Road, Dagenham RM9 4XA	4205
EY2	Eastbury Manor House, Eastbury Square, Barking IG11 9SN	1343
EY3	Eastbury Primary School, Dawson Avenue, Barking IG11 9QQ	2652
Gascoigne		
GC1	Salvation Army Community Hall, Morley Road, Barking IG11 7DL	1978
GC2	Gascoigne Primary School, Gascoigne Road, Barking IG11 7DR	2151
GC3	Gascoigne Primary School, Gascoigne Road, Barking IG11 7DR	1081
Goresbrook		
GK1	Thomas Arnold Primary School, 109 Rowdowns Road, Dagenham RM9 6NH	1347
GK2	St. Peters Catholic Parish Centre, 52 Goresbrook Road, Dagenham RM9 6UR	1965
GK3	Hatfield Community Centre, Hatfield Road, Dagenham RM9 6JS	1544
GK4	Becontree Church Centre, 330 Hedgemans Road, Dagenham RM9 6BX	2385
Longbridge		
LB1	St Thomas More Catholic Church, 514 Longbridge Road, Barking IG11 9BY	1329
LB2	Manor Junior School, Sandringham Road, Barking IG11 9AG	3245
LB3	Barking United Reformed Church, Upney Lane, Barking IG11 9LT	646
LB4	Eastbury Community School Primary, Wilmington Gardens, Barking IG11 9TR	2058
Mayesbrook		
MA1	Roding Primary School (Cannington Road site), Cannington Road, Dagenham RM9 4BL	2289
MA2	St Thomas More Catholic Church, 514 Longbridge Road, Barking IG11 9BY	1590
MA3	Mayesbrook Park School, Erkenwald Campus, Marlborough Rd, Dagenham RM8 2HU	1689
MA4	Ted Ball Memorial Hall, Neasham Road, Dagenham RM8 2LU	2182
Thames View		
TV1	Thames View Community Hall, Bastable Avenue, Barking IG11 0LG	448
TV2	Thames View Community Hall, Bastable Avenue, Barking IG11 0LG	1844
TV3	Rivergate Church, Minter Road, Barking IG11 0FJ	565

**LONDON BOROUGH OF BARKING & DAGENHAM
POLLING DISTRICT AND POLLING PLACES (STATIONS) REVIEW 2022**

Ward / Polling District	Polling Place Name and Address	In-station Electorate (at 01.12.21)
Barking Riverside		
BR1	Scrattons Farm Tenants & Residents Assoc, Julia Gardens, Barking IG11 0UQ	453
BR2	Thames View Community Hall, Bastable Avenue, Barking IG11 0LG	2193
BR3	Rivergate Church, Minter Road, Barking IG11 0FJ	1701
BR4	Riverside Primary School, Renwick Road, Barking IG11 0FU	396
Parsloes		
PA1	St. Teresa Catholic Primary School, Bowes Road, Dagenham RM8 2XJ	902
PA2	Five Elms Primary School, Wood Lane, Dagenham RM9 5TB	1257
PA3	Osborne Square Church, Osborne Square, Dagenham RM9 5BA	762
PA4	Fanshawe Community Centre, Barnmead Road, Dagenham RM9 5DX	2177
PA5	Parsloes Primary School, Spurling Road, Dagenham RM9 5RH	1191
PA6	Kingsley Hall, Parsloes Avenue, Dagenham RM9 5NB	1749
Becontree		
BE1	St. Thomas Church, Haydon Road, Dagenham RM8 2PA	1440
BE2	Bethel Christian Centre, 170 Bennetts Castle Lane, Dagenham RM8 3XP	1981
BE3	The Vibe, 195 - 211 Becontree Avenue, Dagenham RM8 2UT	1650
Alibon		
AL1	St George's Church, Rogers Road, Dagenham RM10 8JX	2449
AL2	Dagenham & Redbridge F.C., Victoria Road, Dagenham RM10 7XL	1571
AL3	Richard Alibon Primary School, Alibon Road, Dagenham RM10 8DF	1261
Valence		
VA1	Henry Green Primary School, Chittys Lane, Dagenham RM8 1UP	2322
VA2	Grafton Primary School, Grafton Road, Dagenham RM8 3EX	2104
VA3	Education Suite – Visitor's Centre, Valence House Museum, Becontree Avenue, Dagenham RM8 3HT	1026
VA4	Bethel Christian Centre, 170 Bennetts Castle Lane, Dagenham RM8 3XP	1644
VA5	Grafton Primary School, Grafton Road, Dagenham RM8 3EX	864
Whalebone		
WH1	Shackleton Hall, Morden Road, Chadwell Heath, Romford RM6 6ED	827
WH2	Catterall Hall, Cecil Road, Chadwell Heath, Romford RM6 6LB	1519
WH3	Hartley Brook Church, Rosslyn Avenue, Dagenham RM8 1JP	1604
WH4	Green Lane Christian Fellowship Hall, 947A Green Lane, Dagenham RM8 1DJ	2111
WH5	Harmony Christian Centre, 23-27 Kemp Road, Dagenham RM8 1ST	1065

**LONDON BOROUGH OF BARKING & DAGENHAM
POLLING DISTRICT AND POLLING PLACES (STATIONS) REVIEW 2022**

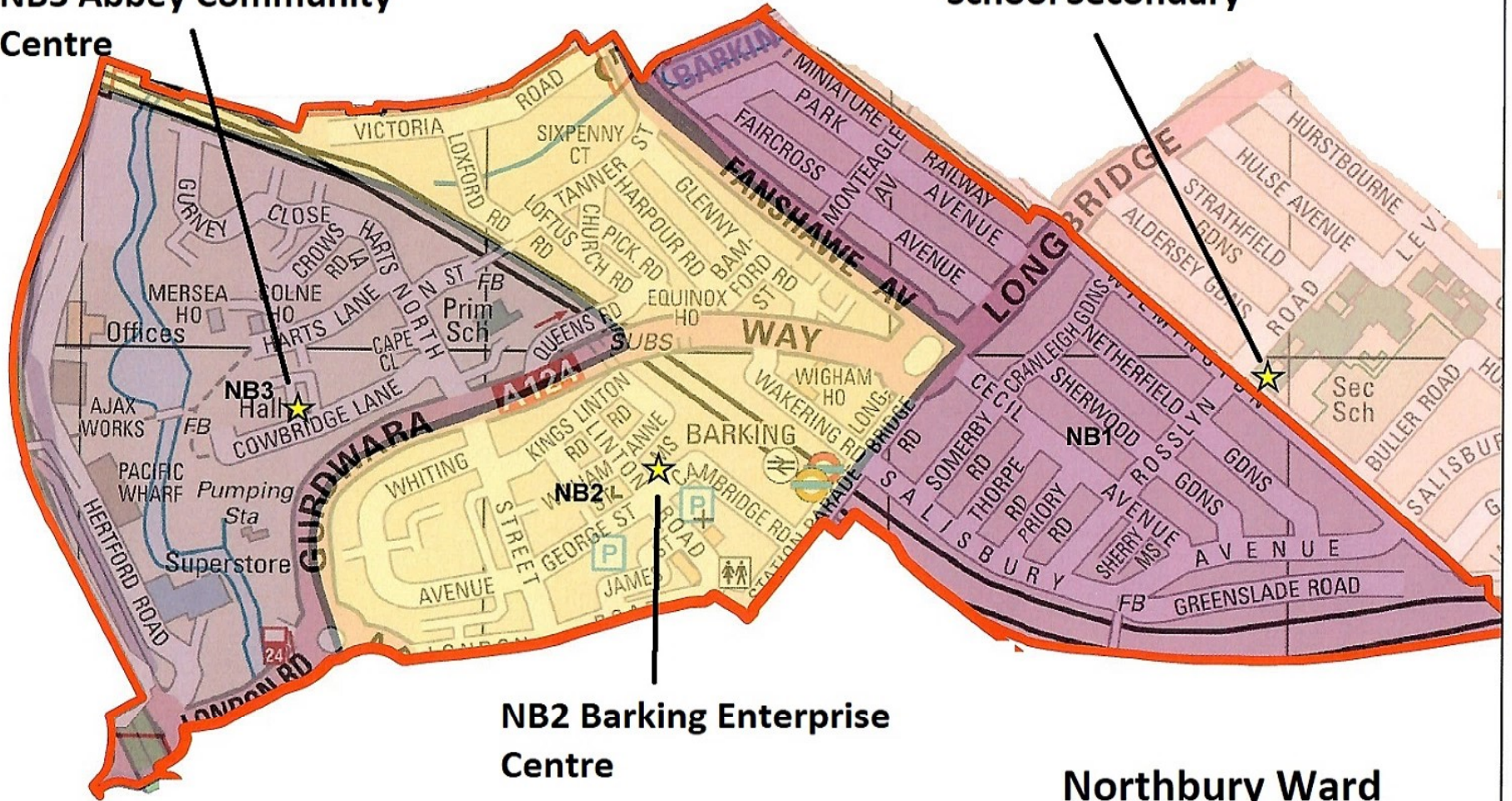
Ward / Polling District	Polling Place Name and Address	In-station Electorate (at 01.12.21)
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Chadwell Heath		
CH1	Chadwell Heath Community Centre, 255 High Road, Chadwell Heath, Romford RM6 6AS	980
CH2	United Reformed Church Hall, Mill Lane, Chadwell Heath, Romford RM6 6RS	1377
CH3	Eastern Avenue Baptist Church, East Road, Chadwell Heath, Romford RM6 6YJ	1476
CH4	Marks Gate Baptist Church Hall, Bardfield Avenue, Chadwell Heath, Romford RM6 5HU	1363
CH5	Marks Gate Community Centre, Rose Lane, Chadwell Heath, Romford RM6 5NJ	2067
Eastbrook & Rush Green		
ER1	Barking and Dagenham College, Dagenham Road, Romford, RM7 0XU	3245
ER2	Eastbrook Primary School, Dagenham Road, Dagenham, RM10 7UR	1744
Heath		
HE1	Becontree Heath Methodist Church, The Broadway, Dagenham RM8 1DZ	953
HE2	Eastbrook Community Centre, Rainham Road North, Dagenham RM10 7DX	587
HE3	Heath Park Community Halls, Rusholme Avenue, Dagenham RM10 7PR	3203
Beam		
BM1	Marsh Green Primary School, South Close, Dagenham RM10 9NJ	2263
BM2	Beam County Primary School, Oval Road North, Dagenham RM10 9ED	2089
BM3	Marsh Green Primary School, South Close, Dagenham RM10 9NJ	0
Village		
VE1	Village Community Hall, Vicarage Road, Dagenham RM10 9SD	2059
VE2	Dagenham Parish Hall, Exeter Road, Dagenham RM10 8TR	2050
VE3	John Perry Primary School, Charles Road, Dagenham RM10 8UR	1830
VE4	Teresa Greene Community Centre, Leys Avenue, Dagenham RM10 9YP	877

