

## **Notice of Meeting**

### **ANNUAL ASSEMBLY**

**Wednesday, 15 May 2013 - 7:00 pm  
Council Chamber, Town Hall, Barking**

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

**Chair:** Councillor  
**Deputy Chair:** Councillor

Date of publication: 7 May 2013

Graham Farrant  
Chief Executive

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### **AGENDA**

- 1. Appointment of Chair and Deputy Chair**
- 2. Apologies for Absence**
- 3. 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.

- 4. Minutes - To confirm as correct the minutes of the meeting held on 25 February 2013 (Pages 1 - 11)**
- 5. Death of Councillor N S S Gill (Pages 13 - 14)**
- 6. Death of Mr Kevin Madden (Page 15)**
- 7. Death of Mr Bill Smith (Pages 17 - 18)**
- 8. Longbridge by election - 9 May 2013 - verbal report**

To congratulate and welcome the new councillor following their election as a member for Longbridge ward.

9. **Appointments to the Political Structure and Other Bodies - 2013/2014 (Pages 19 - 39)**
10. **Appointment of the Director of Public Health (Pages 41 - 45)**
11. **Adoption of Powers under London Local Authorities Act 2007 - Mail Forwarding Businesses (Pages 47 - 53)**
12. **Community Strategy 2013-2016 and Corporate Plan 2013-14 (Pages 55 - 77)**
13. **Members' Allowances Scheme 2013/2014 (Pages 79 - 88)**
14. **Annual Report of the Select Committees (Pages 89 - 100)**
15. **Motions (Pages 101 - 104)**
16. **Leader's Question Time**
17. **General Question Time**
18. **Any other public items which the Chair decides are urgent**
19. **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.***

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

## MINUTES OF ASSEMBLY

Monday, 25 February 2013  
(7:00 - 8:21 pm)

### PRESENT

Councillor N S S Gill (Chair)  
Councillor J Davis (Deputy Chair)

Councillor J L Alexander	Councillor S Ashraf
Councillor A Gafoor Aziz	Councillor R Baldwin
Councillor S J Bremner	Councillor P Burgon
Councillor L Butt	Councillor E Carpenter
Councillor J Clee	Councillor H J Collins
Councillor R Douglas	Councillor C Geddes
Councillor R Gill	Councillor D Hunt
Councillor M Hussain	Councillor A S Jamu
Councillor I S Jamu	Councillor E Kangethe
Councillor M A McCarthy	Councillor J E McDermott
Councillor M McKenzie MBE	Councillor M Mullane
Councillor E O Obasohan	Councillor J Ogungbose
Councillor B Poulton	Councillor H S Rai
Councillor A K Ramsay	Councillor L A Reason
Councillor C Rice	Councillor L Rice
Councillor D Rodwell	Councillor T Saeed
Councillor A Salam	Councillor L A Smith
Councillor S Tarry	Councillor D Twomey
Councillor G M Vincent	Councillor J Wade
Councillor L R Waker	Councillor P T Waker
Councillor J R White	Councillor M M Worby

### APOLOGIES FOR ABSENCE

Councillor S Alasia	Councillor G Barratt
Councillor J Channer	Councillor E Keller
Councillor G Letchford	Councillor D S Miles
Councillor T Perry	

#### **66. Declaration of Members' Interests**

Councillor Carpenter declared a disclosable pecuniary interest in relation to item 6 (Budget Framework 2013/14) in respect to her position as a member of the Governing Bodies of both the Barking and Dagenham FE and Adult Colleges, and that she had received a dispensation granted by the Monitoring Officer in accordance with the Members' Code of Conduct to allow her to take part in the discussion and/or vote on the matter.

Councillors N Gill and White declared a non-pecuniary interest in relation to item 15 (General Questions) in respect to their positions as members of the Governing Body of the Adult College.

## **67. Minutes (5 December 2012 and 14 January 2013)**

The minutes of the meetings held on 5 December 2012 and 14 January 2013 were confirmed as correct.

## **68. Barking & Dagenham Youth Forum Annual Report 2011/12**

The Assembly received and noted the annual report of the Barking & Dagenham Youth Forum (the Forum) introduced by Christine Pryor, Divisional Director of Targeted Support, who introduced the following Forum representatives – Paul Cox, Faraz Hanif, Alex Lau, Danya Lahmami, Florida Docu, Jade Ramsey, Rebecca Casey, Scarlett Ward and William Haggis, who in turn each spoke about the work of the Forum.

The Crime and Community Sub Group:

- Created short video interviews to be used as part of the National Citizens Summer project based on subjects of loitering and public security, poor bus provision and racism and discrimination.
- A filming project with interviews covering stereotyping, music influence, healthy eating and obesity. These films will be uploaded onto the Council's YouTube channel.
- Discussions with the local police about tensions and lasting problems from the riots in 2011. Custody suite tour, fire arms workshop and a stop and search monitoring group with a local Police Inspector
- Arc Theatre workshops looking at girls in gangs and sexual exploitation and domestic and sexual violence.

The Student Voice Sub Group have undertaken research into the support on offer to young people going through the transition from year 11 to 6<sup>th</sup> form, increased information for young people about to go through transition, as well as speaking to current 6<sup>th</sup> formers to gain their views.

The research included use of web sites as well as the issue of a questionnaire, the overall findings of which included young people requiring more detailed information on courses on offer to ensure students made the right choices, a better understanding of the changes in workload when moving up to 6<sup>th</sup> form, better support for independent learning, and the creation of a dedicated website providing a range of information.

The outcomes and findings from the research were presented to Consortium Heads, the Principal Adviser to Secondary Schools and the Divisional Director of Education.

Throughout the year the Young Inspectors Sub Group have carried out the following inspections

- Pharmacies to check on correct condom distribution
- Sydenham Centre over three dates to review sexual health services for young people
- Barking Police station on two occasions exploring the relationship between

- young people and police officers and how effective this relationship is
- Barking Learning Centre including a mystery shopper exercise in the library to identify more appropriate youth books
- Integrated Youth Service - a table top inspection of youth service behaviour, policies and codes of conduct, and
- London and Quadrant Housing Association- a successful bid to carry out in the coming months four inspections in partnership with L&Q. The bid has secured income for the service of £3,300

The following consultations have been carried out by the Forum:

- Seetec (Employment and Skills Training programme) looking at the barriers for young people engaging in employment and training in the Borough
- Completion of an on line survey about young people's perception of the House of Commons
- Community Cohesion Strategy
- Joint Strategic Needs Analysis
- Joint Health and Wellbeing Strategy
- Ofsted – “Have your say on how we inspect services to protect children”
- Borough catering
- Borough transport
- Pharmacies

Faraz Hanif was elected to represent the Forum on the UK Youth Parliament. He has attended two British Youth Council/UK YP conventions as well as the annual debate in the House of Commons in November 2012.

Other events that the Forum members have taken part in:

- Skills 4 Adulthood Day, an event run by Progress Project
- Children's Commissioner National Takeover Day, where young people shadowed the work of senior Council Officers
- A stand at the Town Show
- Team building day at Stubbers Outdoor Activity Centre
- The Chair of the Forum attended the Children's Services Select Committee throughout the year
- Attended the Paralympics
- The Forum, Progress Project and Skittlz (Children in Care) held a Q&A session with national, regional and local political leaders as part of Local Democracy Week in October 2012

Full Forum meetings were held in January 2012 when topics to focus on this year were discussed; in April 2012 when a question time session was held; and in July 2012 when the Forum visited the Houses of Parliament and met with Jon Cruddas MP.

In summing up, the representatives outlined comments made by other Forum members about the positive experiences they had gained from being involved.

Following questions from Members, the Assembly congratulated the representatives on their excellent presentation.

## 69. Budget Framework 2013/14

The Cabinet Member for Finance introduced the Council's proposed budget framework for 2013/14 which incorporated the following:

- The Medium Term Financial Strategy (MTFS) for 2013/14 to 2014/15
- The proposed General Fund budget for 2013/14
- The proposed level of Council Tax for 2013/14
- The financial outlook for 2014/15 onwards
- The draft Capital Programme for 2012/13 to 2015/16

Providing an overview of the budget the Cabinet Member advised that difficult decisions had again had to be made by Members to ensure that the Council maintained a robust and balanced budget, which protected as far as possible front line services, at a time when local residents are demanding the most from their Council services. Setting a two year budget has meant that it was possible for the Council to keep its Council Tax at the same level for the fifth and, subject to the prevailing financial circumstances at the time, a sixth consecutive year in 2014/15.

This year's budget has been set against the backdrop of the most extensive consultation exercise carried out by the Council including examination by the five Select Committees, Leader and Deputy Leader question times, a separate question time with young people as well as use of Facebook, Twitter and the Council's website. The response to the consultation showed the Council had listened to its residents by withdrawing or amending a range of proposals including support to the voluntary sector, sheltered housing schemes, the reinstatement of green waste collections and the anti-social behaviour team, to name but a few.

The budget has been set in the context of further larger cuts in core government funding, and those cuts are much higher than the misleading headlines announced by the Coalition which, based on the funding formula imposed on local authorities, means that this Council is underfunded by approximately £2.5m. Overall this Council has had to reduce its budgets over the four years 2010/11– 2014/15 to the order of £90m. In addition the changes to benefits such as Council Tax, housing benefit, bedroom tax and UC will remove in the order of £50m from the local economy.

Coalition policies have led to high unemployment with record youth unemployment, the potential for a triple dip recession, downgrading of the triple A credit rating, zero growth, more borrowing and higher energy prices, all of which has led to a reduction in living standards. Add to this the cut in the rate of tax for high earners, the tripling of tuition fees, the cut in EMA, the waste of money spent on electing Police Commissioners, reforming the NHS and the train franchise debacle, means this Government should put its own house in order before attacking local authorities.

The Cabinet Member commented that rather than simply cutting budgets and services, the Council has looked to be innovative in how it provides services to deliver efficiency savings whilst still delivering the things that matter to residents, such as making better use of children's centres, maximising the use of buildings and vehicles and income as well as exploring and implementing shared services

with other Councils. The Council gets excellent value for money by sharing its Chief Executive and Monitoring Officer. It has also continued prioritising savings in its senior management and support functions.

Acknowledging the importance of continuing to grow and invest in the Borough, the Cabinet Member highlighted a number of successes such as achieving the highest number of new homes which had been rewarded with additional grant monies, additional funding to meet the education needs of a growing population, improved financial health of the Borough, allowing for a small injection of cash in 2014/15, as well as the commitment to a freeze in Council Tax in 2013/14, and the intention to do likewise in 2014/15. This is being achieved against the backdrop of other things such as the London Mayor's transport fares and utility prices continuing to increase.

Finally, turning to capital the Cabinet Member explained that building on previous programmes the Council is committed to continue to invest in the infrastructure of the Borough with over £300m of expenditure planned over the next three years. Projects include a new leisure centre in Barking, improving schools and making more school places available, improving the condition of the housing stock and roads, building new affordable homes and developing new ways for residents to access services.

The Cabinet Member paid thanks to Members and officers alike for all their support and hard work to achieve a balanced budget.

The Divisional Director of Finance and Section 151 Officer reported that he has a statutory duty to ensure a balanced budget. To that extent each of the savings proposals had been analysed and he is therefore confident that the budget is sufficiently robust and sustainable to the extent that he is able to commend its adoption to the Assembly.

Accordingly the Assembly **AGREED:**

- (i) A base revenue budget for 2013/14 of £178.1m as detailed in Appendix A to the report;
- (ii) The adjusted Medium Term Financial Strategy (MTFS) position for 2012/13 to 2014/15 allowing for other known pressures and risks, as detailed in Appendix B to the report;
- (iii) The Statutory Budget Determination for 2013/14 as set out in Appendix C to the report, reflecting a freeze on the amount of Council Tax levied by the Council, plus the final precept announced by the Greater London Assembly on 25 February 2013 (1.2% reduction) as detailed in Appendix D to the report;
- (iv) The Council's Capital Programme for 2012/13 - 2015/16 as detailed in Appendix E to the report; and
- (v) Noted the Chief Finance (Section 151) Officer's recommendation to increase the minimum level of balances to £15m and reduce the base budget contingency held.

## **70. Localising Support for Council Tax in England - Final Scheme Amendment**

By Minute 63 the Assembly at an extraordinary meeting held on 14 January 2013 agreed the basis of a local Council Tax Support Scheme (the Scheme) to come into effect from 1 April 2013, a requirement of the Local Government Finance Act 2012. In adopting the Scheme, Assembly agreed to changes to empty property exemptions.

The Divisional Director of Finance and Section 151 Officer reported that since adopting the Scheme it had come to light that the basis of applying the exemptions did not comply with the requirements of the legislation, and therefore in those circumstances:

The Assembly **AGREED** that the discounts applicable to the London Borough of Barking and Dagenham Council Tax Support Scheme to be applied from 1 April 2013 be as follows:

- (i) Class A and B (furnished unoccupied property and second homes) - 10% for up to one month;
- (ii) Class C (unoccupied and unfurnished properties) - 100% discount for up to 1 month;
- (iii) Class D (properties undergoing major repair) - 10% discount for up to 12 months;
- (iv) Long Term Empty Properties - After two years empty a premium of 50% is charged;

To qualify for a discount Class A, B, C or D the property must qualify under the same rules that would have been required to qualify for the relevant exemption or discount prior to 1 April 2013.

## **71. Treasury Management Investment Strategy Statement 2013/14**

The Divisional Director of Finance and Section 151 Officer reported on the Council's draft Treasury Management Investment Strategy Statement for 2013/14 which set out the proposed borrowing limit for the year and a range of other aspects aimed at ensuring that the Council has prudent and robust arrangements in place to meet all of its financial commitments and responsibilities, in line with the requirements of Section 15(1)(a) of the Local Government Act 2003.

The Divisional Director commented on the Minimum Revenue Policy, Investment and Borrowing Strategies which were the key elements of the overall Strategy and advised that the particular changes proposed in these respects would be kept under constant review in the light of the continuing uncertainty in the global economy, including the credit rating downgrades in a number of countries.

Following responses to a number of questions in relation to capital reserves and the effect on investments following the recent announcement in the down grading of the country's triple A rating, the Assembly have:



**APPROVED** the Treasury Management Strategy Statement for 2013/14 at Appendix 1 to the report and, in doing so **AGREED**:

- (i) The current treasury position for 2012/13 and prospects for interest rates;
- (ii) The revised Authorised Borrowing Limit (General Fund and HRA) of £502m for 2012/13, which includes an estimated £15m borrowing to finance the 2012/13 Capital Programme;
- (iii) The Council's Borrowing Strategy, Debt Rescheduling Strategy and Policy on Borrowing in advance of need for 2013/14, including the effect on treasury management of HRA reform;
- (iv) The Minimum Revenue Policy Statement for 2013/14 setting out the Council's policy on repayment of debt;
- (v) The Authorised Borrowing Limit (General Fund and HRA) of £499m for 2013/14 as the statutory limit determined by the Council pursuant to section 3(1) of the Local Government Act 2003;
- (vi) The Treasury Management Indicators and Prudential Indicators for 2013/14; and
- (vii) The Annual Investment Strategy and Creditworthiness Policy for 2013/14, which outlined the investments that the Council may use for the prudent management of its investment balances.

## **72. Pay Policy Statement 2013/14**

The Assembly received a report on the draft Pay Policy Statement for the Council for 2013/14, introduced by the Cabinet Member for Adult Services and Human Resources

In accordance with the requirements of the Localism Act 2011 all local authorities are obliged to publish an annual statement of its pay policy, covering areas such as the level and elements of remuneration for each chief officer and the relationship between the remuneration of chief officers, other officers and its "lowest paid employees".

The Cabinet Member referred to the recent Cabinet decision that no permanent member of the Council's staff or agency worker should be paid less than £9 per hour (excluding those on apprenticeship schemes) in support of the Council's objective of raising average household incomes. In accordance with the "Fairness" provisions of the Policy taking into account both the minimum wage and the fact that the Chief Executive's salary is being shared with Thurrock means that the ratio between the highest and lowest paid employees in the Council has been reduced from 1:10 to 1:8.

Assembly **AGREED** to approve the Pay Policy Statement for the London Borough of Barking and Dagenham for 2013/14 as attached at Appendix A to the report.

### 73. Constitutional Arrangements for the Health and Wellbeing Board

The Cabinet Member for Health introduced this report explaining that under the Health & Social Care Act 2012 (the Act) there is a requirement for the Council to form a Health and Wellbeing Board, which will be an executive committee of the Council. Regulations have been published that further specify elements of the Board's operation.

The Board has been operating in shadow form since November 2010, during which time the future statutory status of the Board has been discussed on a number of occasions, both at the Board and in other forums.

The Health and Wellbeing Board will be an important new structure, within which the Council and its partners can work jointly on improving local health and social care services, and on improving the health and wellbeing of the local population. It is part of a series of reforms laid out in the Act, which together provide the Council with a central role in co-ordinating local health and social care activity. As a mechanism for democratic leadership of health and wellbeing locally, the new Board sits alongside the commissioning of patient involvement and advocacy services (principally the new 'Healthwatch' service), the Council's new responsibilities for leadership of public health, and the long-standing powers of health scrutiny.

In order to meet the Council's statutory obligations the report proposed a number of changes to the Council's Constitution under Parts B and C to cover the operation of the Health and Wellbeing Board. Looking at the membership of the Board a change has been proposed to the extent that the Cabinet Member for Finance will be replaced by the Cabinet Member for Crime, Justice and Communities.

Councillor McCarthy in reference to his personal circumstances explained that whilst he lived in the Borough, due to his post code his local GP practice falls within the remit of the Havering Health and Wellbeing Board and consequently any issues that he may have would have to be taken up with that Board. The Corporate Director of Adult Services is clear that the membership of the Council's Board accords with the requirements of the Regulations. However she will investigate the point as to the status of such GP practices that operate on the fringes of other surrounding boroughs in relation to which Health and Wellbeing Boards they are answerable to.

Accordingly the Assembly **AGREED:**

- (i) To the inclusion of the sections into the Constitution as set out in appendices A and B to the report.
- (ii) To receive a further report of any subsequent amendments required as part of the report to Annual Assembly in May 2013.
- (iii) Noted the expectation that the Health and Wellbeing Board will be subject to the scrutiny process, principally by the Health and Adult Services Select Committee, and
- (iv) To authorise the Council's Monitoring Officer to make any necessary consequential amendments to other areas of the Constitution, such as the Scheme of Delegation.

#### **74. Community Infrastructure Levy Draft Charging Schedule**

The Cabinet Member for Regeneration reported on the latest phase of the process to implement a Community Infrastructure Levy (CIL), which would largely take over from Section 106 planning agreements as the primary means of obtaining a contribution from developers towards new infrastructure requirements as a consequence of new developments.

The Cabinet Member referred to the changes that had been made in the light of responses to the initial, preliminary draft consultation process and advised that the next stage of the statutory process would involve consultation on the draft CIL and then submission for independent examination.

Having regard to both the proposed changes, benchmarking comparisons with other authorities as well as the overall timetable for adopting the CIL,

The Assembly **APPROVED** the Barking and Dagenham Community Infrastructure Levy Draft Charging Schedule as set out in the Appendix to the report for consultation and submission for examination.

#### **75. Management of Complaints relating to Councillors**

The Assembly received a report introduced by the Head of Legal and Democratic Services and Monitoring Officer (MO), setting out proposed Complaints Management Rules which would facilitate early resolution by the MO in discharging the duty to investigate and conclude complaints made against Members, particularly where such complaints were incomplete and lacked information.

The rules which require a uniformed presentation of complaints were considered and supported by the Standards Committee, and consequently

The Assembly **AGREED** to the adoption of the Complaints Management Rules as set out in Appendix A to the report for inclusion into the Councillors' Code of Conduct in Part E of the Council Constitution.

#### **76. Motions**

None.

#### **77. Leader's Question Time**

None.

#### **78. General Question Time**

##### **General Question 1 from Councillor Carpenter**

“Raising household incomes is one of our top priorities in Barking and Dagenham. To do this, we need to raise the skills levels of our residents. We still fall below national averages for qualifications. Without qualifications it is increasingly difficult

for adults to get jobs or better paid work.

However, the Coalition Government has brought in a new arrangement whereby adults over the age of 24 on Level 3 or 4 courses (equivalent to A levels or advanced apprenticeships) can apply for a loan to fund their courses. Although this sounds a good deal for students, there is a sting in the tail for our Adult College and Barking and Dagenham FE College.

Instead of receiving a grant for these courses, it appears that the Colleges will only receive funding for the courses if students draw down the loans. The College budgets are being reduced as a consequence.

What are the financial implications of this change in funding for our Adult College and Barking and Dagenham FE College?

Are there other implications and, if so, what are they?

What are the two Colleges doing to tackle the problems arising?"

**Councillor J White, Cabinet Member for Children's Services responded that:**

Councillor Carpenter is right that this new arrangement for funding learning for adults over the age of 24 will have to be watched very carefully. The immediate financial impact of the change is that the Adult College budget has been reduced by almost £99,000 and Barking College by £1.2m for the 2013/14 academic year.

The Government's expectation is that students will either have to pay the fees themselves or take out a loan. Students will not have to pay the fees up front and will only start to pay back if and when they earn over £21k per annum. There is no age limit and for some low paid workers this may mean they will never have to repay the loan.

As was stated in the question this is a new policy and we do not know what the impact will be. We are concerned that there will be fewer students on level 3 courses as a consequence. We are particularly concerned that adults with families to support may not want to burden the family with additional debt.

In a Borough with high levels of NEETs and low levels of adult attainment, this is a very unhelpful approach, which is unlikely to help our work with adults to acquire the skills they need for employment.

So what are the Colleges doing? Both have been supporting the national campaign to make the Government aware of the risks. Both have discussed this with their Governing Bodies and are raising awareness with students. Our focus now has to be giving good and accurate advice to those considering courses to help minimise potential risks and we are putting together a briefing pack for use in colleges, children's centres and by staff supporting adults into employment and training so that they are able to provide appropriate and helpful advice.

In conclusion, this is yet another nasty measure of this coalition Government targeting the poorer members of our community.

## **General Question 2 from Councillor McKenzie**

In view of the disturbing news sweeping the country about horse meat, what measures are being taken by our Trading Standards Officers to ensure that horse meat is not entering the food chain in Barking and Dagenham?

Can you reassure our residents that we are first post the post in tackling this serious food crime problem?"

**Councillor J Alexander, Cabinet Member for Crime, Justice and Communities responded that:**

Following the announcement about the potential contamination of certain food products with horsemeat the Council took immediate steps to ensure the safety and welfare of children, vulnerable people and customers. Precautionary measures were taken to withdraw meals containing processed beef from menus immediately and check that suppliers could trace and authenticate the sources of their products.

The Council will not be relaxing its controls for the present and will continue to take any further steps we think are necessary to ensure the food served to children, vulnerable people and the general public is free from contamination.

In conclusion the Government has been criticised for being slow to react to the horsemeat scandal and advice to consumers has been limited. The Council has been proactive in taking sensible precautions in the light of the scandal. We would like to reassure residents and customers alike, that we will continue to take all necessary steps to make sure that the food we serve is safe and does not contain horsemeat.

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The meeting closed at 8.21 pm.

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## ANNUAL ASSEMBLY

15 May 2013

<b>Title:</b> Death of Councillor Nirmal Singh Sher Gill	
<b>Report of:</b> Graham Farrant, Chief Executive	
<b>Open</b>	<b>For Information</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> No
<b>Report Author:</b> John Dawe, Group Manager Democratic Services	<b>Contact Details:</b> Tel: 020 8227 2135 E-mail: <a href="mailto:john.dawe@lbbd.gov.uk">john.dawe@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b>	Fiona Taylor Head of Legal and Democratic Services
<b>Accountable Director:</b>	The Chief Executive
<p><b>Summary:</b></p> <p>The Assembly is asked to note with deep regret that Councillor Nirmal Singh Sher Gill passed away on Monday, 25 February 2013 and was cremated at the City of London Crematorium on Thursday, 7 March 2013.</p> <p>Born in Jagat – Pur a small village in Punjab, India, Councillor Gill came to the UK and settled in Barking in 1968. He attended college whilst working at Telephone Cable Limited and Ford Motor Company in Dagenham and spent a considerable time during his later self-employed work in retail business which demonstrated his dedication to serve in the community.</p> <p>Councillor Gill was Councillor for the Longbridge ward from 1990. At the time of his death he was the serving Chair of the Assembly, the Deputy Chair of Ceremonial Council, as well as a Member of the Pensions Panel, Personnel Board, Development Control Board and Member Development Group. In addition Councillor Gill served on numerous school governing bodies for over 20 years, the Council for Voluntary Services, London Valuation Tribunal and the Singh Sabha London East Gurdwara. He was an active member of the Racial Equality Council for over 25 years and at the time of his death was the Vice Chair. He promoted and practised equality and community cohesion at all times.</p> <p>During his time on the Council he served in a number of capacities including Personnel Board (Chair 2007-09 and Deputy Chair 2010-11), Vice Chair of the Education Committee, as well as a Member of the Standards Committee, Community Housing Partnership, Admissions Forum, Establishment, General Purposes and Finance Committee, Health &amp; Adult Services Select Committee, Local Strategic Partnership Board and the Licensing &amp; Regulatory Board.</p> <p>Councillor Gill's ambition was to become Mayor and "First Citizen of the Borough" which he achieved in 2010-11, whereupon he continued his commitment to promote community</p>	

cohesion. Councillor Gill chose 'Help for Heroes' as his charity for the mayoral year and raised more than £34,000 – the largest amount ever for any LBBD Mayor.

He was a founding member and former secretary of the Singh Sabha Kabaddi Sports Club established in 1978 and was actively involved in arranging the annual sports tournament, which attracts over 7,000 spectators from all sections of the community, promoting good relations between young people of different backgrounds.

Councillor Gill routinely organised for Council officers, Councillors, school children and police officers to visit the Sikh Gurdwara. This increased everyone's knowledge and enhanced mutual understanding.

As Mayor, Councillor Gill brought people together at a range of functions and attended a record 500+ engagements. This included those with Scout and Guide groups, homeless people, young drummers, people with disabilities, Muslim, Jewish, Christian, Sikh, Hindu and various business groups, all of which demonstrated his personal commitment to breaking down barriers between communities and promoting understanding.

Councillor Gill also promoted the borough and community cohesion whenever attending International mayoral engagements.

When the Royal Anglian Regiment returned from Afghanistan and paraded in the borough, he took the salute in the presence of the Queen's representative. This was a powerful symbol of community cohesion.

Councillor Gill helped raise and present donations (£20,000 & £7,000) to the Indian and Pakistani High Commissioners respectively for flood relief and to promote positive links with Britain. He had very strong links with his family in India and visited school children in his village in India on a regular basis, where he supported educational initiatives via financial donations. Councillor Gill received a number of prestigious honours from India including the Mother India International, Hind Rattan, Village Man and the Glory of India Awards.

Despite his many community roles and commitments, Councillor Gill always had time to support his colleagues, providing guidance through his extensive knowledge of the Council and the community. He championed and attended councillor learning events, humbly maintaining that he always had more to learn. Councillor Gill was always approachable and did not seek the limelight, yet he was willing to share his views when required.

Councillor Gill's commitment to community cohesion, education, equality and diversity are reflected in his achievements and in the many positions he was elected to on the Council over 19 years. He will be greatly missed by colleagues and officers alike.

#### **Recommendation/Reason**

The Assembly is asked to stand for a minute's silence as a mark of respect.