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NB1 Eastbury Primary School Secondary

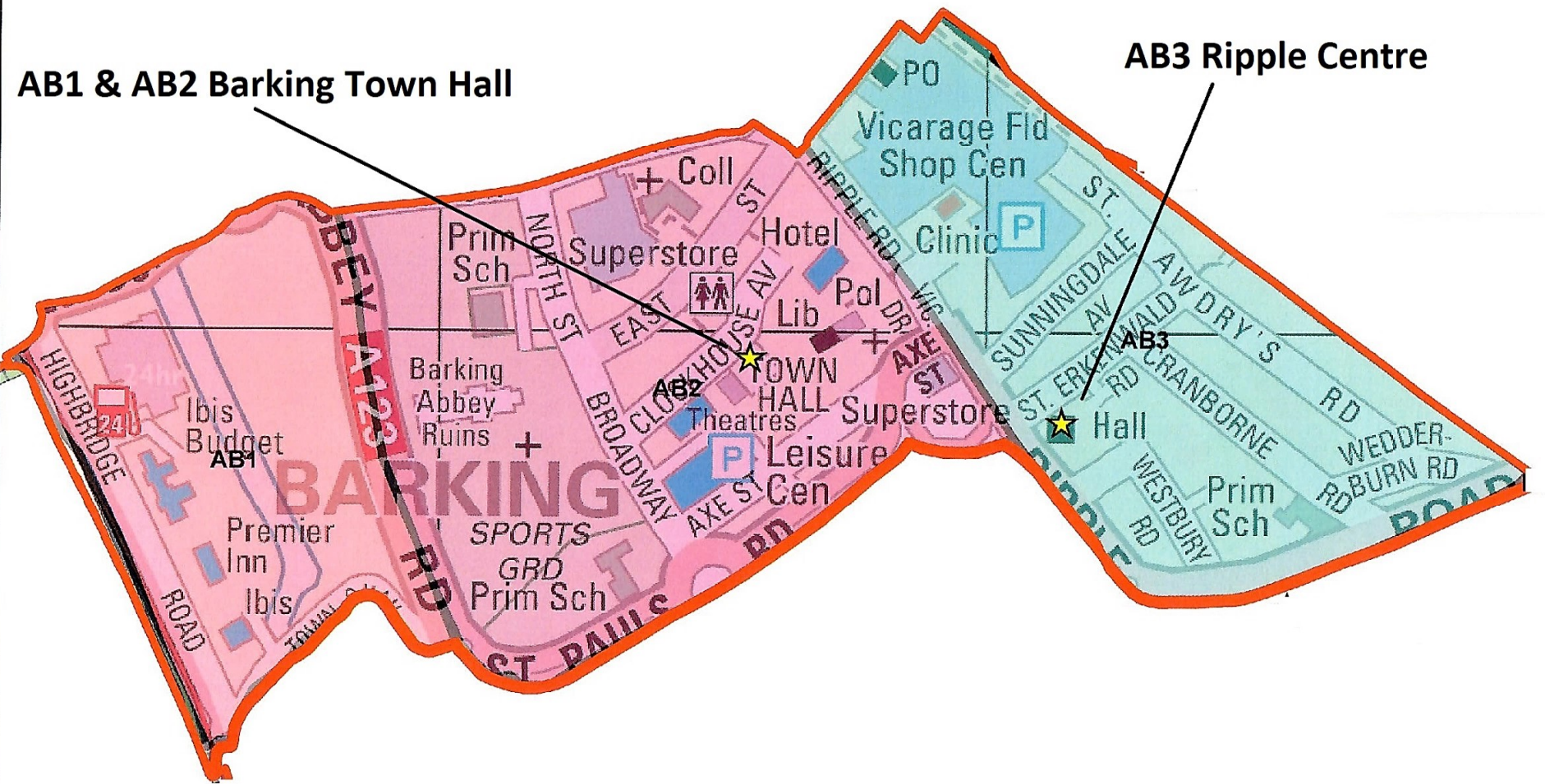
NB3 Abbey Community Centre



NB2 Barking Enterprise Centre

Northbury Ward

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AB1 & AB2 Barking Town Hall

AB3 Ripple Centre

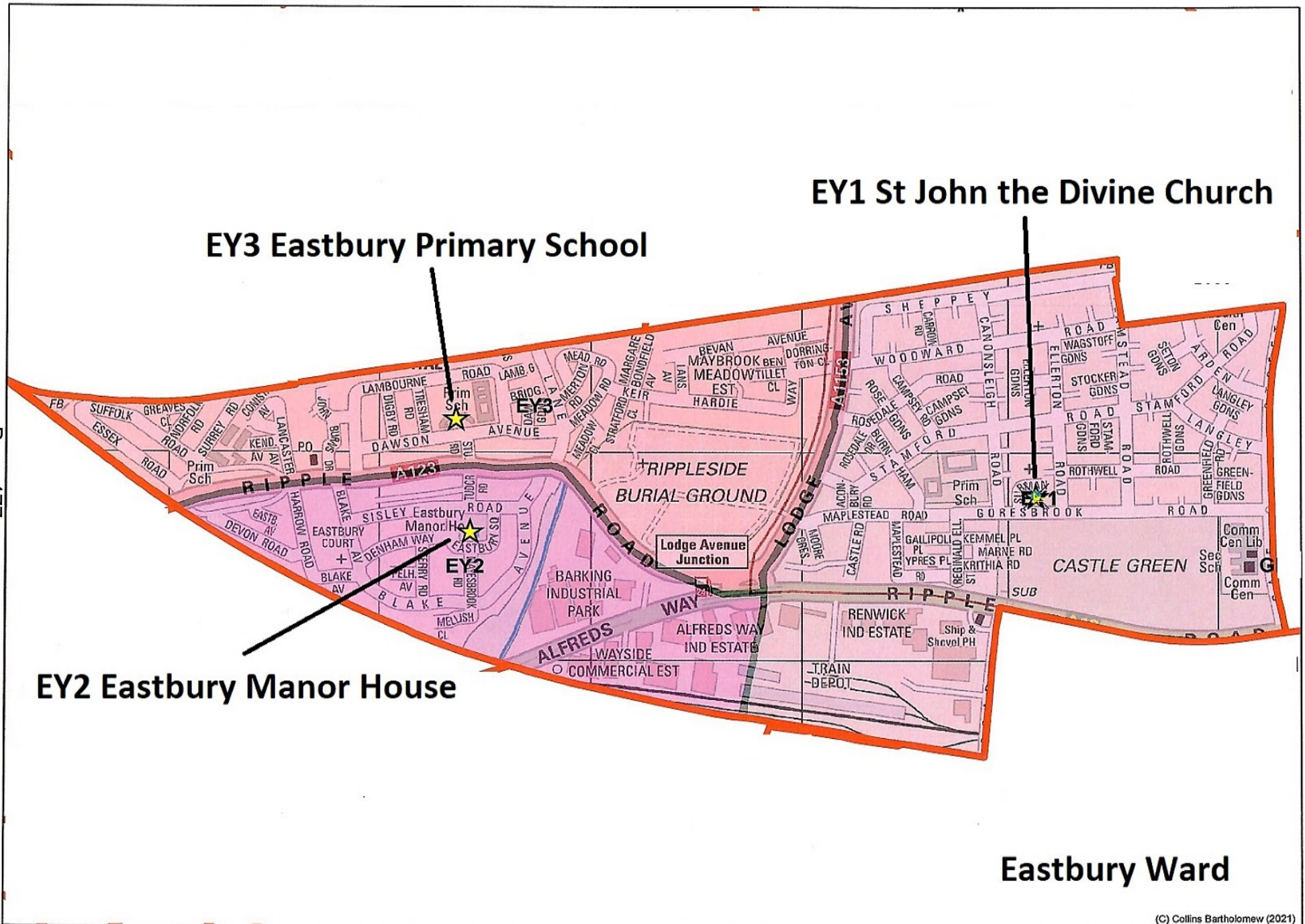
Abbey Ward

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EY1 St John the Divine Church