## ANNUAL ASSEMBLY

15 May 2013

<b>Title:</b> Death of Kevin Madden, former Independent Chair of Standards Committee	
<b>Report of:</b> Graham Farrant, Chief Executive	
<b>Open</b>	<b>For Information</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> No
<b>Report Author:</b> Margaret Freeman Senior Democratic Services Officer	<b>Contact Details:</b> Tel: 020 8227 2638 E-mail: <a href="mailto:margaret.freeman@lbbd.gov.uk">margaret.freeman@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b>	Fiona Taylor Head of Legal and Democratic Services
<b>Accountable Director:</b>	The Chief Executive
<p><b>Summary:</b></p> <p>The Assembly is asked to note with deep regret that Kevin Madden, the former Independent Chair of the Standards Committee passed away on 27 March 2013 and was cremated at South Essex Crematorium on Wednesday 10th April.</p> <p>Kevin was appointed as an Independent Member of the Standards Committee on 14 May 2008 and as Independent Chair on 11 October 2010 until 30 June 2012 when his term of office expired.</p> <p>Kevin began his career in local government at the London Borough of Havering as the first corporate administrative trainee. He moved from Havering in 1982 to take up the post of Head of Information Services at Harlow District Council, retiring in 2005 as Harlow's Deputy Chief Executive.</p> <p>Throughout his career Kevin worked tirelessly to promote openness and high ethical standards, working with the Institution of Local Government Studies to produce one of the first Citizens' Charters and liaising with the Local Government Ombudsman on a complaints procedure which was used as a model by councils throughout the country.</p> <p>Kevin brought his knowledge and experience to the Standards Committee, working with and supporting Elected Members and other Independent Members. He always made time for Members and officers alike; indeed he attended in excess of 70 meetings, including the Assembly. His sense of fairness, good humour and ability to understand the role of members in the community made him an ideal chair of the Standards committee. He will be greatly missed.</p>	
<p><b>Recommendation/Reason:</b> The Assembly is asked to note the report.</p>	

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## ANNUAL ASSEMBLY

15 MAY 2013

<b>Title:</b> Death of Bill Smith, former Chief Executive	
<b>Report of:</b> The Chief Executive	
<b>Open</b>	<b>For Information</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> No
<b>Report Author:</b> John Dawe, Group Manager Democratic Services	<b>Contact Details:</b> Tel: 020 8227 2135 E-mail: <a href="mailto:john.dawe@lbbd.gov.uk">john.dawe@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b>	<b>Fiona Taylor Head of Legal and Democratic Services</b>
<b>Accountable Director:</b>	<b>Graham Farrant, Chief Executive</b>
<p><b>Summary:</b></p> <p>The Assembly is asked to remember Bill Smith, the former Chief Executive who passed away on 28 May 2012 following a long battle with cancer.</p> <p>This is the first Annual meeting of the Assembly since his passing and it is fitting to record a tribute to Bill to recognise his significant contribution and dedication to the Borough.</p> <p>Bill Smith retired from the Council on 8 May 2000 following a total of 27 years service with the Borough. He first joined the former London Borough of Barking in 1971 as the Chief Mechanical and Electrical Engineer and continued working for the Borough until 1983 when he left to join the London Borough of Hackney. Bill returned in 1985 as the Assistant Borough Engineer and following a reorganisation of departmental structures, became the Controller of Development and Technical Services in 1988.</p> <p>As Clerk to the East London Waste Authority Bill was instrumental in establishing an integrated waste management contract, transforming the way waste services and recycling was delivered in the Authority.</p> <p>He was appointed to the post of the first Chief Executive of Barking and Dagenham in 1992. Bill lead the Authority from the era of the traditional Town Clerk at a time of tremendous change in local government not least leaving the legacy of having overseen and supported Members through the changes in meeting structures brought about by the Local Government Act 2000.</p> <p>During his time as both the Controller of Development and Technical Services and subsequently as Chief Executive, Bill oversaw a number of significant regeneration projects including the development of the Barking Northern Relief Road, Vicarage Fields, Eastbrookend Country Park, the Barking Barrage, the Abbey Sports Centre,</p>	

Goresbrook Leisure Centre as well as Barking Reach, one of the flagship housing developments of the Thames Gateway, and in the lead up to his retirement he became the interim CE of Thames Gateway London Partnership. During his time as the Chief Executive he also served as a director to a number of then Boards including Aveley Methane, LETEC and the Area Health Committee.

Bill will be fondly remembered for his common touch and warmth of personality. He leaves a loving family including two loving daughters, Cheryl and Angela.

**Recommendation**

The Assembly is asked to note the report.

**THE ANNUAL ASSEMBLY**

**15 MAY 2013**

<b>Title: APPOINTMENTS TO THE POLITICAL STRUCTURE AND OTHER BODIES 2013/14</b>	
<b>Report of: The Chief Executive</b>	
<b>Open</b>	<b>For Decision</b>
<b>Wards Affected: None</b>	<b>Key Decision: No</b>
<b>Report Author: John Dawe Group Manager Democratic Services</b>	<b>Contact Details: Tele: 020 8227 2135 Email: john.dawe@lbbd.gov.uk</b>
<b>Accountable Divisional Director:</b>	<b>Fiona Taylor, Head of Legal and Democratic Services</b>
<b>Accountable Director:</b>	<b>Graham Farrant, Chief Executive</b>
<p><b>Summary:</b></p> <p>The Assembly is responsible for appointments to the political structure and various other internal and external bodies. The various positions to which appointments are required are set out in the attached <b>Appendices A-D</b>. <b>Appendix E</b> is attached for information.</p> <p>The appointment of the Mayor and the Mayor's Chaplain will be dealt with at the Ceremonial Council on 17 May 2013.</p>	
<p><b>Recommendation(s)</b></p> <p>The Assembly is recommended to:</p> <ol style="list-style-type: none"> <li>1. Agree the membership of the various Council meetings (Appendix A);</li> <li>2. Appoint the Chairs and Deputy Chairs and Lead and Deputy Lead Members (Appendix B);</li> <li>3. Appoint the representatives on various internal and external bodies (Appendix C);</li> <li>4. Appoint the Trustees of Local Charities (Appendix D); and</li> <li>5. Note the statutory Co-opted Members (Appendix E);</li> </ol>	
<p><b>Reason(s)</b></p> <ol style="list-style-type: none"> <li>1. To meet statutory and constitutional requirements and to ensure relevant positions are appointed to enable the Council to proceed with business reserved to committees.</li> <li>2. To ensure appropriate representation on internal and external meetings and other bodies.</li> </ol>	

## **1. Introduction and Background**

- 1.1 The Assembly is responsible for appointments to the political structure and various other internal and external bodies.
- 1.2 The appointments meet statutory and constitutional requirements and ensure the Council is able to proceed with the business reserved to the committees.

## **2. Proposal and Issues**

- 2.1 The various positions to which appointments are required for the municipal year 2013/2014 are set out in the attached **Appendices A-D**.
- 2.2 **Appendix E** is attached for information and sets out details of Statutory Co-opted Members. The Church of England Representative has resigned with effect from 11 April 2013. A replacement is currently being sought and will be reported to Assembly for ratification in due course.

## **3. Options Appraisal**

- 3.1 Any delay in reappointing Members to the various meetings and other bodies puts the normal decision making process and business of the Council at risk.

## **4. Consultation**

- 4.1 Consultation has taken place with Members and officers as appropriate.

## **5. Financial Implications**

Implications completed by: Carl Tomlinson, Group Manager, Finance & Resources  
Telephone and email: 020 8227 2346 [carl.tomlinson@lbbd.gov.uk](mailto:carl.tomlinson@lbbd.gov.uk)

- 5.1 There are no financial implications associated with this report. This concerns the annual appointment of elected Members to existing Boards and Committees; and there are no changes in terms of the number of representatives or Boards (or the running cost therein).

## **6. Legal Implications**

Implications completed by: Paul Feild Corporate Governance Lawyer

Telephone and email: 020 8227 3133 [paul.feild@lbbd.gov.uk](mailto:paul.feild@lbbd.gov.uk)

- 6.1 The Assembly is a meeting of full council for the purposes of Section 8 and Schedule 12 of the Local Government Act 1972.
- 6.2 This meeting of the Assembly is the annual meeting where the council decides on the overall political structure (the Member meetings of the council) and appoints the memberships (including any co-opted or independent persons). These appointments are for the Chair and Deputy Chair and memberships of committees of the council. They are appointed for one year and are reviewed annually by the

Assembly. The Local Government and Public Involvement in Health Act 2007 provides that the Leader of the Council is now appointed for his full term of office and he is empowered to appoint the members of Cabinet and to approve their portfolios.

6.3 The Scheme of Delegation in the Council's Constitution sets out the basis for delegation under Section 101 of the Local Government Act 1972, Section 15 of the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) Regulations 2000. The appointments in this report meet statutory and constitutional requirements and ensure the Council is able to proceed with the business reserved to each committee.

7. **Other Implications - n/a**

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

**List of appendices:**

- Appendix A -      Councillor Membership of Council Meetings 2013/2014**
- Appendix B -      Chairs and Deputy Chairs, Lead Members and Deputy Lead Members 2013/2014**
- Appendix C -      Councillor Representation on various internal and external bodies 2013/2014**
- Appendix D -      Trustees of Local Charities 2013/2014**
- Appendix E -      Statutory Co-opted Members 2013/2014**

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## COUNCILLOR MEMBERSHIP OF COUNCIL MEETINGS 2013/2014

**THE ASSEMBLY** All 51 Councillors

**THE CEREMONIAL COUNCIL** All 51 Councillors

**DEVELOPMENT CONTROL BOARD – 17 Seats (1 per ward) plus the Cabinet Member for Regeneration – Cllr Geddes**

Councillors Alasia, Clee, Geddes, Hunt, Hussain, IS Jamu, McCarthy, McDermott, Miles, Ogungbose, Perry, Poulton, C. Rice, Salam, Tarry, Twomey, Waker – 1 Vacancy Longbridge Ward

**LICENSING AND REGULATORY BOARD – 10 Seats**  
Councillors

### **HEALTH AND WELLBEING BOARD**

**Cabinet Member for Health** – Cllr Worby (Chair), **Cabinet Member for Adult Services & HR** – Cllr Reason, **Cabinet Member for Children's Services** – Cllr White, **Cabinet Member for Crime, Justice & Communities** – Cllr Alexander

**PERSONNEL BOARD – 9 Seats (3 Members per board)**  
Councillors

Each board meeting to comprise the Chair and Deputy Chair plus a third member from the overall panel. In the event that the Chair or Deputy Chair cannot attend a meeting, another Member will be drawn from the panel. As far as possible, however, the Chair and Deputy Chair will attend all meetings for consistency.

### **PENSIONS PANEL - 6 Seats**

Councillors R Gill (Chair), Douglas (Deputy Chair), Obasohan, Ogungbose, Wade – **1 vacancy**

The Panel comprises the Cabinet Member for Finance plus five Councillors appointed to May 2014. **There is one vacancy to be appointed for one year to May 2014.**

**STANDARDS COMMITTEE – 6 seats**  
Councillors

**Lead Members of the Select Committees are appointed to May 2014**

**CHILDREN'S SERVICES SELECT COMMITTEE – 9 Seats**  
Councillor Letchford (Lead Member),

**HEALTH AND ADULT SERVICES SELECT COMMITTEE – 9 Seats**  
Councillor Alasia (Lead Member),

**LIVING AND WORKING SELECT COMMITTEE – 9 Seats**

Councillor Channer (Lead Member),

**SAFER AND STRONGER COMMUNITY SELECT COMMITTEE – 9 Seats**

Councillor Mullane (Lead Member),

**PUBLIC ACCOUNTS AND AUDIT SELECT COMMITTEE – 6 Seats made up of each of the Lead Members of the four other Select Committees plus two additional Councillors**

Councillors A S Jamu (Lead Member), ..... (Deputy Lead Member), Alasia, Channer, Letchford and Mullane.

## CHAIRS AND DEPUTY CHAIRS 2013/2014

<b>Quasi-Judicial:</b>	<b>Chair</b>	<b>Deputy Chair</b>
<b>Development Control Board</b>	Councillor	Councillor
<b>Licensing and Regulatory Board</b>	Councillor	Councillor
<b>Personnel Board</b>	Councillor	Councillor

<b>The Select Committees:</b>	<b>Lead Member (for a term of 2 years – May 2012 to May 2014)</b>	<b>Deputy Lead Member</b>
<b>Children's Services</b>	Councillor Letchford	Councillor
<b>Health and Adult Services</b>	Councillor Alasia	Councillor
<b>Living and Working</b>	Councillor Channer	Councillor
<b>Safer and Stronger</b>	Councillor Mullane	Councillor
<b>Community</b>		
<b>Public Accounts and Audit</b>	Councillor A S Jamu	Councillor

<b>All Member Meetings:</b>	<b>Chair</b>	<b>Deputy Chair</b>
<b>Assembly</b>	Councillor	Councillor
<b>Ceremonial Council</b>	The Mayor is automatically appointed as the Chair of the Ceremonial Council	The Chair of the Assembly is the Deputy Chair of the Ceremonial Council

	<b>Chair</b>	<b>Deputy Chair</b>
<b>Cabinet</b>	The Leader of the Council is automatically appointed as the Chair of the Cabinet	The Deputy Leader of the Council is automatically appointed as the Deputy Chair of the Cabinet

<b>Other Meetings:</b>	<b>Chair</b>	<b>Deputy Chair</b>
<b>Pensions Panel</b>	The Cabinet Member for Finance is automatically appointed as Chair	Councillor
<b>Standards Committee</b>	Councillor	Councillor

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COUNCIL REPRESENTATION ON VARIOUS INTERNAL AND EXTERNAL BODIES 2013/14

**Key:**

- ACS - Adult and Community Services Department
- CE - Chief Executive
- ChS - Children Services Department
- FRS - Finance and Resources Department
- HES - Housing and Environment Services

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<b>Admissions Forum</b>	The Cabinet Member for Children's Services plus 4 Councillors (4 year appointments)	Cllr J White Cllr Poulton Cllr Rai Cllr Saeed Cllr Salam	ChS Jane Hargreaves Ext 2686
<b>Barking and Dagenham Council for Voluntary Services</b>	Relevant Cabinet Member (Crime, Justice & Communities)	Cllr Alexander	ACS Glynis Rogers Ext 2827
<b>Barking and Dagenham Partnership:</b>			
<ul style="list-style-type: none"> <li>• Children's Trust</li> </ul>	Relevant Cabinet Member (Children's Services)	Cllr White	ChS Meena Kishinani Ext 3507

APPENDIX C

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<ul style="list-style-type: none"> <li>Community Safety Partnership</li> </ul>	Relevant Cabinet Member (Crime Justice and Communities)	Cllr Alexander	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> <li>Skills, Jobs and Enterprise Board</li> </ul>	Relevant Cabinet Member (Regeneration)	Cllr Geddes	FRS Jeremy Grint Ext 2443
<b>Barking and Dagenham Safeguarding Adult's Board</b>	Relevant Cabinet Member (Adult Services and Human Resources)	Cllr Reason	ACS Glynis Rogers Ext 2827
<b>Barking and Dagenham Safeguarding Children Board</b>	Relevant Cabinet Member (Children's Services)	Cllr White	ChS Meena Kishinani Ext 3507
<b>Barking Riverside Community Interest Company</b>	Relevant Cabinet Member (Regeneration) One Councillor appointed by Cabinet Member One Thames Ward Councillor as substitute representative	Cllr Geddes  Cllr Ashraf  <i>Cllr Channer or Poulton</i>	FRS Jeremy Grint Ext 2443

**APPENDIX C**

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<b>Barking Riverside Limited Board</b>	Relevant Cabinet Member ( Regeneration) (observer status only)	Cllr Geddes	FRS Jeremy Grint Ext 2443
<b>Community Legal Advice Centre</b>	2 Councillors 2 year appointment	Cllr Keller Cllr Ogungbose (May 2012 – May 2014) (May 2012 – May 2014)	ACS Glynis Rogers Ext 2827
<b>Corporation of Barking &amp; Dagenham College</b>	1 Councillor (4 year appointment)	Cllr Carpenter (Dec 2011 – Nov 2015)	ChS Helen Jenner Ext 5800
<b>East London Housing Partnership</b>	Relevant Cabinet Member Housing	Cllr P Waker	HES Ken Jones Ext 5703
<b>East London Solutions Leaders' Group</b>	Leader of the Council	Cllr Smith	FRS Jonathan Bunt Ext 8427
<b>East London Solutions Members' Review Group</b>	Two Councillors plus two deputies nominated by the Leader	Cllr Cllr Cllr Cllr	FRS Jonathan Bunt Ext 8427
<b>East London Waste Authority</b>	Relevant Cabinet Member Environment plus 1 Councillor	Cllr McCarthy Cllr	HES Robin Payne Ext 5660

**APPENDIX C**

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<b>Elevate Limited Liability Partnership Board</b>	Relevant Cabinet Member (Customer Services) plus 1 Councillor as deputy to be appointed by the Cabinet Member	Cllr Collins  Cllr	FRS  Jonathan Bunt Ext 8427
<b>Elevate Strategic Partner Board</b>	Relevant Cabinet Member Finance as Chair plus Relevant Cabinet Member (Customer Services) - and 1 non-cabinet Councillor	Cllr R Gill  Cllr Collins  Cllr	FRS  Jonathan Bunt Ext 8427
<b>Employee Joint Consultative Committee</b>	Relevant Cabinet Member (Adult Services & Human Resources) plus 5 Councillors	Cllr Reason Cllr Cllr Cllr Cllr Cllr	FRS Martin Rayson Ext 3113
<b>Employee Joint Health, Safety and Wellbeing Committee</b>	Relevant Cabinet Member (Adult Services & Human Resources) plus 3 Councillors	Cllr Reason Cllr Cllr Cllr	FRS Martin Rayson Ext 3113
<b>Greater London Enterprise</b>	Relevant Cabinet Member (Regeneration)	Cllr Geddes	FRS Jeremy Grint Ext 2443



APPENDIX C

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
Housing Forum - Barking	One Councillor per Ward with voting rights.	<p><b>Barking</b></p> <p>Cllr Abbey Cllr Becontree Cllr Eastbury Cllr Gascoigne Cllr Goresbrook Cllr Longbridge Cllr Mayesbrook Cllr Thames</p>	HES Ken Jones Ext 5703
Housing Forum – Dagenham	One Councillor per Ward with voting rights.	<p><b>Dagenham</b></p> <p>Cllr Alibon Cllr Chadwell Heath Cllr Eastbrook Cllr Heath Cllr Parsloes Cllr River Cllr Village Cllr Valence Cllr Whalebone</p>	HES Ken Jones Ext 5703
<b>Joint Committee of the London 2012 Olympic and Paralympic Host Boroughs</b>	Leader of the Council Relevant Cabinet Member (Regeneration) plus 2 deputy Councillors appointed by the Leader	Cllr Smith Cllr Geddes Cllr Cllr	CE Graham Farrant Ext 2137

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<p><b>Local Development Framework Steering Group</b></p>	<p>The Leader of the Council and Relevant Cabinet Member(s) :</p> <ul style="list-style-type: none"> <li>❖ Regeneration</li> <li>❖ Adult Services and Human Resources</li> <li>❖ Health (voting Members)</li> </ul> <p>Plus: The Chair and Deputy-Chair of the Development Control Board (non-voting)</p>	<p>Cllr Smith</p> <p>Cllr Geddes Cllr Reason Cllr Worby</p> <p>Cllr Cllr</p>	<p>FRS Jeremy Grint Ext 2443</p> <p>FRS Jeremy Grint Ext 2443</p>
<p><b>Local Government Association</b></p>			
<ul style="list-style-type: none"> <li>• General Assembly</li> </ul>	<p>Leader Deputy Leader plus 2 Councillors</p>	<p>Cllr Smith Cllr R Gill  Cllr Cllr</p>	<p>CE Graham Farrant Ext 2137</p>
<ul style="list-style-type: none"> <li>• Urban Commission</li> </ul>	<p>2 Councillors</p>	<p>Cllr Cllr</p>	<p>FRS Jeremy Grint Ext 2443</p>

**APPENDIX C**

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<p><b>London Borough of Barking and Dagenham Adoption and Permanence Panel</b></p>	<p>1 Councillor (3 year appointment)</p>	<p>Cllr  (May 2013-May 2016)</p>	<p>ChS Christopher Martin Ext 2233</p>
<p><b>London Borough of Barking and Dagenham Fostering Panel</b></p>	<p>2 Councillors (3 year appointments)</p>	<p>Cllr Cllr  (May 2013 – May 2016) (Dec 2013 – May 2016)</p>	<p>ChS Christopher Martin Ext 2233</p>
<p><b>London Councils</b></p>			
<ul style="list-style-type: none"> <li>Leaders' Committee</li> </ul>	<p>Leader of the Council  plus 2 named deputies to be appointed by the Leader</p>	<p>Cllr Smith  Cllr Cllr</p>	<p>CE Graham Farrant Ext 2137</p>
<ul style="list-style-type: none"> <li>Transport and Environment Committee (Associated Joint Committee)</li> </ul>	<p>Relevant Cabinet Member - Environment  plus up to 4 named deputies to be appointed by the Cabinet Member</p>	<p>Cllr McCarthy  Cllr Cllr Cllr Cllr</p>	<p>HES Robin Payne - Ext 5660  FRS Jeremy Grint – Ext 2443</p>

APPENDIX C

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<ul style="list-style-type: none"> <li>Grants Committee (Associated Joint Committee)</li> </ul>	Relevant Cabinet Member Crime Justice and Communities plus up to 4 named deputies ( <b>who must be Cabinet Members</b> ) to be appointed by the Cabinet Member	Cllr Alexander  Cllr Cllr Cllr Cllr	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> <li>Greater London Employment Forum</li> </ul>	Relevant Cabinet Member (Adult Services and Human Resources) plus 1 deputy	Cllr Reason  Cllr	FRS Martin Rayson Ext 3113
<ul style="list-style-type: none"> <li>Children and Young People Borough Lead Member</li> </ul>	Relevant Cabinet Member Children's Services	Cllr White	ChS Meena Kishinani Ext 3507
<ul style="list-style-type: none"> <li>Crime and Public Protection Borough Lead Member</li> </ul>	Relevant Cabinet Member Crime, Justice and Communities	Cllr Alexander	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> <li>Culture &amp; Tourism Borough Lead Member</li> </ul>	Relevant Cabinet Member (Leader's portfolio)	Cllr Smith	ACS Paul Hogan Ext 3576

**APPENDIX C**

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<ul style="list-style-type: none"> <li>Economic Development / Regeneration Borough Lead Member</li> </ul>	Relevant Cabinet Member Regeneration	Cllr Geddes	FRS Jeremy Grint Ext 2443
<ul style="list-style-type: none"> <li>Health and Adult Services Borough Lead Member(s)</li> </ul>	Relevant Cabinet Members ❖ Health ❖ Adult Services and Human Resources	Cllr Worby Cllr Reason	ACS Glynis Rogers Ext 2827
<ul style="list-style-type: none"> <li>Housing Borough Lead Member</li> </ul>	Relevant Cabinet Member - Housing	Cllr P Waker	HES Ken Jones Ext 5703
<ul style="list-style-type: none"> <li>Planning Borough Lead Member</li> </ul>	Relevant Cabinet Member - Regeneration	Cllr Geddes	FRS Jeremy Grint Ext 2443
<b>London Road Safety Council</b>	2 Councillors (2 year appointment)	Cllr I S Jamu (May 2012-May 2014) Cllr Salam (May 2012-May 2014)	HES Robin Payne Ext 5660
<b>May &amp; Baker Eastbrook Community Club</b>	3 Eastbrook Ward Councillors (co-terminus with Borough elections)	Cllr P Burgon (to May 2014) Cllr A Ramsay (to May 2014) Cllr M McCarthy (to May 2014)	ACS Paul Hogan Ext 3576

**APPENDIX C**

Organisation	Representation required	Representation 2013/14 (1 year unless specified)	Lead Department & Corporate Director or Divisional Director
<b>Members' Corporate Parent Group</b>	1 Councillor (appointed by the Relevant Cabinet Member –Children's Services) – co-terminus with Borough elections	Cllr Letchford (to May 2014)	ChS Christopher Martin Ext 2233
<b>Public Transport Liaison Group</b>	Relevant Cabinet Member (Environment) plus 1 Councillor to be appointed by Cabinet Member	Cllr McCarthy  Cllr	FRS Jeremy Grint Ext 2443
<b>Registered Provider Forum (formerly Registered Social Landlord Forum)</b>	Relevant Cabinet Member (Housing) plus 2 Councillors to be appointed by the Cabinet Member	Cllr P Waker  Cllr Cllr	HES Ken Jones Ext 5703
<b>Reserve Forces and Cadets Association for Greater London</b>	The Leader or Deputy Leader of the Council	Cllr Smith or Cllr R Gill	ChS Meena Kishinani Ext 3507
<b>Schools Investment Board</b>	Relevant Cabinet Members: ❖ Finance ❖ Children's Services ❖ Regeneration	Cllr R Gill Cllr White Cllr Geddes	ChS Helen Jenner Ext 5800  FRS: Jonathan Bunt Ext 8427

**TRUSTEES OF LOCAL CHARITIES – 2013/2014****Barking General Charities**

The Barking General Charities consists of a number of ancient charities which are now administered, as far as Barking is concerned, under a scheme made by the Charity Commissioners on 27 May 1898. Mrs D Wallace acts as the Clerk. The area of benefit is Barking.

There are 7 trustees, 2 of whom are appointed by the Council annually.

**Councillors and (May 2013-May 2014)**

**Barking and Ilford United Charities**

An amalgamation of the Barking General Charities and Ilford General Charities and its function is to administer the almshouses in Barking. Mrs D Wallace acts as the Clerk.

There are 7 trustees, 2 of whom are appointed by the Council annually.

**Councillors and (May 2013-May 2014)**

**Colin Pond Bursaries for Higher Education**

The Colin Pond Bursaries for Higher Education provides students with bursaries to continue into higher education.

The trustees are the Cabinet Member for Children's Services, the Divisional Director of Finance, the Corporate Director of Children's Services and the Head of Legal and Democratic Services.

**Dagenham United Charity**

The Dagenham United Charity gives financial assistance to those in need at Christmas time and the area of benefit is the former Borough of Dagenham as at 1921 to 1924.

There are five trustees, four of whom are appointed by the Council and may be, but do not need to be, elected Members of the Council. They are elected for a four year term of office:

**Councillors Mullane, Reason, Smith and L Waker (May 2010-May 2014)**

**King George V Silver Jubilee Trust Fund**

This applies the net income from investments for the purpose of relieving cases of need, hardship or distress of children resident in the area.

The trustees are the Mayor and the former Director of Social Services. There is no specific term of office.

**The Kallar Lodge Trust Fund (formerly The Brocklebank Lodge Trust Fund)**

This was established some years ago following a bequest to Brocklebank Lodge. Following approval by the Charity Commission in 2008 the Trust Fund was transferred to Lake Rise Residential Home, which is now known as Kallar Lodge, and the Trust Fund was renamed as The Kallar Lodge Trust Fund. The Trust Fund provides extra amenity for Kallar Lodge, over and above that which is provided by the Council.

The Trust usually meets once a year to approve the minutes, accounts and expenditure for the following year. The trustees are the former Directors of Finance and Social Services (both to be replaced at the Trust's Annual General Meeting) and two Member representatives who are nominated annually as follows:

**Councillors**

**and**

**(May 2013-May 2014)**



## STATUTORY CO-OPTED MEMBERS

2013/2014

### Education co-opted members

Education co-opted members have a statutory right to be involved in the Council's decision making processes. However, under the legislation this only applies to an Overview and Scrutiny committee where their functions relate wholly or partly to educational matters which are the responsibility of the Authority's Cabinet.

The Regulations state that a Local Education Authority shall appoint at least two but not more than five Parent Governor representatives to Overview and Scrutiny and, on the assumption that the Council still maintains Roman Catholic schools, the total number of Church representatives to be appointed shall be one Church of England and one Roman Catholic.

Reverend R Gayler, the Church of England Representative, has resigned with effect from 11 April 2013. A replacement is currently being sought and will be reported to Assembly for ratification in due course.

Both Parent Governor and Church representatives have the right to vote on education matters and the right to Call-In Cabinet decisions as any other non-Cabinet Member.

The current Church representatives are:-

Church of England	Vacancy
Roman Catholic Church	Mrs G Spencer

The Parent Governor representatives are elected for a four year period - one representing primary schools, the other representing secondary schools. The current holders of these positions are:-

Primary Schools	Mrs Ghadeer Al-salem Youssef (from 15/9/2010)
Secondary Schools	Mr Ishmael Ncube (from 8/12/2010)

### Standards Committee Independent Persons

Section 28 (7) of the Localism Act 2011 requires local authorities to appoint at least one Independent Person, who will have an advisory role in the determination of allegations that a Member has not complied with the Members' Code of Conduct.

Mr Michael Carpenter and Mr Brian Little were appointed by Assembly as Independent Persons in accordance with Section 28(7) of the Localism Act 2011 from 10 October 2012 until the Assembly meeting following the next municipal elections in 2014.

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## ANNUAL ASSEMBLY

15 May 2013

<b>Title:</b> Ratification of Appointment of the Director of Public Health	
<b>Report of the Cabinet Member for Health</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Mark Tyson, Group Manager, Service Support & Improvement	<b>Contact Details:</b> Tel: 020 8227 2875 E-mail: <a href="mailto:mark.tyson@lbbd.gov.uk">mark.tyson@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> N/A	
<b>Accountable Director:</b> Anne Bristow, Corporate Director of Adult & Community Services	
<p><b>Summary:</b></p> <p>Under the Health &amp; Social Care Act 2012, the Council became responsible for co-ordinating interventions to protect and improve the health of the population. This included the transfer of Public Health staff from the Primary Care Trust to the Council, along with the post of Director of Public Health. A Transfer Order, published by the Department of Health after negotiation with the Local Government Association and trade unions, governs the transfer and sets out what is expected of the Council as a receiving organisation.</p> <p>This report outlines the process specified, and seeks confirmation for the arrangements made for the appointment of the current post holder into the newly-created Council post of Director of Public Health, pursuant to the Transfer Order.</p>	
<p><b>Recommendation(s)</b></p> <p>The Assembly is recommended to agree:</p> <ul style="list-style-type: none"> <li>(i) To confirm the appointment of the current post holder as Director of Public Health for the London Borough of Barking &amp; Dagenham, in line with the Transfer Order issued by the Department of Health.</li> <li>(ii) To note the authorisation previously granted to the Corporate Director of Adult &amp; Community Services in liaison with the Head of Legal &amp; Democratic Services to make other consequential arrangements in connection with the Public Health transition, which will include amendments to the Constitution including the Scheme of Delegation, to reflect this post.</li> </ul>	
<p><b>Reason(s)</b></p> <p>The Transfer Scheme governs the creation of the post within the Council, including specifying the rights that an existing post holder has to the new post. The Council has implemented the requirements, particularly noting previous authorisations to co-locate the Public Health team at the Town Hall in preparation for formal transfer. This report therefore provides the opportunity to ratify amendments to the Constitution and senior establishment as required.</p>	

## **1.0 Introduction**

- 1.1 The Health & Social Care Act 2012 transferred responsibility for leading and developing the local public health system to the local authority with effect from 1 April 2013. This means responsibility for, in the words of the Department of Health's guidance on the subject, *"a raft of vital public health activity, ranging from cancer prevention and tackling obesity to drug misuse and sexual health services."* The guidance also notes the unprecedented opportunity for local authorities to take a far more strategic role, promoting public health *"through the full range of their business and becom[ing] an influential source of trusted advice for their populations, the local NHS and everyone whose activity might affect, or be affected by, the health of the people in their area."*
- 1.2 This transfer included the move of the previous NHS Public Health staff team from the Primary Care Trust (abolished on the same date) to local government to support the carrying out of these functions. This included the transfer of the Director of Public Health post with the retention of the existing post holder.
- 1.3 National employment guidance (called the HR Transition Framework), was published in July 2011 to support the process of transferring NHS staff to local authorities. Cabinet has previously authorised the Corporate Director of Adult & Community Services to *"make arrangements for the appointment of a Director of Public Health to serve Barking and Dagenham by means of transfer or TUPE arrangement, in line with Department of Health proposals following the Health and Social Care Act 2012"*.
- 1.4 To complete proper administration, in accordance with the Council's Constitution as a statutory Chief Officer, this report requests the Assembly to ratify the appointment of the post holder made under the Department of Health transfer arrangements.