EY3 Eastbury Primary School

EY2 Eastbury Manor House

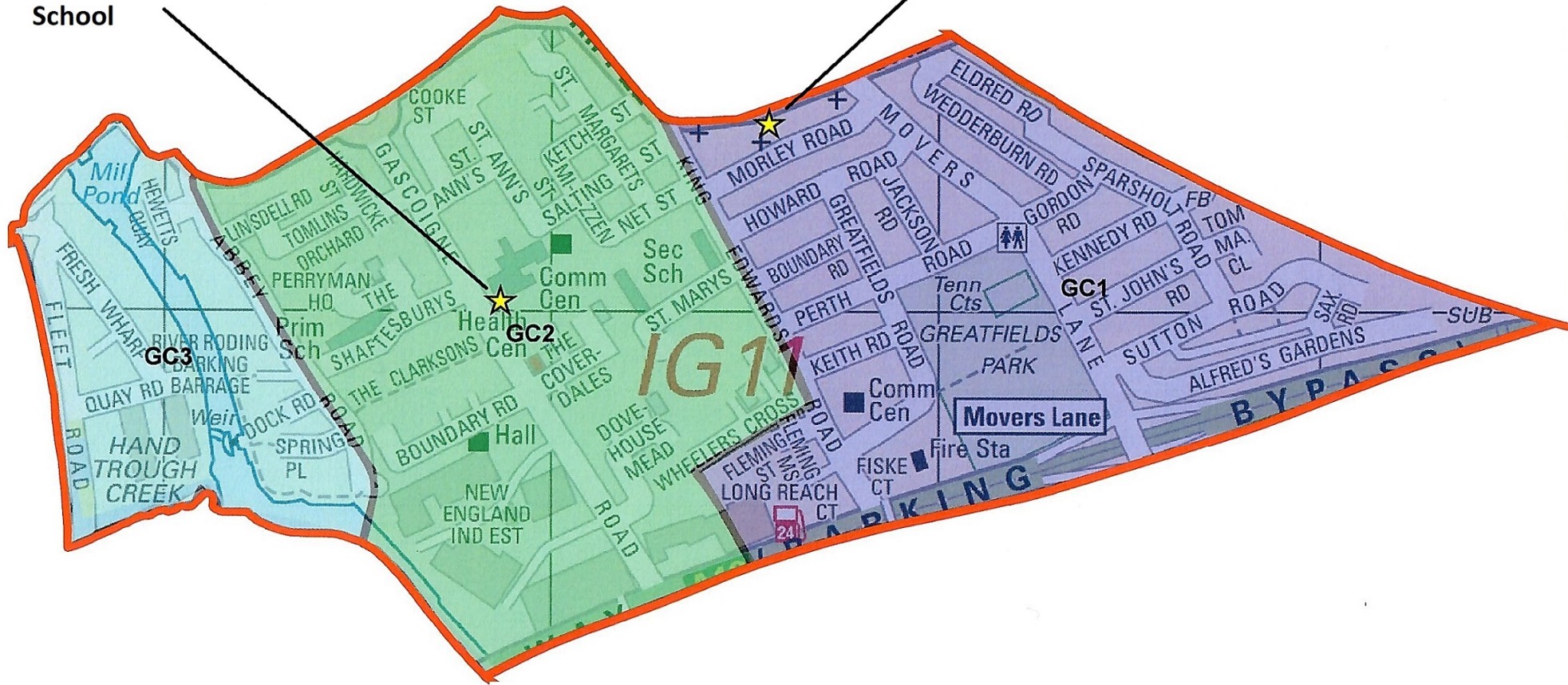


Eastbury Ward

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GC2 & GC3 Gascoigne Primary School

GC1 Salvation Army Community Hall



Gascoigne Ward

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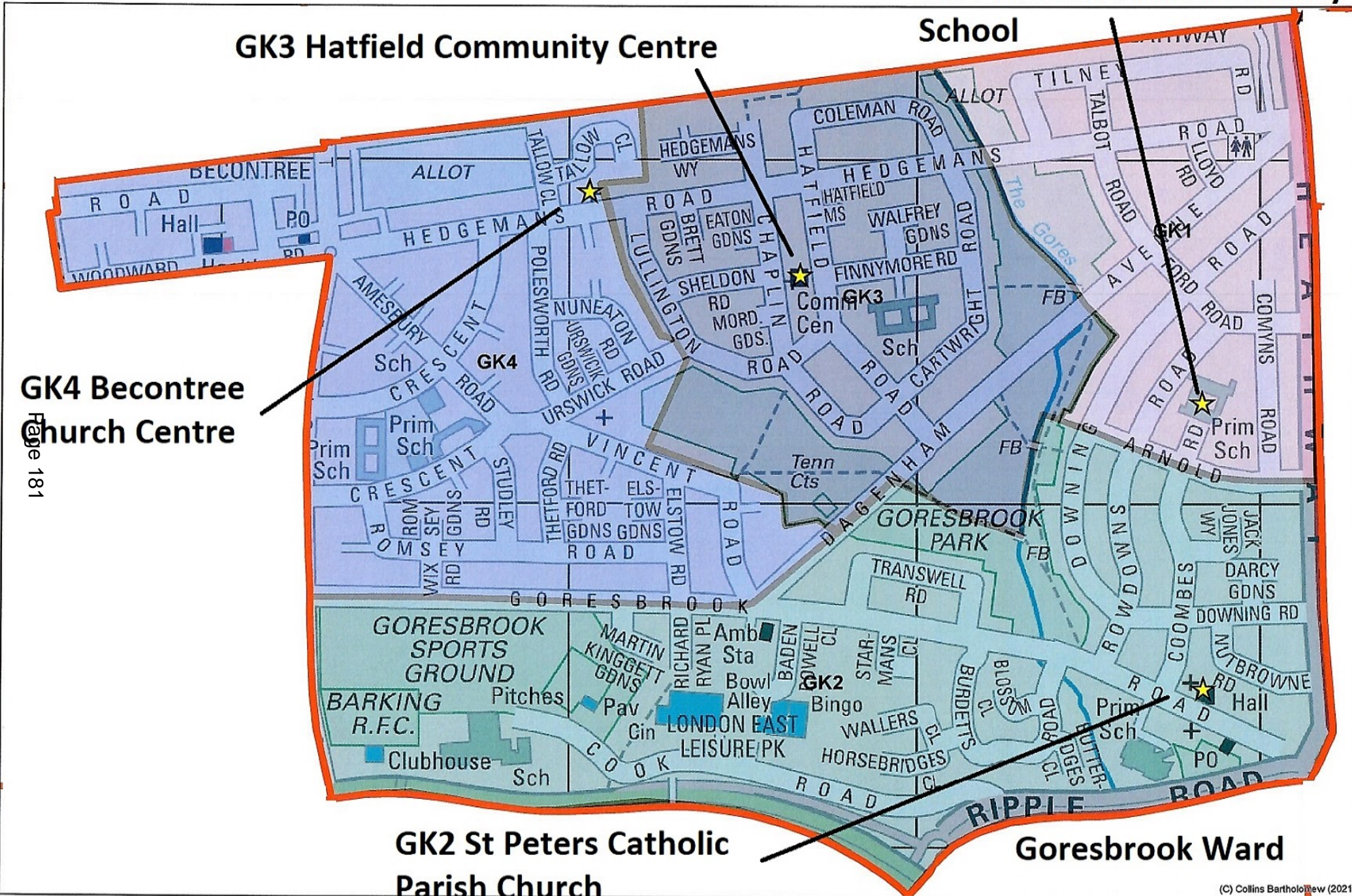
GK1 Thomas Arnold Primary School