## **2. Proposal and Issues**

### **The Post of Director of Public Health (DPH)**

- 2.1 The statutory responsibilities of the DPH are designed to match the corporate public health duties of their local authority. Amongst the responsibilities specified for the Director of Public Health are leading roles on:
  - all of their local authority's duties to take steps to improve public health;
  - any of the Secretary of State's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations, including services mandated by regulations published by the Secretary of State;
  - exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health; and
  - such other public health functions as the Secretary of State specifies in regulations.
- 2.2 They are required to write an annual report on the health of the local population, and the Council is under a duty to publish it. The Director of Public Health is also a required member of the Health & Wellbeing Board, and the report to Assembly on

25 February 2013, which established the Board within the Council Constitution, enacted this requirement.

- 2.3 The Director of Public Health will have day-to-day responsibility for managing the Council's Public Health Grant, although accountability for appropriate Grant expenditure rests with the Chief Executive.
- 2.4 Directors of Public Health must be appropriately qualified, a process governed by the Faculty of Public Health. Medical and dental public health consultants are regulated by the General Medical Council or the General Dental Council. Nurse, health visitor and midwife public health consultants are regulated by the Nursing and Midwifery Council. All public health consultants can also register with the voluntary UK Public Health Register.
- 2.5 As part of the process of assuring themselves of the continuing competence of their DPH, local authorities are required to ensure that they undertake continuing professional development as prescribed by the Faculty of Public Health. In future, appointments to this post must be made with the participation of Public Health England, acting on behalf of the Secretary of State.

### **Appointment process**

- 2.6 Under the transition arrangements, the Department of Health issued a Transfer Scheme which governs the relocation of staff from within NHS management structures to the Council. This specifies the transfer of the Director of Public Health post, and the present incumbent with it.
- 2.7 The details of the Transfer Order, including the protections that will apply to existing terms and conditions for post holders, have been negotiated with the relevant trade unions for the health service, as well as by the Local Government Association on behalf of the local government sector. The Government initially indicated that the Transfer Order would be 'like' the Transfer of Undertakings (Protection of Employment) regulations (TUPE), whilst TUPE itself would not directly apply. This position has since shifted, and in respect of the Director of Public Health post, this is now considered a TUPE transfer, with the Transfer Order addressing further consequential details.
- 2.8 The Cabinet has previously received two reports (18 September 2012 and 19 March 2013) which included delegation to the Corporate Director of Adult & Community Services to conclude the negotiations for the transfer of the staff team, including the Director of Public Health in line with the terms set out in the Transfer Order, and authority to the Head of Legal and Democratic Services to enter into and execute all contracts, agreements and legal documentation deemed necessary to facilitate the transfer. However, as a chief officer appointment, the Director post needs the formal ratification by Assembly. With the required information to complete the transfer arriving very late in the process, this was not possible in advance of the 1 April 2013 transition point.

### **3. Options Appraisal**

- 3.1 The TUPE regulations, backed up by the Transfer Scheme, are specific in its legal requirements with respect to the appointment of the Director of Public Health where

there is a present occupant of the post on 31 March 2013. This provided the Council with no legal alternative to the appointment of the incumbent under the terms of the Transfer Scheme.

#### **4. Consultation**

- 4.1 As part of the planning process for the transfer, NHS employers consulted the appropriate trade unions, and individual agencies consulted NHS staff about the terms of transfer. More broadly, plans were drawn up with the involvement of the Local Government Association, negotiating on behalf of local government.

#### **5. Financial Implications**

Implications completed by: Dawn Calvert,  
Group Manager (Finance, Adults & Children)

- 5.1 The cost of the post is fully covered within the Public Health Grant, which was provided to the Council from the Department of Health as part of the transition to the new arrangements under the Health & Social Care Act 2012. Expenditure on public health leadership is an explicit expectation for an element of this funding.

#### **6. Legal Implications**

Implications completed by: Paul Feild,  
Senior Corporate Governance Lawyer

- 6.1 The Health and Social Care Act (HSCA) 2012 amongst other detailed measures makes arrangements for the transferring of functions carried out by a Primary Health Care Trust (PCT) to local authorities. This necessarily requires transferring employment responsibilities from the PCT to the local authority and in particular the post of Director of Public Health for the borough. It makes reference to provision for staff transfers between bodies listed in schedule 23 of the Act by way of a Transfer Scheme. The Scheme is constructed in terms of a *sender* (PCT) and a *receiver* (local authority). The Government during the process of establishing the arrangements initially took the view that a transfer scheme would be similar to a transfer of employees as would be covered by the Transfer of Undertakings Employment Regulations (TUPE). However as consultation progressed it was accepted that the arrangements would be explicitly covered by TUPE.
- 6.2 The implications are that for the staff affected their terms and conditions of employment should not change as a result of change of employer and they will continue to enjoy the same terms as they had prior to the transfer. Any changes the Local Authority may seek to bring about post the transfer must be carried out through the process as the staff would expect under their transferred terms.
- 6.3 A key point of the TUPE regulations is that a dismissal directly due to the transfer will be automatically unfair. As the main body of this report observes while the appointment of Chief Officers is a matter reserved for Assembly; the TUPE provisions application have operated so as to effect the continuity of employment of the Director of Public Health from the PCT to the Council commencing 1 April 2013 .

## **7. Other Implications**

### **7.1 Staffing Issues**

The process of transition has had the active involvement of HR Business Partners, supporting senior management to ensure that necessary HR processes are in place to support the transfer of staff. The amendments to establishment are all fully funded by the Public Health Grant which is provided to the Council to support its work on these new statutory duties.

### **7.2 Health Issues**

Establishing a robust public health function will be critical to supporting the whole Council to deliver against its new duties for improving the health of the local population. Leadership of the public health 'system' is discharged through the Director of Public Health and his team, and the continuity provided by there being a long-standing occupant of the post whose transfer is secured through the transition process will be helpful in ensuring that the Council can seamlessly pick up the work and priorities, whilst beginning to build its own view of the future direction of public health.

#### **Background Papers Used in the Preparation of the Report:**

- Transfer Scheme guidance as issued by Department of Health
- Cabinet Report, 19 March 2013, 'Public Health Transition'
- Cabinet Report, 18 September 2012, 'Transition of Public Health to Local Authorities: Delivery of the Future Public Health Responsibilities'

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## ANNUAL ASSEMBLY

15 May 2013

<b>Title:</b> Adoption of Powers under London Local Authorities Act 2007 - Mail Forwarding Businesses	
<b>Report of the Cabinet Member for Crime, Justice and Communities</b>	
<b>Open Report</b>	<b>For Decision Yes</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Theo Lamptey, Trading Standards and Licensing	<b>Contact Details:</b> Tel: 0208 227 5655 E-mail: theo.lamptey@lbbd.gov.uk
<b>Accountable Divisional Director:</b> Robin Payne, Divisional Director of Environment	
<b>Accountable Director:</b> Darren Henaghan, Corporate Director of Housing and Environment	
<p><b>Summary:</b></p> <p>The report relates to the adoption of section 75 of the London Local Authorities Act 2007 (“the Act”). This is a measure introduced to control mail forwarding businesses which can be a source of fraudulent activities by requiring those businesses in the borough to register with the Council and to pay a registration fee.</p> <p>The adoptive process is set out in the Act and requires a specific resolution of the Council to adopt the measures and to set an appointed date as to when they will take effect.</p> <p>The Cabinet considered this report at its meeting on 16 April 2013 and endorsed the recommendations below.</p>	
<p><b>Recommendation(s)</b></p> <p>The Assembly is recommended to resolve:</p> <ul style="list-style-type: none"> <li>(i) That the Council adopt the provisions of section 75 of the London Local Authorities Act 2007 to require mail forwarding businesses in the Borough to register with the Council from the appointed day;</li> <li>(ii) That the appointed day from which the measures will take effect be 16 June 2013; and</li> <li>(iii) That the fee for the registration of mail forwarding businesses be set at £110 for 2013/14, to be reviewed annually.</li> </ul>	
<p><b>Reason(s)</b></p> <p>To enable the Council to take action to support the priorities of Better Future and Better Home by ensuring that residents are protected and businesses allowed to trade fairly.</p>	

## **1. Introduction and Background**

- 1.1 Historically mail forwarding businesses were required to register with the Police and keep records under the Official Secrets Act 1920. However this Act was repealed in 2000.
- 1.2 The London Local Authorities Act 2007 introduced the power for London Boroughs to control mail forwarding businesses by requiring registration under section 75 backed by robust powers of enforcement.
- 1.3 If the Council does implement these provisions all current and future mail forwarding business will be required to register with the Council, keep records of persons using mail forwarding and holding services and to keep those records open to inspection by the police and authorised officers. The Act creates offences and makes provision for enforcement of section 75 using powers contained within section 28 of the Trade Descriptions Act 1968.
- 1.4 The Council is required to set a date, known as the Appointed Day, on which the measures under section 75 come into force. This date must be at least one month after the expiry of a notice placed in the London Gazette and a newspaper circulating in the borough.

## **2. Proposal and Issues**

- 2.1 A mail forwarding business is one where a postal address is made available to a person for receipt of postal packages that are held for collection of forwarded on (an accommodation address). Currently in Barking and Dagenham there are no legal requirements for such businesses to record the identity of their users or to keep records etc. The operators of most accommodation addresses are responsible and run their businesses within the law. However it is known that the anonymity provided by an accommodation address enables them to be used by unscrupulous individuals and even on occasions by organised crime.
- 2.2 This report proposes that the provisions are adopted to deal with the issue of accommodation addresses, an increasing issue in the borough where a business sets up a postal address but does not trade in the area. This gives the opportunity for fraudulent activity.
- 2.3 Adoption of this legislation will bring Barking and Dagenham in line with other London boroughs, most of who have already adopted the powers, and will contribute to the overall management of the issues around accommodation addresses across London.
- 2.4 Barking and Dagenham Trading Standards receives a significant number of complaints regarding traders/business clients who use the services of mail forwarding businesses. Often money has been sent in response to various kinds of scams and frauds. The services of mail forwarding business are also used by those involved in serious crime who take advantage of the confidentiality assured by the service and lack of record keeping, thus avoiding detection.

- 2.5 Adopting these powers will stop the opportunity for rogue traders to conceal their identity behind the façade of a mail forwarding business. The legislation enables the Council to have robust and practical criminal powers such as to enter premises and seize goods and documents, with sufficient penalties to act as a deterrent. The requirement to register with the Council will assist in the identification and location of the mail forwarding businesses.
- 2.6 Apart from having to register with the Council, a person carrying on a mail forwarding business will be required to keep a record of:
- a) The full name, address and telephone number of all persons for whom the post is received or who has requested postal packets received to be held or forwarded to them.
  - b) The nature of the business carried out by that person
  - c) Any instructions as to delivery and forwarding of postal packets
  - d) The name and address of person(s) to whom postal packets are to be forwarded, if different from a) above.
  - e) Copies of originals of two documents of identifying the person and verifying the addresses required in a) above.
- 2.7 The types of identification considered by the Divisional Director of Environment to be relevant and acceptable are listed in **Appendix 1**.
- 2.8 It is recommended that a fee is set for registration in line with other London Boroughs and reflecting the actual cost, as set out in **Appendix 2**.

### **3. Options Appraisal**

- 3.1 There are two options available in considering these matters. Firstly to do nothing; secondly to adopt the powers.
- 3.1.1 Option One - The use of accommodation addresses is increasingly common and has the potential for abuse. If the power is not adopted the potential is for criminal activities to continue without controls.
- 3.1.2 Option Two - By adopting the powers the Council can take action to ensure that accommodation addresses are properly regulated.

### **4. Consultation**

- 4.1 These are administrative arrangements and do not require consultation to take place.
- 4.2 The Cabinet was consulted on the proposals at its meeting on 16 April 2013 and has endorsed the recommendations.

### **5. Financial Implications**

Implications completed by: Martin Henwood, Deputy S151 Officer

- 5.1 It is estimated that there are eight Mail forwarding businesses in Barking and Dagenham. The Trading Standards Services uses the Flare Database to record

and maintain records of all business activities within the borough. By implementing the legislation a register of the businesses will be kept within the Flare database. This database will be audited and reviewed on regular bases to ensure compliance with the Council's enforcement policy.

5.2 The setting of a registration fee for such premises is in line with the Council's licensing policy and any fee agreed will be reviewed annually in line with all other fees and charges.

5.3 An annual fee of £110 is in line with other London Boroughs and reflects costs the Council is likely to incur and be able to recover.

## **6. Legal Implications**

Implications completed by: Paul Feild, Corporate Governance Lawyer

6.1 The London Local Authorities Act 2007 contains a number of measures which require a Council to make a specific decision to adopt. The adoptive process is set out in the Act and requires a specific resolution of the Council to adopt the measures and set an appointed date as to when they will take effect.

6.2 Notice of the passing of the resolution to adopt the provision, the nature of the measure and the appointed date must be published in a local newspaper and in the London Gazette at least one month before the said appointed date.

6.3 Once Section 75 of the London Local Authorities Act 2007 is adopted it will become a criminal offence carrying a potential £5,000 fine to carry on a mail forwarding business that does not comply with the registration requirements or to provide false information for the purpose of acquiring registration.

## **7. Other Implications**

7.1 **Customer Impact** - The services of mail forwarding business are used by a wide range of persons and any list compiled must reflect the diversity of the community.

### **Background Papers Used in the Preparation of the Report:**

- London Local Authorities Act 2007

### **List of appendices:**

**Appendix 1** – Acceptable Identification

**Appendix 2** – Registration Costs

## Acceptable Identification

One document from each list below is required:

1. Photo identification

- Passport
- Driving Licence (with photocard)
- National Identity Card
- HM Forces Identity Card
- A current student card
- Connexions Card
- Employment Identification Card
- Freedom Travel Pass
- Disabled Driver Blue Badge

2. Proof of address provided both name and address are shown

- Gas or Electricity Bill
- Telephone Bill
- Water Bill
- Mortgage Statement
- Council Tax Bill
- Bank/Building Society Statement (include credit card and store card)
- TV Licence
- Valid Insurance Certificate
- Pay Slip
- P45/P60
- Financial Statement (e.g. pension, endowment)
- Current Benefit Book
- Letter from Benefit Agency
- HM Revenue and Customs Notice of Coding
- Student hall of residence agreement or other proof of accommodation.