GK3 Hatfield Community Centre

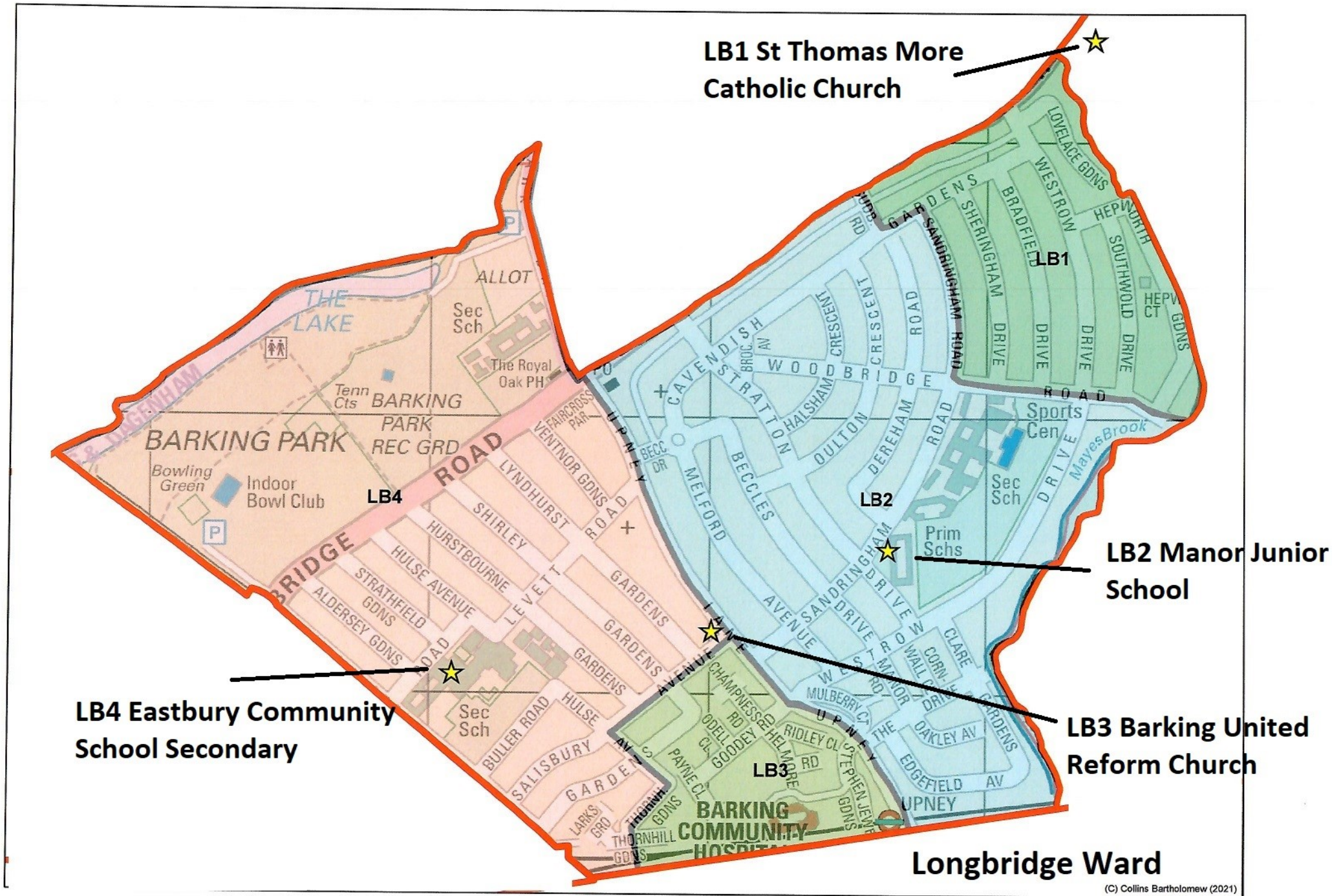
GK4 Becontree Church Centre

GK2 St Peters Catholic Parish Church

Goresbrook Ward



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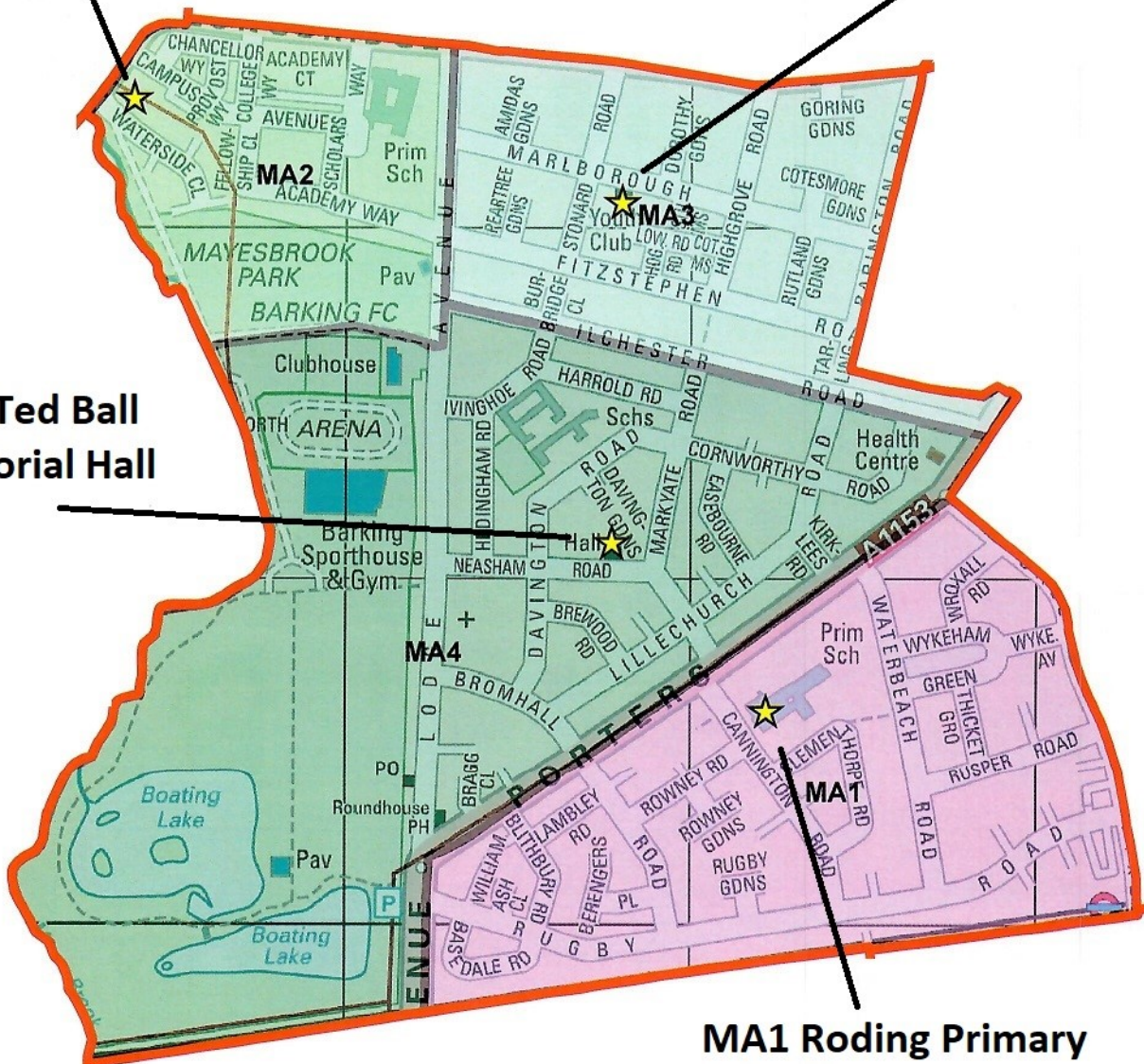
**MA2 St Thomas More
Catholic Church**

MA3 Mayesbrook Park School

**MA4 Ted Ball
Memorial Hall**

**MA1 Roding Primary
School**

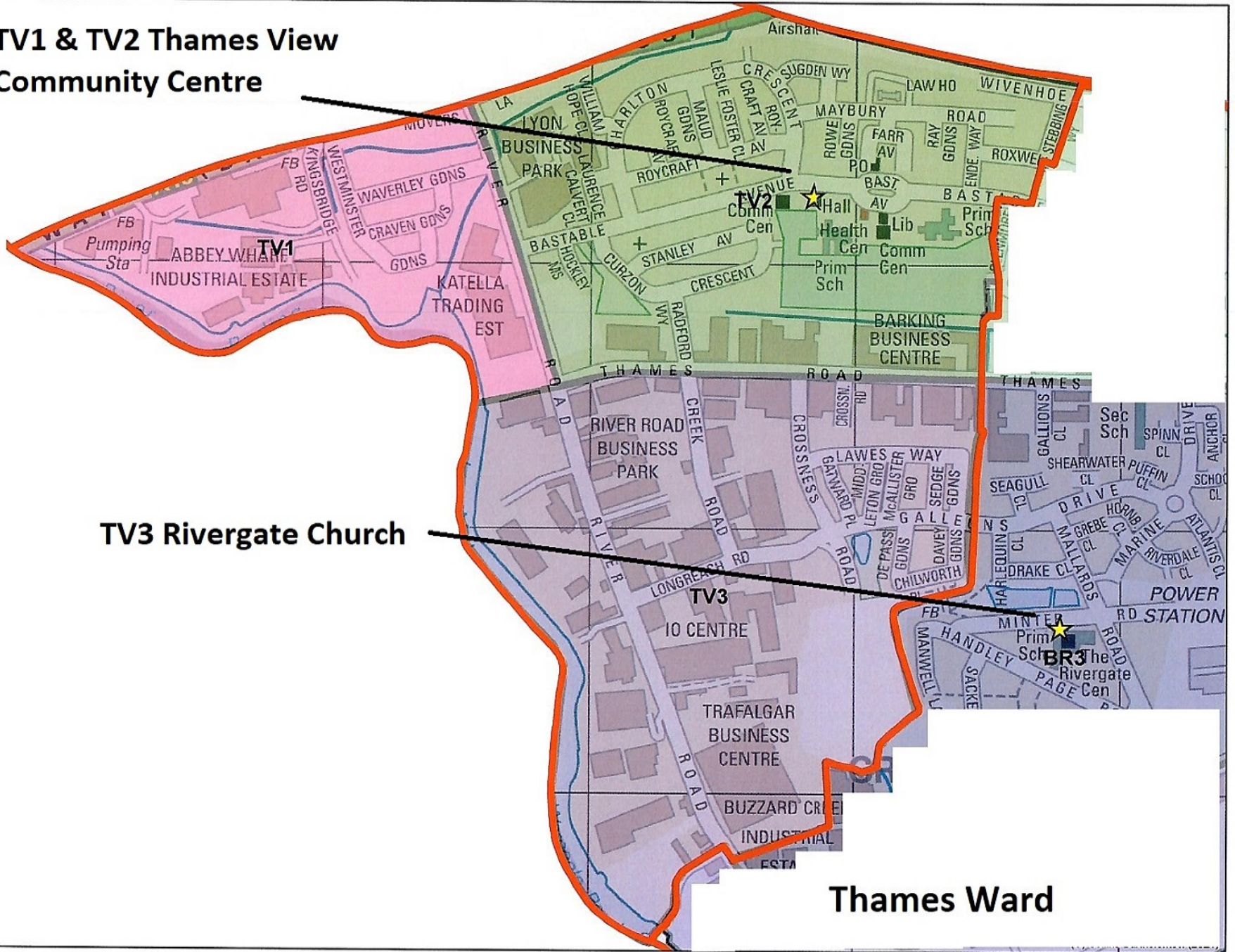
Mayesbrook Ward



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TV1 & TV2 Thames View Community Centre



TV3 Rivergate Church

Thames Ward

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BR2 Thames View Community Centre

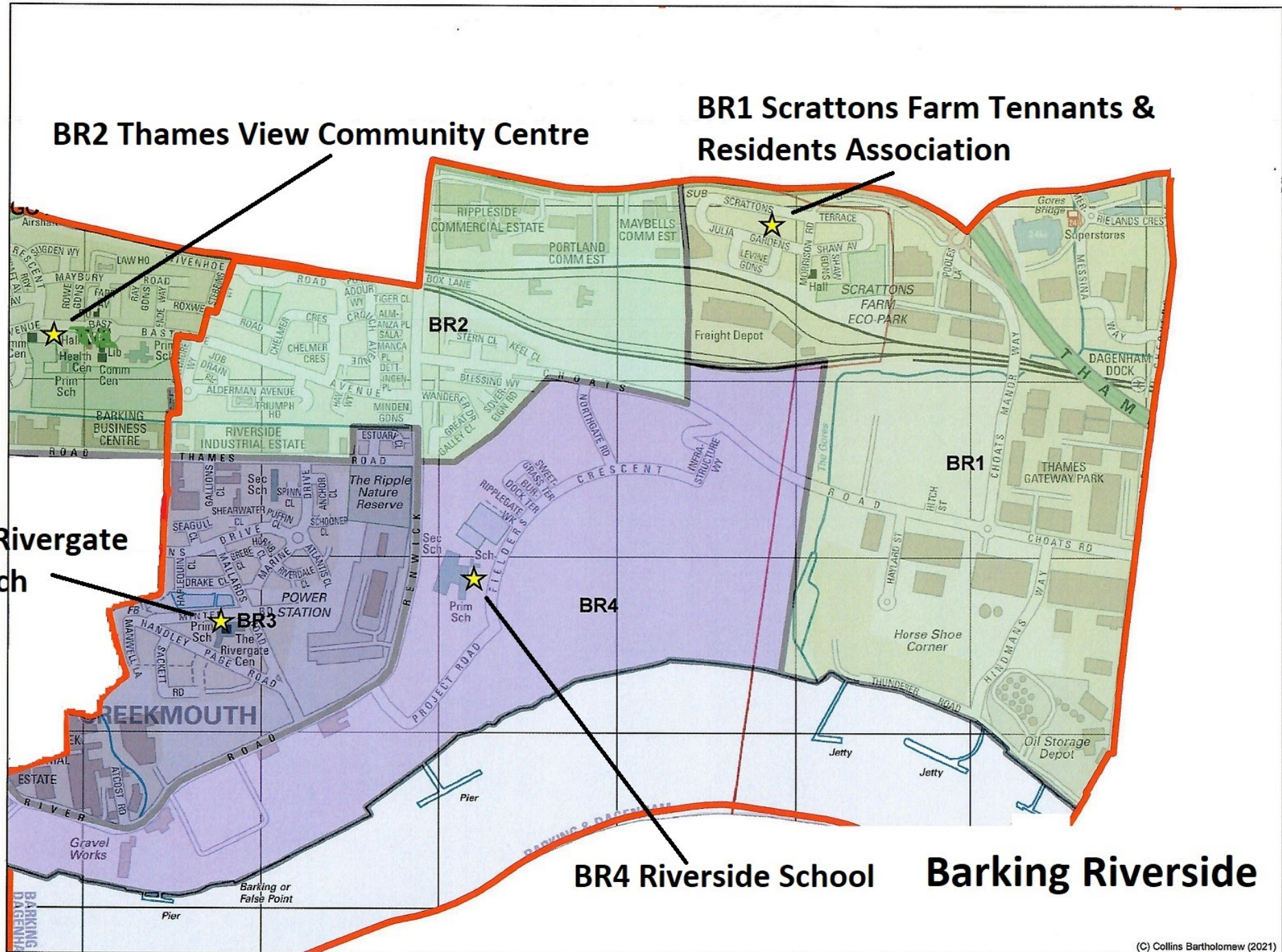
BR1 Scrattons Farm Tennants & Residents Association

Page 189

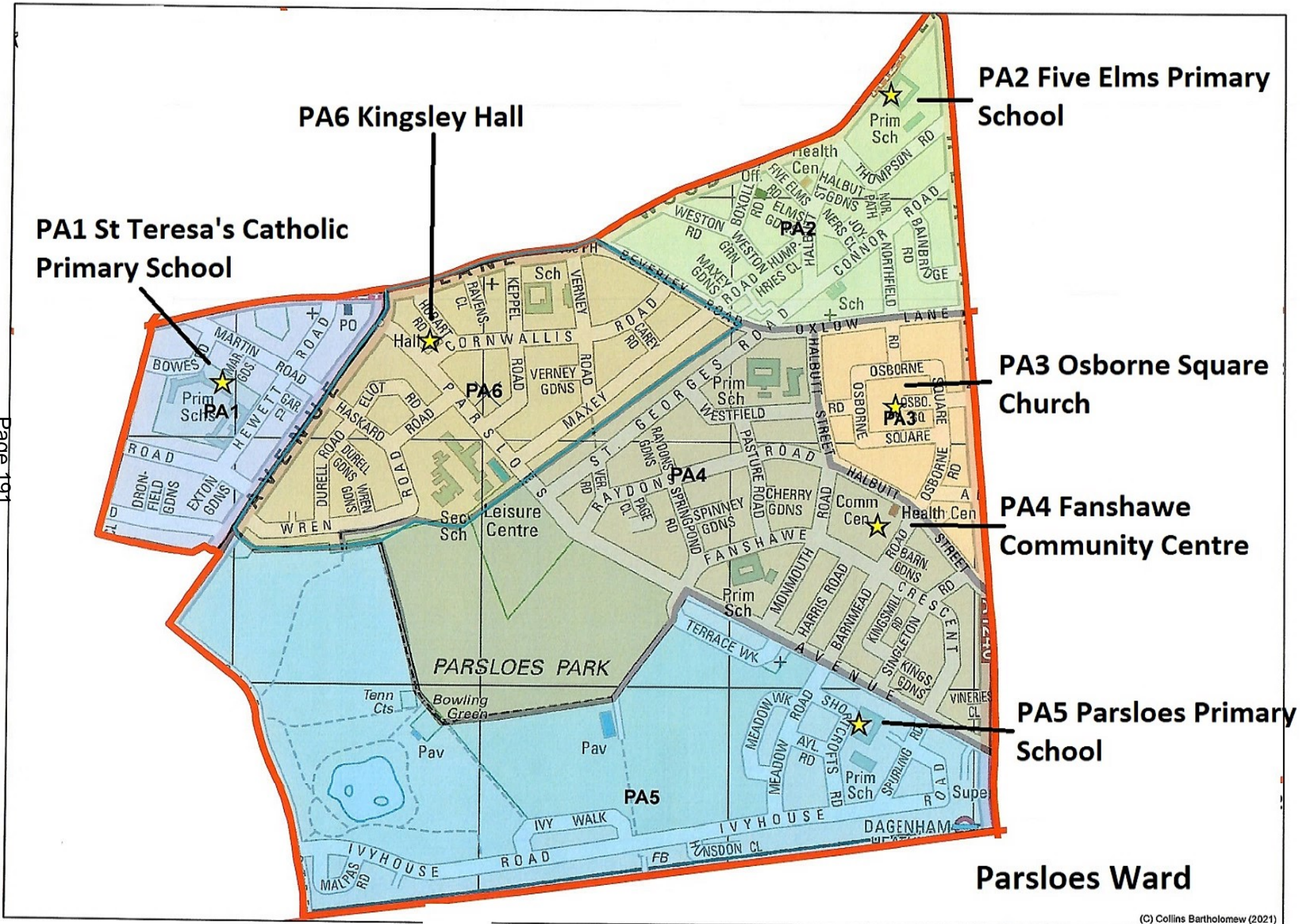
BR3 Rivergate Church

BR4 Riverside School

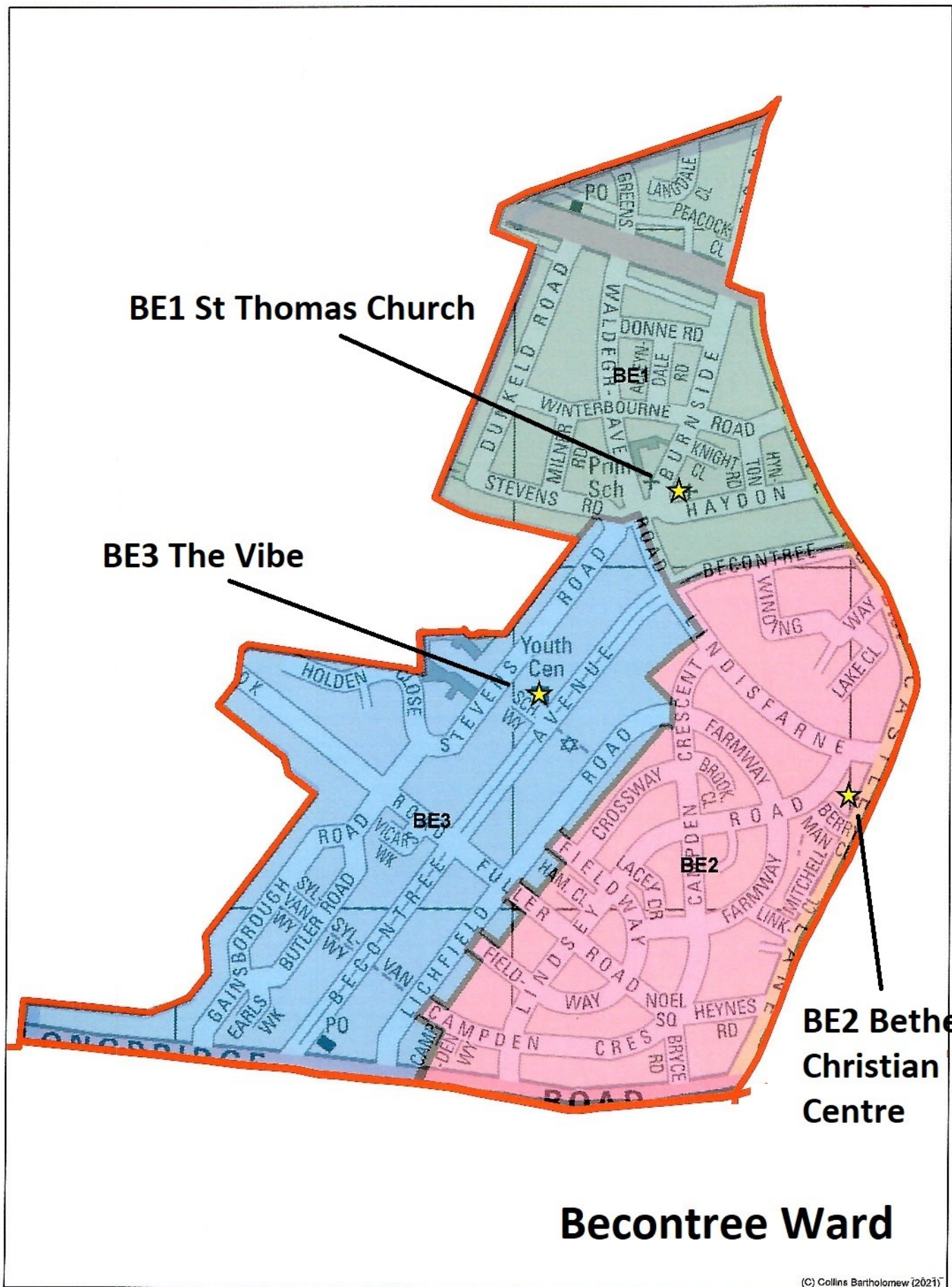
Barking Riverside



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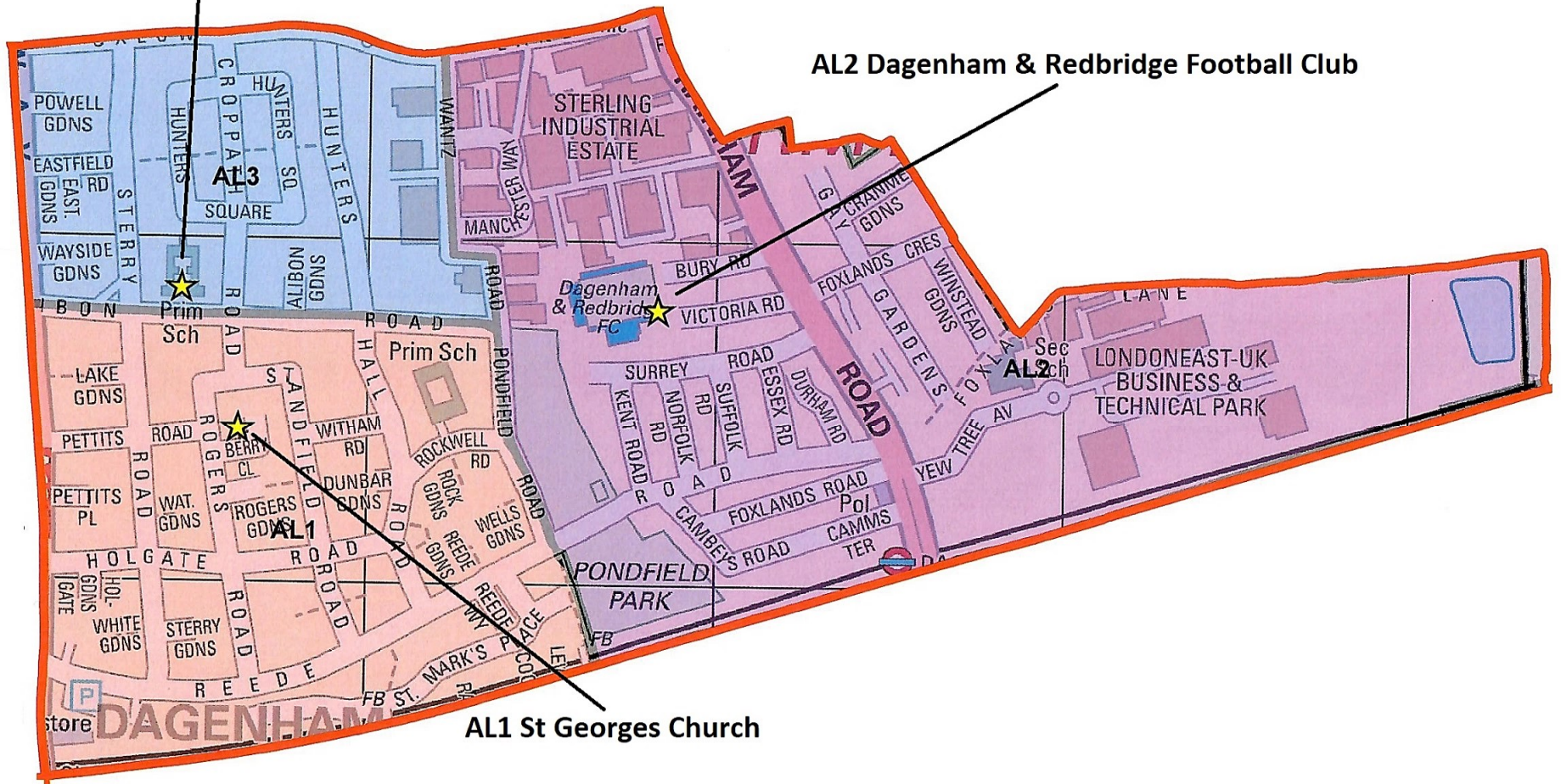


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AL3 Richard Alibon School

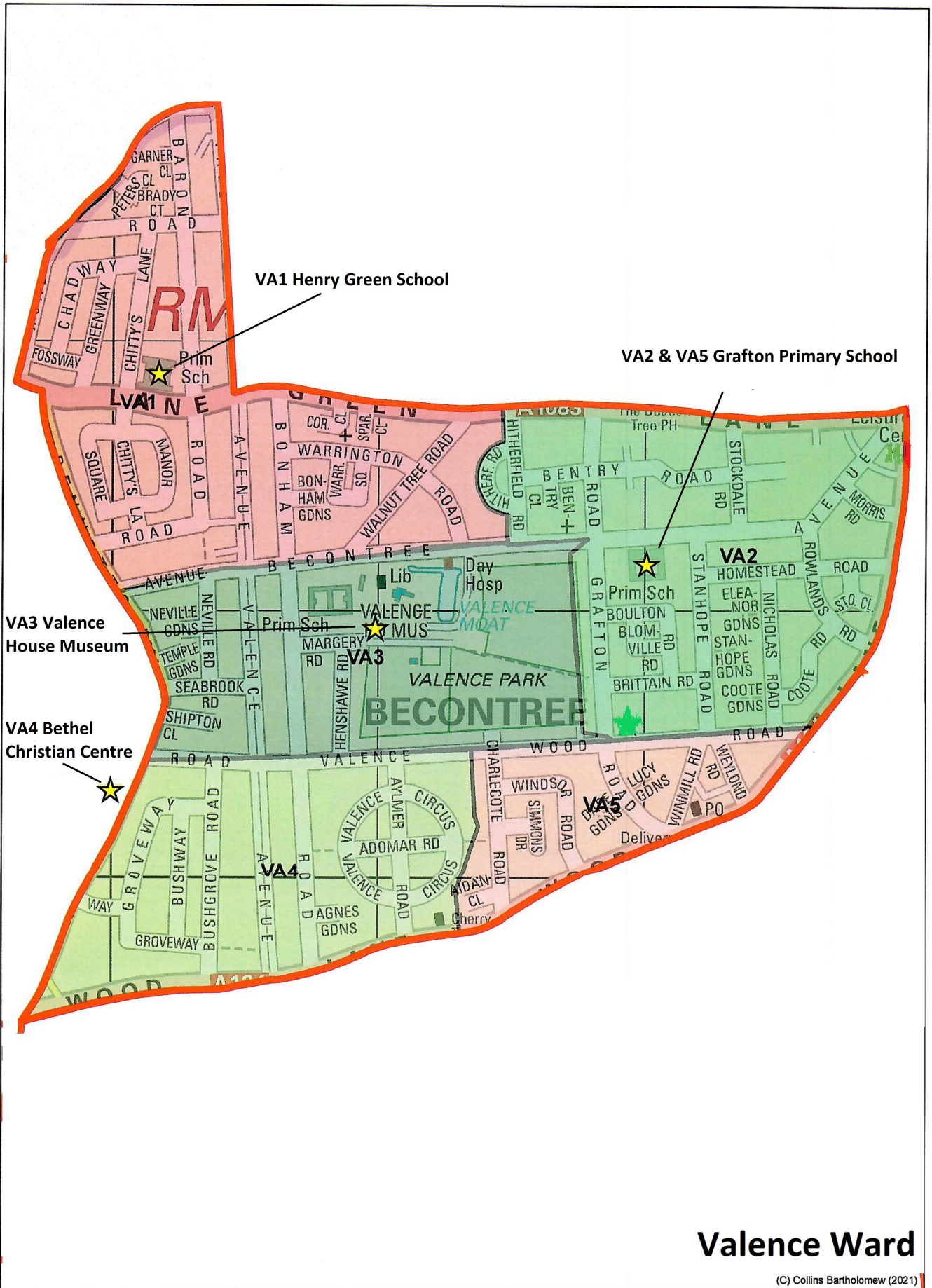
AL2 Dagenham & Redbridge Football Club



AL1 St Georges Church

Alibon Ward