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## Registration Costs

Table showing estimated cost of annual Registration for Mail Forwarding Service:

<b>S75 LLA 2007 Mail Forwarding Costs</b>			
<b>TYPE OF ACTIVITY</b>		<b>Calculation</b>	<b>£ (rounded)</b>
<b>Information and advice by P02 Trading Standards Officer</b>	1 hr	£23.24 x 1	23
<b>Inputting details into system, information check for Admin. process</b>	1 hr	£16.47 x 1	16
<b>Inspection of premises by Trading Standards Officer (incl. travel)</b>	1 hr	£25.2 x 1	25
<b>Review and compliance checks by Licensing manager</b>	0.25 hr	£29.14 x 0.25	7
<b>Issue Licence</b>	0.5hr	£16.47 x 0.5	8
<b>Other costs - other disbursements, supplies and postage</b>			5
<b>Directorate and support costs</b>			25
<b>Total</b>			110

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## ANNUAL ASSEMBLY

15 May 2013

<b>Title:</b> Community Strategy 2013 - 2016 and Corporate Plan 2013/14	
<b>Report of the Leader of the Council</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b>
<b>Report Author:</b> Karen Wheeler , Group Manager Policy and Performance	<b>Contact Details:</b> Tel: 020 8227 2317 E-mail: <a href="mailto:karen.wheeler@lbbd.gov.uk">karen.wheeler@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> n/a	
<b>Accountable Director:</b> Graham Farrant, Chief Executive	
<p><b>Summary:</b></p> <p>This report sets out the vision and priorities for Barking and Dagenham in the Community Strategy and Corporate Plan. It explains how they have been developed by drawing together the priorities of the Council, as the community leader for the borough, and its partners.</p> <p>The vision for the borough outlined in the Community Strategy (<b>Appendix 1</b>) and the Corporate Plan (<b>Appendix 2</b>) is:</p> <p>“Encourage growth and unlock the potential of Barking and Dagenham and its residents”</p> <p>The five priorities are:</p> <ol style="list-style-type: none"> <li>1. Ensure every child is valued so that they can succeed</li> <li>2. Reduce crime and the fear of crime</li> <li>3. Improve health and wellbeing through all stages of life</li> <li>4. Creating thriving communities by maintaining and investing in high quality homes</li> <li>5. Maximise growth opportunities and increase the income of borough residents</li> </ol> <p>The Cabinet considered the documents at its meeting on 16 April 2013 and has endorsed their adoption by the Assembly.</p>	
<p><b>Recommendation(s)</b></p> <p>The Assembly is recommended to approve:</p> <ol style="list-style-type: none"> <li>(i) The draft Community Strategy 2013-16 attached at Appendix 1 to the report; and</li> <li>(ii) The draft Corporate Plan 2013/14 attached at Appendix 2 to the report.</li> </ol>	
<p><b>Reason(s)</b></p> <p>Although there is no longer a statutory requirement to produce either a Community</p>	

Strategy or a Corporate Plan it is good governance to frame the vision for the borough with partners and agree the Council's policy priorities to inform decision making and allocation of resources.

## 1 Introduction

1.1 The vision and priorities for Barking and Dagenham have been developed by drawing together the priorities of the Council, as the community leader for the borough, and its partners. These priorities were identified from the:

- Council Statement of Priorities 2012/13
- Partner theme board strategies/action plans
- Annual conference of partners held in November 2012

1.2 The vision for the borough is "Encourage growth and unlock the potential of Barking and Dagenham and its residents".

The five priorities are:

- 1) Ensure every child is valued so that they can succeed
- 2) Reduce crime and the fear of crime
- 3) Improve health and wellbeing through all stages of life
- 4) Creating thriving communities by maintaining and investing in high quality homes
- 5) Maximise growth opportunities and increase the income of borough residents

1.3 The vision for the borough and its underlying priorities and principles enable all organisations in the borough to work towards a shared goal. In addition a consistent message can be given to the communities of Barking and Dagenham about what is happening to create a better life for all.

## 2. Community Strategy 2013 - 16

2.1 The Community Strategy explains partners' ambitions for the borough of Barking and Dagenham. It does not try to solve everything; rather it clearly confirms that partners have agreed to focus on the delivery of the borough vision and priorities. This does not mean that other work ceases, but it enables partners to deliver services and messages consistently, promoting the borough on a local and national level.

2.2 The strategy was written in consultation with partners at the Annual Conference in 2012 and by combining the plans and strategies of the existing partner boards. These are the:

- Children and Young People's Plan 2012 – 16
- Community Safety Partnership Plan 2011 – 14
- Health and Wellbeing Strategy 2012 – 15
- Economic Regeneration Strategy 2013 – 16
- LBBB Housing Strategy 2012 - 2017

2.3 Partners are each responsible for helping to achieve the shared vision and priorities within their individual organisations.

2.4 The development of a Community Strategy follows changes made in the summer of 2012 when partners felt that the economic challenges and resulting impact on resources were making it more difficult to commit to the number of meetings scheduled to deliver partnership work. It was agreed to reduce the number of boards that operated.

2.5 The boards deleted in September 2012 were:

- Local Strategic Partnership Board
- Public Service Board
- Clean, Green and Sustainable Borough Board.

2.6 By removing these boards a bureaucratic burden has been reduced. However a gap in how the borough-wide challenges should be dealt with in partnership had developed. At an annual conference, held in November 2012, attendees agreed that the workshop discussions should inform the development of a new Community Strategy and the priorities for the borough. In addition it should be the place where the past achievements of the partners and the priorities are reviewed annually.

### **3. Corporate Plan 2013/14**

3.1 The Corporate Plan identifies the Council's high level policy priorities for the coming year and how they will be monitored. It is not an action plan intended to capture all of the activities of the Council. It will replace the Statement of Priorities 2012/13 and the Policy House which tried to cover all the Council services and responsibilities.

3.2 It is important that the Corporate Plan reflects the current changing circumstances of the borough such as the new Public Health responsibilities that the Council will have from April 2013, the ongoing pressure on the budget as a result of reduced funding from Government as set out in the Medium Term Financial Strategy and responding to significant and fast paced population change. The borough vision and priorities are intended to reflect this, building on the Council's previous priorities to raise household income, raising standards in school and post-16 education, and housing and estate renewal.

3.3 Progress will be monitored by identifying key indicators within the existing Performance House to establish a set of measures for 2013/14 that reflect the priorities, which will be reviewed by Cabinet on at least a quarterly basis.

### **4. Consultation**

4.1 The Community Strategy was developed in consultation with partners at the annual conference in November 2012 and CMT in January 2013. In addition partners and Councillors were given the opportunity to feedback on the draft strategy in January 2013.

4.2 The Corporate Plan was developed in consultation with CMT and builds on the Statement of Priorities 2012/13 agreed by Assembly in February 2012. In addition a draft version was circulated to all Councillors and the responses received have been incorporated into this final draft.

4.3 The Cabinet endorsed the adoption of the documents at its meeting on 16 April 2013.

## 5. Financial Implications

Implications prepared by: Martin Henwood, Deputy Chief Finance Officer

- 5.1 The Corporate Plan reflects the Council's context and priorities, and then identifies at a high level the Medium Term Financial Strategy (MTFS) as to how these will be funded.
- 5.2 Complementary to this is the Community Strategy, and this, together with the work that went into creating it, is a key driver in helping the Council to determine its priorities and how these can be delivered. The impact of this is reflected in the derivation of the MTFS.

## 6. Legal Implications

Implications prepared by: Paul Feild, Corporate Governance Solicitor

- 6.1 The final determination of the Corporate Plan is an Assembly Function. The Council's Constitution at Part B Article 2 paragraph 2.1 requires that the Assembly agrees the Corporate Plan.
- 6.2 In establishing the Corporate Plan in accordance with local government practice the Cabinet's role is to establish the final proposals in the Plan for the Assembly's consideration and approval. Once the Assembly approves and adopts the Plan, the responsibility for implementation will rest with Cabinet.

## 7. Other Implications

- 7.1 **Risk Management** - The Corporate Plan clearly describes how risks are mitigated by linking with the Corporate Risk Register.
- 7.2 **Contractual Issues** - Any contractual issues relating to delivering activities to meet borough priorities will be identified and dealt with in individual project plans.
- 7.3 **Staffing Issues** - There are no specific staffing implications. Work has been refocused from servicing boards (e.g. Public Service Board) to delivering the Corporate Plan, Community Strategy and conference.
- 7.4 **Customer Impact** - The joined up approach to developing a shared vision for the borough will improve the customer experience in the borough because the services provided across all sectors will be striving to achieve the same aims.
- 7.5 **Safeguarding Children** - The priority "Ensure every child is valued so that they can succeed" encompasses activities to safeguard children in the borough and is delivered through the Local Safeguarding Children Board and Children's Trust.
- 7.6 **Health Issues** - The priority "Improve health and wellbeing through all stages of life" will ensure that there are activities to prevent and cure health issues in the borough and are delivered through the Health and Wellbeing Board.

7.7 **Crime and Disorder Issues** - The priority “Reduce crime and the fear of crime” encompasses activities to tackle crime and disorder issues and will be delivered through the Community Safety Partnership.

**Background Papers Used in the Preparation of the Report:**

- Children and Young People’s Plan 2012 – 16
- Community Safety Partnership Plan 2011 – 14
- Health and Wellbeing Strategy 2012 – 15
- Economic Regeneration Strategy 2013 – 16
- LBBB Housing Strategy 2012 - 2017

**List of appendices:**

Appendix 1: Draft Community Strategy 2013-16

Appendix 2: Draft Corporate Plan 2013/14

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# **Barking and Dagenham's Community Strategy 2013 - 2016**

**This document identifies the shared vision, priorities and outcomes for Barking and Dagenham**

# Our Borough: Barking and Dagenham

The London Borough of Barking and Dagenham is located at the heart of the Thames Gateway, approximately 11 miles east of central London. It is a dynamic place with a vibrant community, significant investment opportunities and complex challenges. The borough offers a unique mix of urban living with good and improving transport links both into London and the Essex countryside.

There are two main centres - Barking and Dagenham - with investment opportunities through the substantial brownfield sites for development and growth. There has been recent investment in housing estate renewal, leisure facilities and the new technical skills academy. There are also impressive parks and open spaces across the borough's 14 square miles.

London's population continues to grow. Barking and Dagenham has seen a significant overall population increase of 13.4% to 185,911 (2011 Census). This is 22,000 more people since 2001, including a 50% increase in 0 - 4 year olds, placing a huge pressure on school places. In addition there has been the largest decrease in the 65+ age group in London.

The borough is also more ethnically diverse than it has ever been. Increasing diversity offers considerable opportunities, but the pace of change poses a number of real challenges for community cohesion.

## Housing

The growth in population has outstripped the increase in households causing a rise in the average number of occupants per household, meaning that Barking and Dagenham now has one of the highest occupancy rates in London. The impact of this is combined with increasing housing costs but our estate renewal programme aims to deliver new build homes and use innovative models to create mixed-tenure and affordable housing provision.

The borough has the highest percentage of lone parent households in England and Wales at 14.3%.

## Education and Employment

The 2011 Census shows that the number of residents aged 16-64 with a level 4 qualification and above has more than doubled in number from 11,600 to 28,700 but this is still below national averages. The number of full time students aged 18 and over has more than doubled





and educational attainment has continued to improve. Although 28% of 16 year olds and above were recorded as having no qualifications, there has been a 14% drop since 2001.

Like many other boroughs, unemployment is an issue and Barking and Dagenham has a higher level of long term unemployment at 42% when compared to London and England, both at 39%. Approximately 1 in 10 households with dependent children have no adults in employment. This is 50% higher than London.

### **Deprivation and Health**

Barking and Dagenham still experiences higher than average levels of deprivation ranking 7th most deprived in London and 22nd most deprived nationally and our residents are not as healthy as they should be. Compared to other parts of the country they do not live as long.

The Joint Strategic Needs Assessment (JSNA) in 2011 showed that there are high levels of lifestyle risk to health and wellbeing including smoking, obesity and physical inactivity. There are continued high death rates from various diseases, especially heart disease, cancer and chronic lung disease. Other single issues remain problems, for example dementia and the impact of income and fuel poverty on mental health.

### **Cohesion and Crime**

The 2011 Residents' Survey showed that 64% of respondents were satisfied with the area as a place to live but that only 52% felt that people from different backgrounds get on well together in the borough. There have been tensions but partners continue to work hard to promote community cohesion and neighbourliness to ensure the place is safe and peaceful.

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The speed of change has been rapid across the borough and there are no signs of it slowing down. This will present many challenges and opportunities moving forward and will have a significant impact on future planning and policy for all partners. Barking and Dagenham is a dynamic place with a vibrant community and complex challenges.

# What is a Community Strategy?

The Community Strategy explains partners' ambitions for the borough of Barking and Dagenham. It does not try to solve everything; rather it clearly defines the issues that partners have agreed to prioritise. This does not mean that other work ceases, but it enables partners to deliver services consistently. Partner boards will promote the borough and its shared aims on a local and national level.

## Who has written the Community Strategy?

The work of the partners in Barking and Dagenham is co-ordinated and delivered through the four partner boards. Each of these boards has their own strategy that is developed in consultation with residents and partners in the borough.

Board	Strategy / Plan
Children's Trust (including the Local Safeguarding Children's Board)	Children and Young People's Plan 2011 - 2016
Community Safety Partnership	Community Safety Partnership Plan 2011 - 2014
Health and Wellbeing Board	Health and Wellbeing Strategy 2012 - 2015
Skills Jobs and Enterprise Board	Economic Regeneration Strategy 2013 -2016

The **Council Housing Strategy 2012 - 2017** has also been used to ensure that the borough is able to meet the housing needs for its changing communities.

In addition a conference was held on 8<sup>th</sup> November 2012 in Dagenham. At this event over 80 partners, including residents, service providers, voluntary and community organisations attended to provide their views on the priorities of the borough.