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VA1 Henry Green School

VA2 & VA5 Grafton Primary School

VA3 Valence House Museum

VA4 Bethel Christian Centre

Valence Ward

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WH2 Catterall Hall

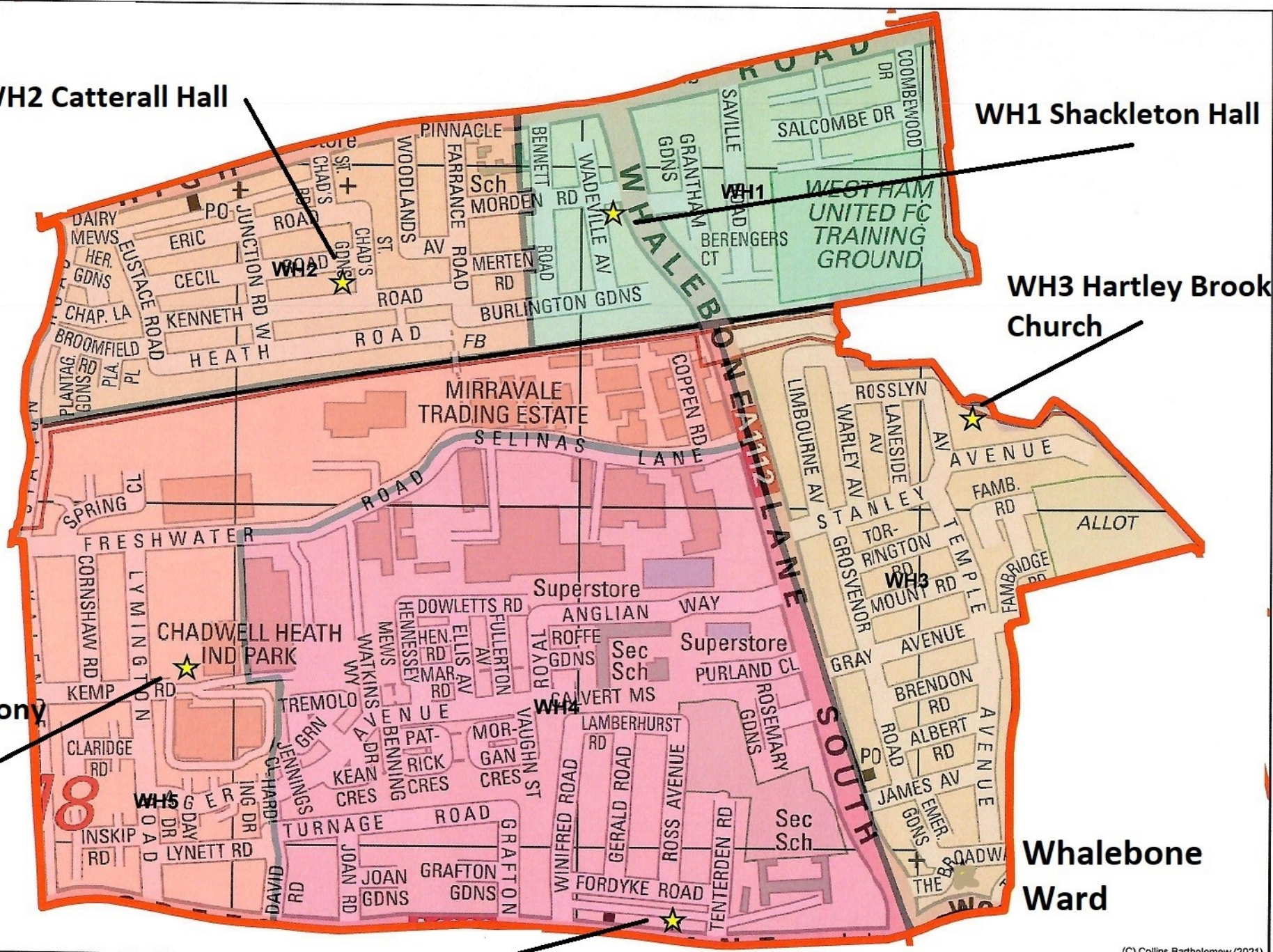
WH1 Shackleton Hall

WH3 Hartley Brook Church

Whalebone Ward

WH4 Green Lane Christian Fellowship Church

WH5 Harmony Christian Centre



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**CH5 Marks Gate
Community Centre**

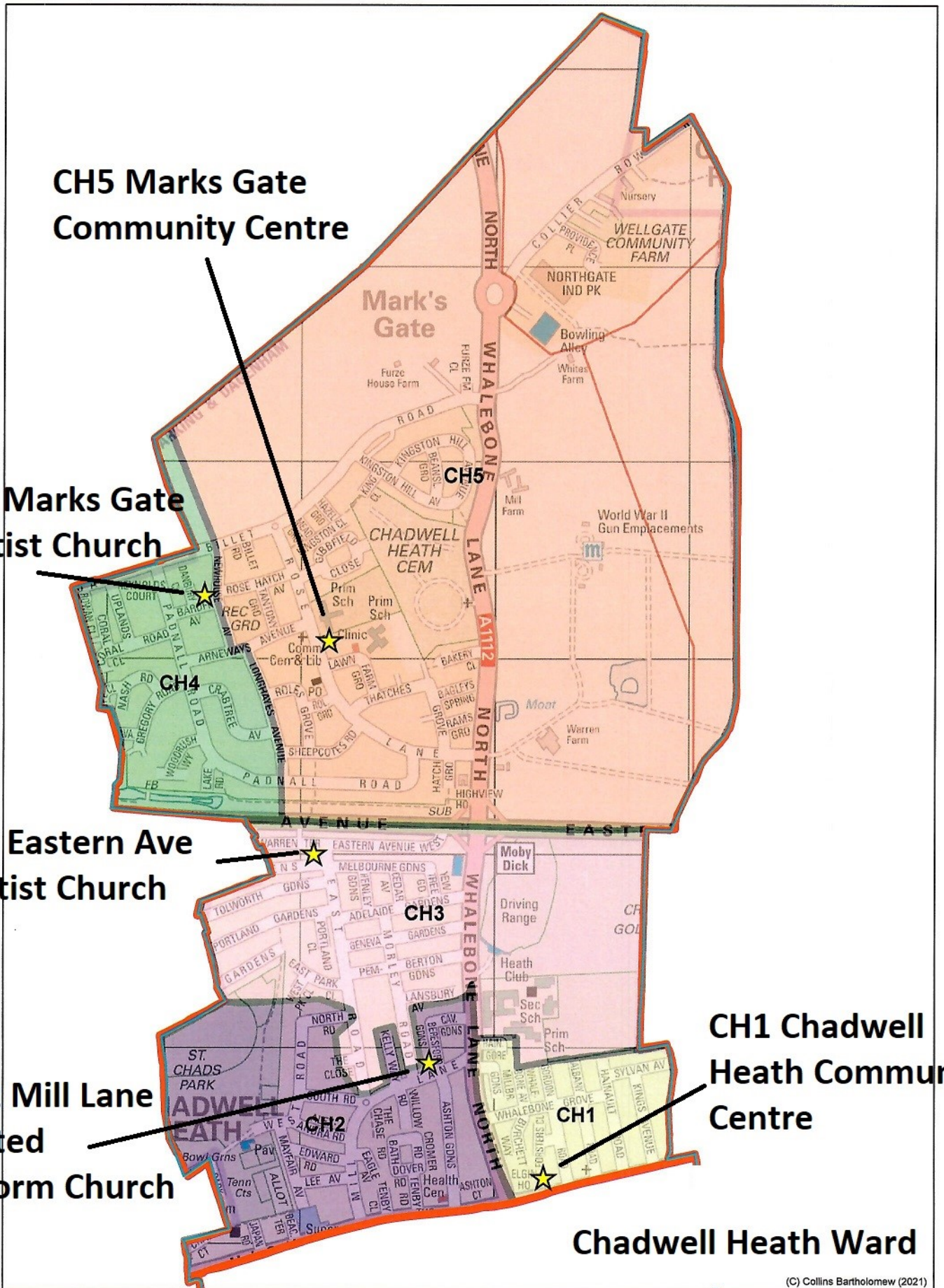
**CH4 Marks Gate
Baptist Church**

**CH3 Eastern Ave
Baptist Church**

**CH2 Mill Lane
United
Reform Church**

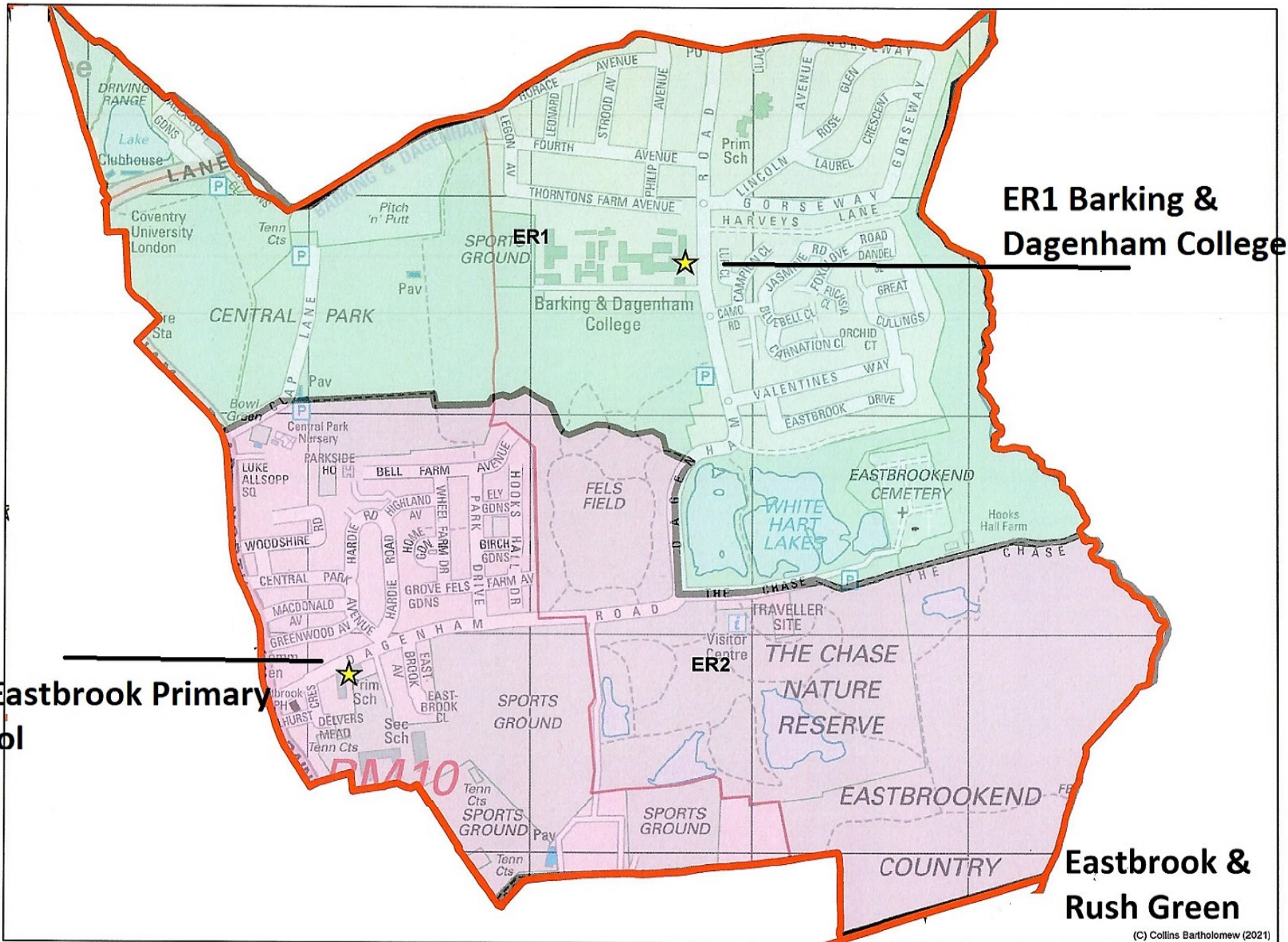
**CH1 Chadwell
Heath Community
Centre**

Chadwell Heath Ward



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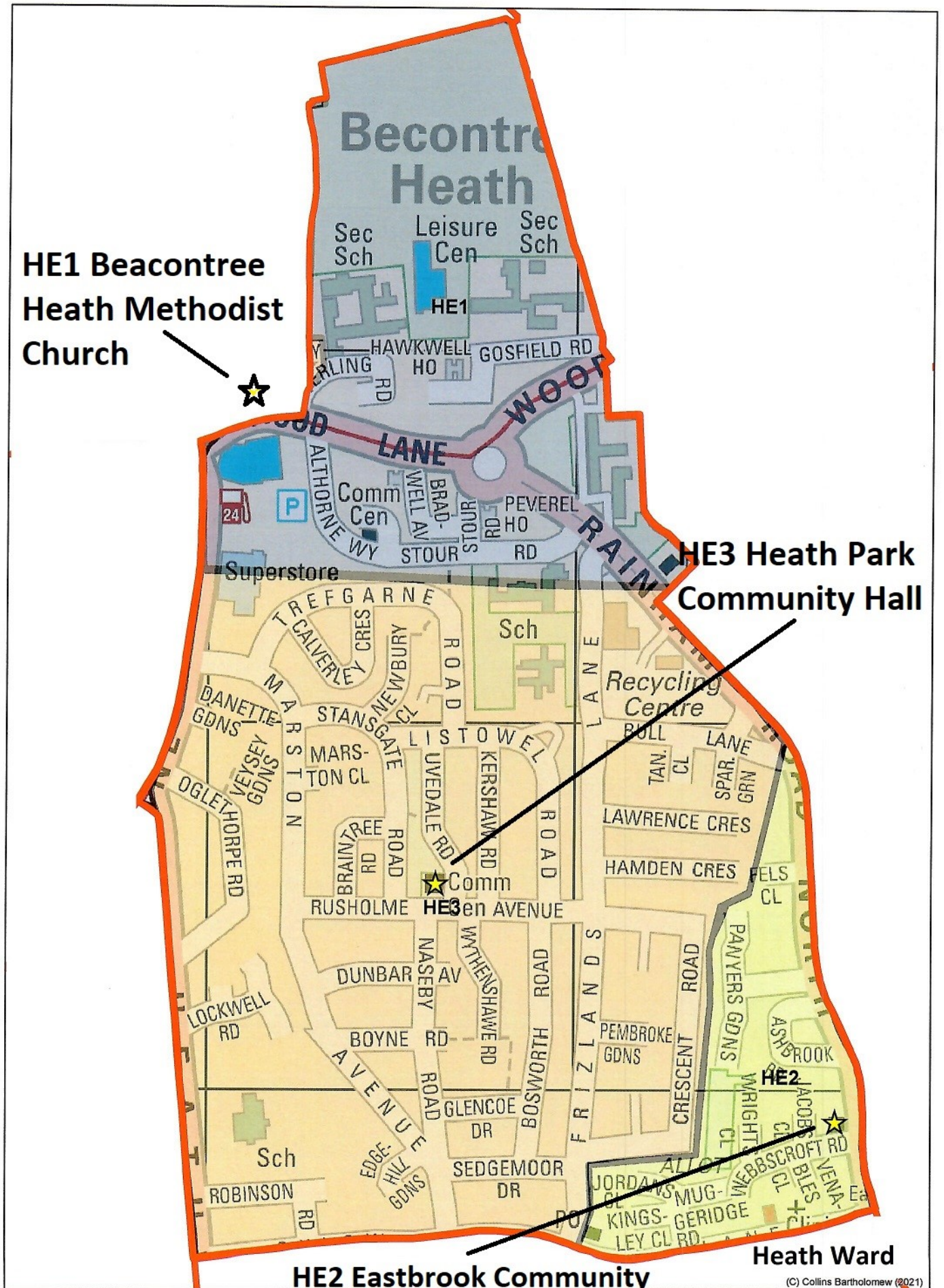
ER1 Barking & Dagenham College

ER2 Eastbrook Primary School

Eastbrook & Rush Green