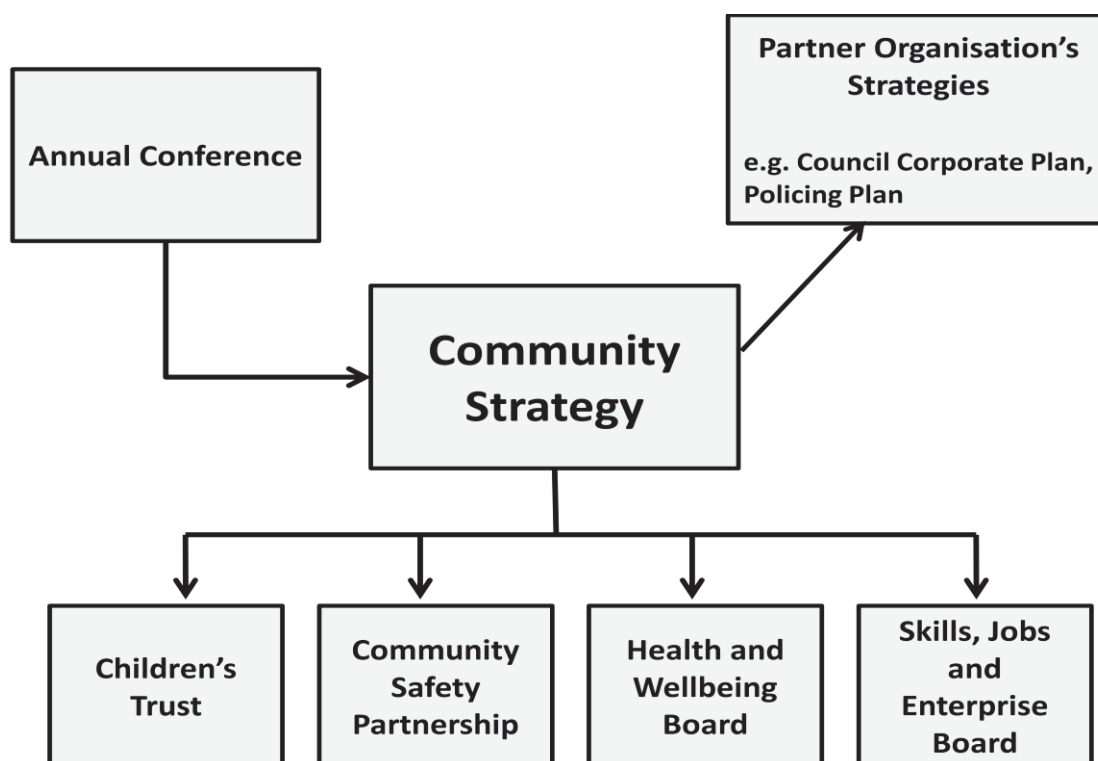
A range of issues were raised in workshops, these have been collated and fed in to the vision and priorities for the borough. In addition a number of **principles** behind the strategy were identified, including that Barking and Dagenham should have:

- **Individuals** who are healthy, safe and are supported in their aspirations
- **Family groups** that are above the poverty line with access to education, employment and appropriate housing
- **Local community pride** where there is co-design in local services for local people, there is respect for the environment and one another
- **A positive image of the borough** which attracts investment, widens opportunities for local communities and builds on existing legacies.



# How does the Community Strategy deliver?

The way the Community Strategy drives action within the borough is set out below:



## Who monitors the Community Strategy?

It is important that the Community Strategy is monitored to ensure that it is delivered effectively and partners are accountable for the work delivered. There are two monitoring processes in place, through the partner board and through the conference.

The partner board will scrutinise the detail of the actions for their board, considering specific performance targets highlighted within their strategies or plans. These targets will be monitored both in terms of progress locally and in comparison to trends nationally or with neighbouring boroughs. The partner boards are responsible for taking action or amending how services are delivered for their area in partnership to ensure the targets are met.

The conference will be held on an annual basis to monitor the overall progress of partnership working. Workshops will be planned to review whether the priorities identified are still relevant, especially in the fast changing climate, and to ensure that the work of the individual boards are still meeting the strategic priority needs.

# Barking and Dagenham's Vision

Encourage growth and unlock the potential of Barking and Dagenham and its residents

## Priorities

To achieve the vision for Barking and Dagenham there are five priorities that underpin its delivery.

### Ensure every child is valued so that they can succeed

- Ensure children and young people are safe, healthy and well educated
- Improve support and fully integrate services for vulnerable children, young people and families
- Challenge child poverty and narrow the gap in attainment and aspiration



### Reduce crime and the fear of crime

- Tackle crime priorities set via engagement and the annual strategic assessment
- Build community cohesion
- Increase confidence in the community safety services provided

### Improve health and wellbeing through all stages of life

- Improving care and support for local people including acute services
- Protecting and safeguarding local people from ill health and disease
- Preventing future disease and ill health



### Create thriving communities by maintaining and investing in new and high quality homes

- Invest in Council housing to meet need
- Widen the housing choice
- Invest in new and innovative ways to deliver affordable housing

### Maximise growth opportunities and increase the household income of borough residents

- Attract Investment
- Build business
- Create a higher skilled workforce



# Who are the partners in Barking and Dagenham?

There are a range of partners from all over the borough that are involved in shaping and influencing the work that we undertake. These groups are engaged through a variety of different mechanisms, including community events, an annual conference, the website, membership of partner boards and resident groups.

The Health and Wellbeing Board and the Community Safety Partnership Board are both statutory. The legislation states that some partners e.g. the Police in the Community Safety Partnership, have a clear role and responsibility to actively attend the meetings and ensure that the agreed priorities are delivered.

In the case of the other boards (Children's Trust and Skills, Jobs and Enterprise Board) there is not a legal requirement to be part of the board, however partners show strong commitment to the agreed priorities.

We recognise that there are a range of partners who actively contribute to the work of the partner boards however the principle organisations for each board are:

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<b>Children's Trust</b>	<ul style="list-style-type: none"><li>• Education Partners e.g. schools</li><li>• Health Partners</li><li>• London Borough of Barking and Dagenham</li><li>• Metropolitan Police Service</li><li>• Voluntary and Community Sector</li></ul>
<b>Community Safety Partnership</b>	<ul style="list-style-type: none"><li>• London Fire Service</li><li>• London Borough of Barking and Dagenham</li><li>• Metropolitan Police Service</li><li>• Probation Services</li><li>• Voluntary and Community Sector</li></ul>
<b>Health and Wellbeing Board</b>	<ul style="list-style-type: none"><li>• Health Partners</li><li>• Local Involvement Network (Healthwatch)</li><li>• London Borough of Barking and Dagenham</li><li>• Metropolitan Police Service</li><li>• Voluntary and Community Sector</li></ul>
<b>Skills Jobs and Enterprise Board</b>	<ul style="list-style-type: none"><li>• Barking and Dagenham College</li><li>• Chamber of Commerce</li><li>• Job Centre Plus</li><li>• London Borough of Barking and Dagenham</li><li>• Private Sector Representatives</li><li>• Voluntary and Community Sector</li></ul>

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Barking and Dagenham Council's

# Corporate Plan 2013/14



This document sets out the vision and priorities for the London Borough of Barking and Dagenham



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## Message from the Leader of the Council

### Councillor Liam Smith

The 2013/14 year will be another challenging one with the financial pressures we all face. Despite this we have lots to celebrate with much being achieved in the previous year as we look forward to the year ahead.

We know that again in 2013/14 many local people are facing tough times so we will freeze Council Tax for the fifth year, and continue to provide support to individuals, families and businesses by working closely with our partners.

The Council continues to face challenges. We have had to make difficult budget decisions already and will continue to do so. The reduction in our funding from the Coalition Government comes at a time when there is pressure from London's continued population growth. We are facing these challenges head on, and are working on new ways to continue to deliver services with less money. Some examples include saving money in administration and costs of running the Council to ensure front-line services are protected and reducing senior management costs, as well as strongly pursue opportunities to share services with partners and other Councils including Thurrock.

We worked hard to involve local people in the budget setting process this year to ensure we focus resources in the right places. Despite reductions in resources, all ten Children's Centres that have been inspected so far have been awarded

'outstanding' by Ofsted, and our young people are now able to access high quality training at the Technical Skills Academy which opened in October 2012. This improves access to training and raise skills levels and confidence of the local community to get quality jobs. It provides a real work environment rather than a school or college. We have also continued to implement our estate renewal programme delivering new build homes and use of innovative models to create mixed-tenure and affordable housing provision.

Councillors, the senior management team, and staff from across the Council will work together with our partners in health, voluntary groups, businesses, the Police, Job Centre Plus and Barking and Dagenham College, to deliver our aims for the borough.



Councillor Liam Smith  
Leader



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## Our Borough

The London Borough of Barking and Dagenham is located at the heart of the Thames Gateway, approximately 11 miles east of central London. It is a dynamic place with a vibrant community, significant investment opportunities and complex challenges. The borough offers a unique mix of urban living with good and improving transport links both into London and the Essex countryside.

There are two main centres - Barking and Dagenham – with investment opportunities through the substantial brownfield sites for development and growth. There has been recent investment in housing estate renewal, leisure facilities and the new technical skills academy. There are also impressive parks and open spaces across the borough's 14 square miles.

London's population continues to grow. Barking and Dagenham has seen a significant overall population increase of 13.4% to 185,911 (2011 Census). This is 22,000 more people since 2001, including a 50% increase in 0 – 4 year olds, placing a huge pressure on school places. In addition there has been the largest decrease in the 65+ age group in London.

The borough is also more ethnically diverse than it has ever been. Increasing diversity offers considerable opportunities, but the pace of change poses a number of real challenges for community cohesion.

### Housing

The growth in population has outstripped the increase in households causing a rise in the average number of occupants per household, meaning that Barking and Dagenham now has one of the highest occupancy rates in London. The impact of this is combined with increasing housing costs but our estate renewal programme aims to deliver new build homes and use innovative models to create mixed-tenure and affordable housing provision.

The borough has the highest percentage of lone parent households in England and Wales at 14.3%.

### Education and Employment

The 2011 Census shows that the number of residents aged 16-64 with a level 4 qualification and above has more than doubled in number from 11,600 to 28,700 but this is still below national averages. The number of full time students aged 18 and over has more than doubled and educational attainment has continued to improve. Although 28% of 16 year olds and above were recorded as having no qualifications, there has been a 14% drop since 2001.

Like many other boroughs, unemployment is an issue and Barking and Dagenham has a higher level of long term unemployment at 42% when compared to London and England, both at 39%. Approximately 1 in 10 households with dependent children have no adults in employment. This is 50% higher than London.

## Deprivation and Health

Barking and Dagenham still experiences higher than average levels of deprivation ranking 7<sup>th</sup> most deprived in London and 22<sup>nd</sup> most deprived nationally and our residents are not as healthy as they should be. Compared to other parts of the country they do not live as long.

The Joint Strategic Needs Assessment (JSNA) in 2011 showed that there are high levels of lifestyle risk to health and wellbeing including smoking, obesity and physical inactivity. There are continued high death rates from various diseases, especially heart disease, cancer and chronic lung disease. Other single issues remain problems, for example dementia and the impact of income and fuel poverty on mental health.

## Cohesion and Crime

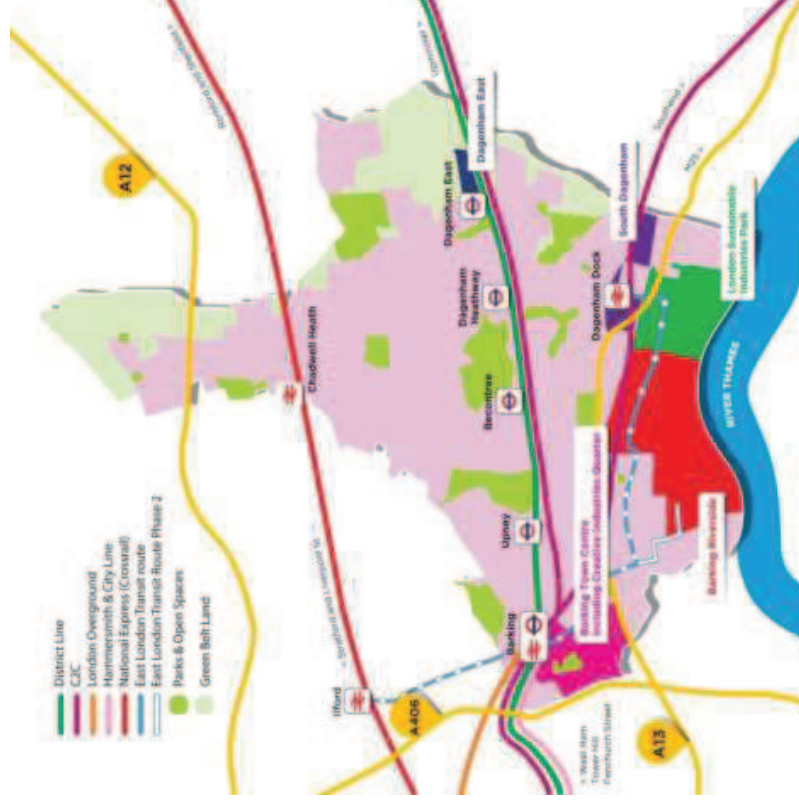
The 2011 Residents' Survey showed that 64% of respondents were satisfied with the area as a place to live but that only 52% felt that people from different backgrounds get on well together in the borough. There have been tensions but partners continue to work hard to promote community cohesion and neighbourliness to ensure the place is safe and peaceful.

Crime levels in the borough continue to reduce, with overall crime falling to 97.18 per 1,000 population in September 2012 compared to 104.53 in the same period the previous year.

Policing on our streets with Safer Transport, Safer Neighbourhoods and Town Centre Teams, as well as the new tenant funded Estates Policing Team in 2012, has also made significant contributions to the reduction in total offences especially around key volume crimes such as motor vehicle crime and the crimes associated with drunkenness and anti-

social behaviour. Challenges remain though, for example, in tackling residential burglary.

The speed of change has been rapid across the borough and there are no signs of it slowing down. This will present many challenges and opportunities moving forward and will have a significant impact on future planning and policy for all partners. Barking and Dagenham is a dynamic place with a vibrant community and complex challenges.



# Our Priorities

The Council and borough's vision is to:

## Encourage growth and unlock the potential of Barking and Dagenham and its residents.

Despite the challenging economic climate, the Council is determined to continue to focus on our borough's priorities. The Council's commitment to these priorities is shown in the actions we will take below:

### 1. Ensure every child is valued so that they can succeed

- Our Council will improve standards in school by investing £75 million over three years in the boroughs primary and secondary schools and other programmes to provide additional places
- Continued improvement in GCSE results aiming to match national levels for pupils gaining A\*-C and maximise the opportunities for post 16 education and training

### 2. Reduced crime and the fear of crime

- Reduce violent crime by tackling domestic violence and addressing the issues of gangs
- Reduce substance misuse as a driver for crime and disorder through the delivery of the Alcohol, Drugs and Licensing strategies
- Deliver the priorities identified in the anti-social behaviour strategy and respond to the Anti-social Behaviour Act 2013
- To work with partners to reduce Acquisitive Crime and support victims
- Build and support a place where people respect one another and enjoy safe and peaceful lives through the delivery of the Cohesion Strategy

### 3. Improve health and wellbeing through all stages of life

- Work with partners to reduce health inequalities and encourage healthy lifestyle choices
- Work with GPs and local providers to improve joined up services through children's centres and schools to improve children's health and give them the best start in life
- Promote physical activity including the re-building of Abbey Sport centre by 2014
- Support older people to be active and healthy

### 4. Create thriving communities by maintaining and investing in new and high quality homes

- Complete the estate renewal programmes to provide 831 new Council and mixed-tenure homes in 2015
- Deliver 472 new and affordable homes through the innovative Housing Local Education Partnership by 2014
- Deliver a major regeneration programme on key sites such as Academy Central and Lymington Fields by 2016 and there is planning consent for 10,000 new homes on Barking Riverside

### 5. Maximise growth opportunities and increase the household income of Borough residents

- Deliver key strategies e.g. the Economic Regeneration Strategy and the Barking Town Centre Strategy to improve Barking Station, add commercial space, develop 4,000 new homes and create 10,000 new jobs by 2026
- Redevelop Dagenham Dock as a sustainable industrial area.
- Provide access to training through the Adult College and work with the borough's other education providers to increase skills amongst the adult population.