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**HE1 Beacontree
Heath Methodist
Church**

**HE3 Heath Park
Community Hall**

**HE2 Eastbrook Community
Centre**

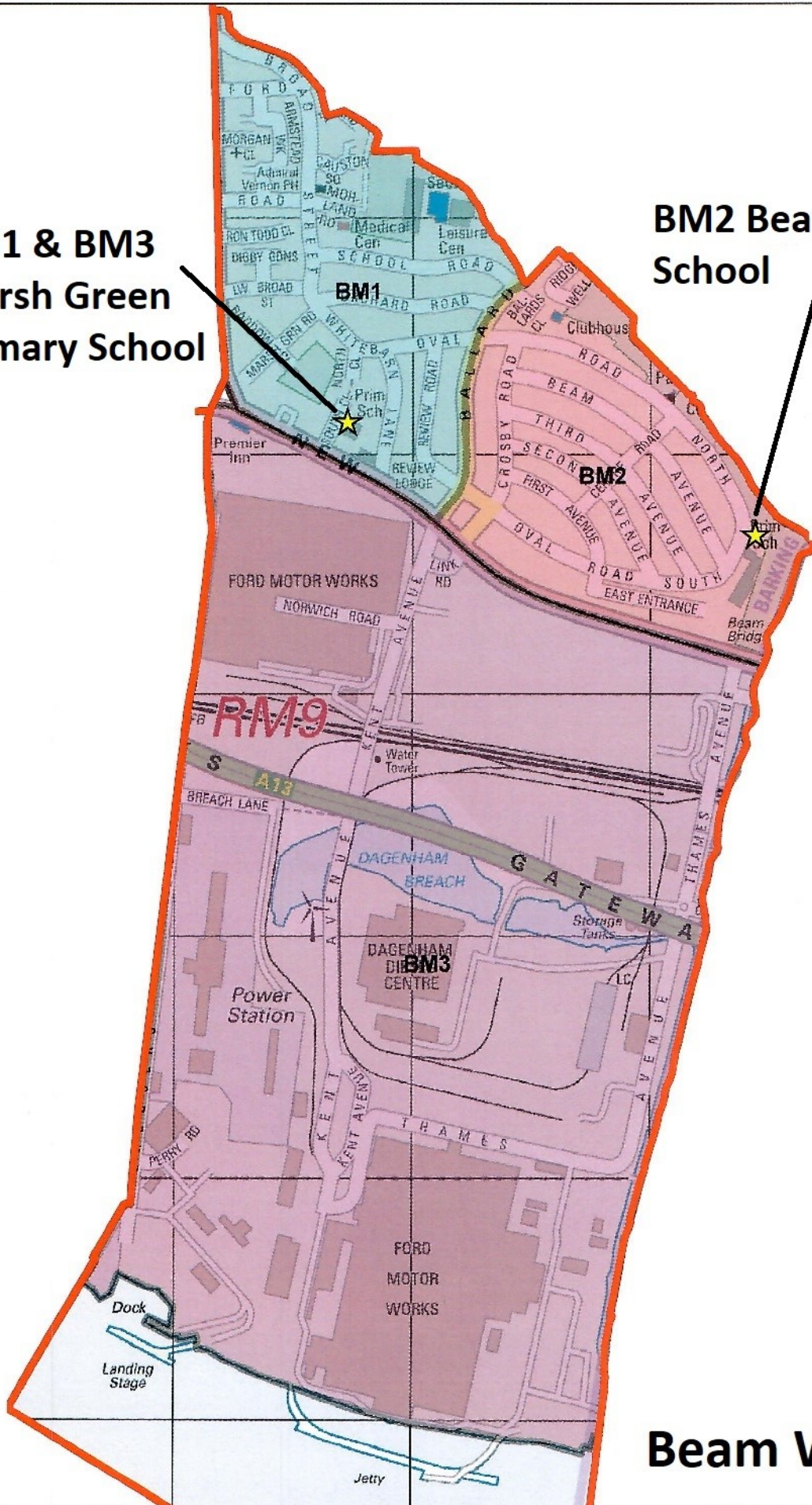
Heath Ward

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**BM1 & BM3
Marsh Green
Primary School**

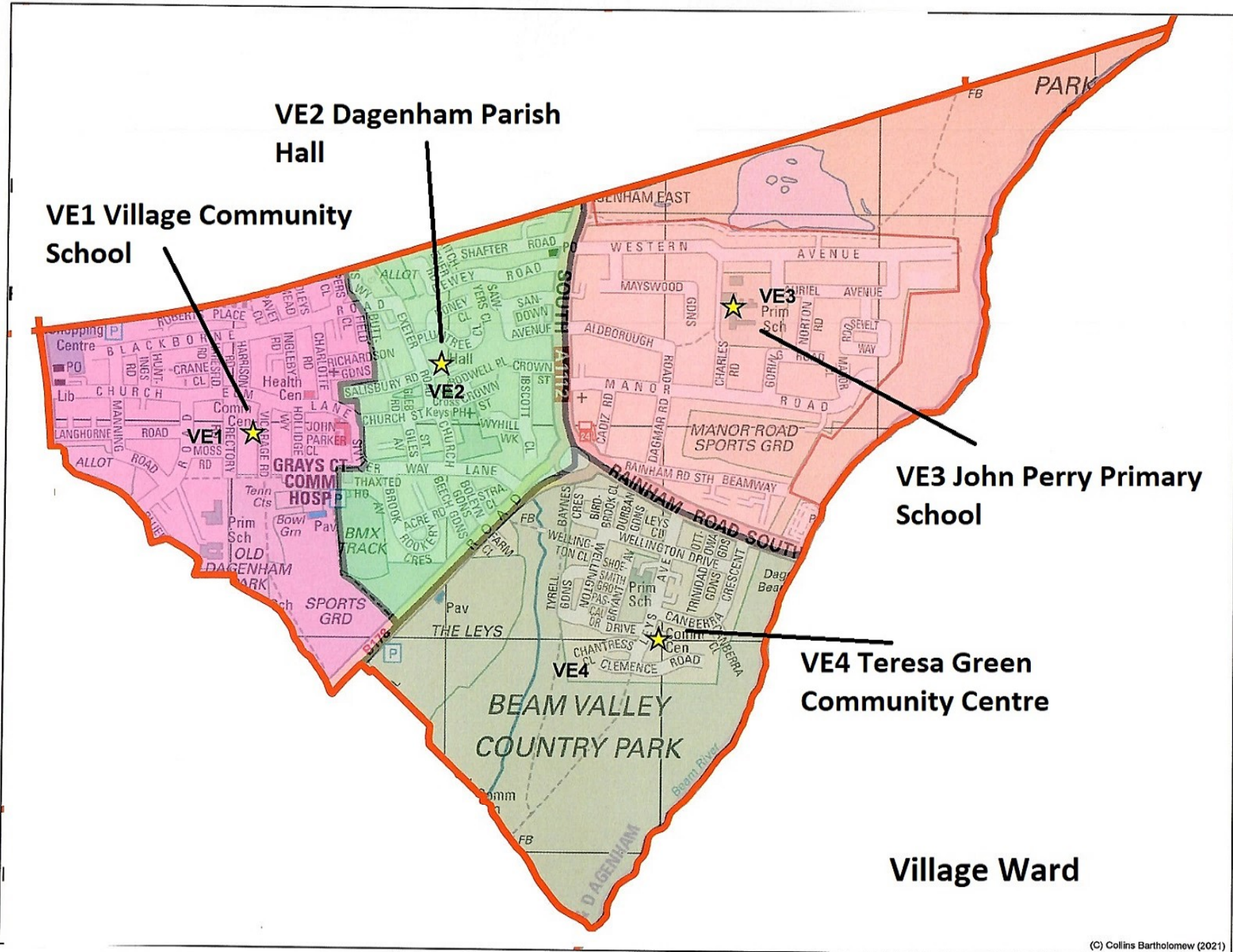
**BM2 Beam Primary
School**



Beam Ward

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