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## Tracking progress

Our aim and priorities are underpinned by the theme, a **well-run organisation**. We will continue to provide a range of day to day services and effective behind the scenes support to ensure we meet both our legal responsibilities and the needs of the community.

In 2013/14 we will focus on ensuring that we implement innovative ways of working through our IT and customer access strategies enabling quicker and easier access to our services for customers and more efficient ways of working for our staff.

Our People Strategy sets out what we will do to ensure that our workforce are equipped with the skills and knowledge to succeed and are motivated and managed to perform at the their best. We will also implement the budget savings agreed for the coming year, completing restructuring in services and management teams.

### Tracking our progress

To track delivery of our priorities we monitor a range of performance measures. These are reported quarterly to senior managers and Members including Cabinet to inform decision

making and where resources should be focused. Detailed performance monitoring is also carried out in departments to support day-to-day service delivery.

In addition the Annual Governance Statement (AGS) sets out how the Council is operating all its activities within a robust governance framework. The AGS includes a section on the Council's performance management arrangements.

We are working hard with other growth boroughs (Olympic host boroughs) to close the gap between our performance and the average across London.

### Business planning and risk management

To support the implementation of the Corporate Plan, each of the Council's services develops its own business plan setting out its delivery plans for the year and beyond.

We manage the risks associated with the achievement of our priorities and the management of the Council and its budget through a robust risk management process. The headline risks are summarised in the Corporate Risk Register.

## How we will fund our plans – our Medium Term Financial Strategy

The financial principles the Council follows are:

- A balanced budget with decisions based on Members' priorities
- All employees, partners and contractors are required to "treat every pound spent as though it is the last pound in your purse" ensuring continued efficiency, elimination of waste and value for money
- Managers are responsible and accountable for their budgets delivered through strong financial systems and processes
- Robust but not excessive levels of reserves and contingencies, with affordable investments to improve services and maintain assets,
- Effective commissioning of services and a continued focus on income maximisation.

The Council continues to face a significant reduction in its budget due to reduced resources from Government. Our financial analysis shows that we are facing an overall reduction in funding of £17.3m (10%) over a two year period which account for approximately 18% of the Council's overall gross budget which is £708m for 2013/14. Other funding comes from Council Tax (8%), dedicated schools grant (23%) and the remainder from income from services and other third party payments (51%).

The Council's net budget in 2013/14 is £173.4 million, a reduction of £4 million from £177.4 million in 2012/13 and £183.4million in 2011/12. When compared to other authorities, the Council hold a relatively modest level of reserves of £14m which are held in case of significant financial difficulty and it is

therefore essential that a robust and balanced budget is set each year.

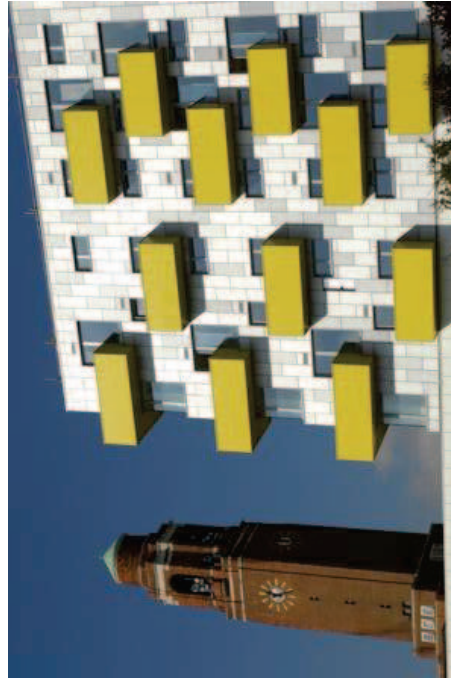
While we try to influence Government decisions in the interests of local residents, the Council has no choice about how much money it receives. The Council's Medium Term Financial Strategy (MTFS) prudently estimates further reductions in 2013/14 and 2014/15. We have had to identify and agree savings for 2013/14 of £16.6m in order to set a balanced budget for the year ahead. We are already working hard to identify ways to meet the remaining budget gap of £6.5million for 2014/15 in addition to planned savings of 7.7m. Significant savings are being achieved such as aiming to save 70million over seven years through Elevate our Joint Venture with Agilisys. Further savings required have meant some difficult decisions particularly in the light of ongoing pressures such as:

- Welfare reforms including the localisation of Council Tax benefit with a 10% (£2m) reduction in funding from Government and potential impact on collection rates
- Changes to Adult Social Care income/charging
- Increase in people presenting themselves as homeless putting pressure on temporary accommodation
- The need to provide sufficient school and education places (2-19) given the highest population growth in London, and the increasingly complexity of need.
- A projected population increase of 20% between 2010 and 2020

We can mitigate against some of the pressures such as allocating £300,000 for non-payment of Council Tax due to the changes in welfare reform.

We do however have the ability to choose how we spend our money and how much money we raise from local residents – and have chosen, again, to freeze Council Tax for the fifth year. This enables us to take advantage of the Council Tax freeze grant from Government equivalent to a 1% increase (a reduction on the 2.5% offered in 2012/13).

Members decide the priorities for the Council and where to focus spending by listening to local people through their surgeries, ward activity, Residents' Survey and from their own policy perspective.



The Council has listened to the views of local people in setting its budget for 2013/14. Residents were able to share their views on the budget proposals through a series of select committee meetings, Leader and Deputy Leader Question Time sessions, on Facebook and Twitter, and through the Council's website. In response to the feedback, changes were made to several proposals including keeping the Broadway Theatre open, funding the Summer Sorted programme from the Public Health Fund, keeping green waste collection and further consultation on sheltered housing provision. Residents and partners played a valuable part in the process ensuring the budget has gone through a robust challenge process before Councillors made their final decisions.

In addition to the General Fund budget referred to above, the Council's Housing Revenue Account, with income mainly from rents, will be used to invest £530.8 million on building new Council houses, the renewal of existing estates and investment in the current housing stock over the next ten years. The Council also receives a Dedicated Schools Grant from the Government's Department of Education to fund services for schools such as support for children with special educational needs and the admissions service. The Council will also be taking on the responsibility for the promotion of public health within the Borough and this will be funded from a separate source of funding which can only be used for that purpose.

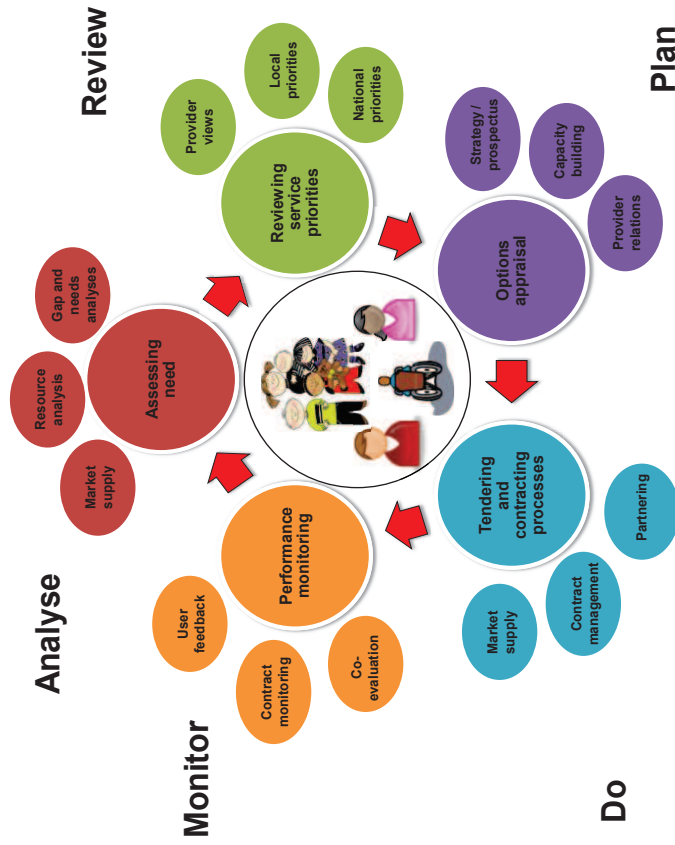
In addition to the significant expenditure on new and improved housing in the Borough, there is also an ambitious capital programme to invest in the Council's priorities. Between 2012/13 and 2014/15, there will be capital expenditure in excess of £373m on:

- a new leisure centre in Barking,
- providing new primary and secondary schools,
- improvements to highways,
- economic development,
- modernising our IT systems.

The Council has also worked with private sector partners to develop self financing schemes to provide over 500 new affordable homes within Barking & Dagenham. On a lesser scale, a number of smaller schemes have been initiated to improve the efficiency of Council operations and the service received by residents.

## Commissioning

In commissioning Council services we aim to ensure best value from our partners and providers so that we can attempt to ensure efficient and effective delivery. The Council's commissioning framework below and procurement policies are used to help secure this:



## Comments, ideas or questions?

**London Borough of Barking and Dagenham**

If you have questions about this statement, or you require this information in another format e.g. in large print or in a language other than English, please contact the Council's Policy & Performance team on 020 8227 2343.

Civic Centre  
Dagenham  
RM10 7BN

Phone: 020 8215 3000

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**February 2013**

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## ANNUAL ASSEMBLY

15 MAY 2013

<b>Title: Members' Allowance Scheme 2013/14</b>	
<b>Report of: THE LEADER OF THE COUNCIL</b>	
<b>Open</b>	<b>For Decision</b>
<b>Wards Affected: None</b>	<b>Key Decision: No</b>
<b>Report Author: John Dawe Group Manager Democratic Services</b>	<b>Contact Details: Tele: 020 8227 2135 Email: john.dawe@lbbd.gov.uk</b>
<b>Accountable Divisional Director:</b>	<b>Fiona Taylor, Head of Legal and Democratic Services</b>
<b>Accountable Director:</b>	<b>Graham Farrant, Chief Executive</b>
<p><b>Summary:</b></p> <p>This report sets out proposals in relation to Members' allowances for the 2013/14 Municipal year.</p> <p>In response to the continuing difficult economic climate and the increasing pressures on public sector funding, the Assembly is recommended to agree a freeze, for the fifth successive year, on basic and special responsibility allowances (SRAs).</p> <p>The proposed Members' Allowances Scheme for the 2013/14 municipal year is attached at <b>Appendix A</b>.</p>	
<p><b>Recommendation(s)</b></p> <p>The Assembly is recommended to agree:</p> <ul style="list-style-type: none"> <li>(i) That no increase be applied to Members' basic and special responsibility allowances for the 2013/14 municipal year, representing a freeze in allowance levels for the fifth year in succession;</li> <li>(ii) That the draft Members' Allowances Scheme for the 2013/14 municipal year attached at Appendix A take effect from 16 May 2013.</li> </ul>	
<p><b>Reason(s):</b></p> <p>To meet the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003.</p>	

## **1. Introduction and Background**

- 1.1 In 2000, an Independent Remuneration Panel (IRP) was established to review and make recommendations to the Council on Members' Allowances. Each year the IRP would consider a range of factors such as inflation indices, staff pay awards and how other London Boroughs' schemes were applied, as well as reviewing Members' time inputs through questionnaires and interviews. The IRP's recommendations would be presented to the Assembly for adoption.
- 1.2 For 2009/10 and 2010/11, the IRP recommended a freeze in allowance levels in response to the prevailing economic situation and the increasing squeeze on the public sector. These recommendations were fully supported by the Assembly.
- 1.3 In 2011/12 following consultation between the Leader and the members of the IRP it was agreed that it would not be necessary to convene the Panel until such time as the financial forecast improves, on the basis that no increase to allowance levels would be recommended.

## **2. Proposal and Issues**

- 2.1 In response to the continuing difficult economic climate and the increasing pressures on public sector funding, a freeze, for the fifth successive year in Members' basic and special responsibility allowances is proposed.
- 2.2 The Members' Allowances Scheme forms part of the Council Constitution (Part F). Whilst there are no proposals to amend the level of allowances the opportunity has been taken to review the content of the Scheme to make sure the wording is clear and non ambiguous and accords with best practice such as including details of travel and subsistence allowances, all of which are in line with nationally agreed rates. A copy of the proposed Scheme for 2013/14 is set out in Appendix A.

## **3. Options Appraisal**

- 3.1 The cost of members' allowances must be contained within the existing budget provision. If members were mindful to increase allowances, it would be necessary to convene a meeting of the IRP and for the Assembly to have regard to any recommendations.

## **4. Consultation**

- 4.1 All members were made aware last year of the need to continue the freeze on increases in allowances for the foreseeable future.

## **5. Financial Implications**

Implications completed by: Carl Tomlinson, Group Manager, Finance & Resources  
Telephone and email: 020 8227 2346 [carl.tomlinson@lbbd.gov.uk](mailto:carl.tomlinson@lbbd.gov.uk)

- 5.1 The proposal to freeze Members' Allowances (basic and special responsibility including the Mayoral allowance and provision for pension contributions) keeps the

total cost in line with that of 2012/13 and therefore can still be contained within the approved budget for 2013/14 of £899,000.

- 5.2 In the absence of an approved growth bid or additional funding, any proposed increase in allowances would need to be funded within the current budget, for example by taking measures such as reducing the number of positions attracting an SRA.

## **6. Legal Implications**

Implications completed by: Paul Feild Senior Corporate Governance Lawyer  
Telephone 020 8227 3133 e-mail [paul.feild@lbbd.gov.uk](mailto:paul.feild@lbbd.gov.uk)

- 6.1 The Council is required each year to make a Members' Allowances Scheme in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 6.2 The regulations require the scheme to be made with due regard to any recommendations of an independent remuneration panel and that the final scheme be adopted.

7. **Other Implications** – There are no other implications associated with this report.

## **Background Papers Used in the Preparation of the Report:**

Local Authorities (Members' Allowances) (England) Regulations 2003.

## **List of appendices:**

Appendix A – Proposed Members' Allowance Scheme 2013/14

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## PART F – Members' Allowances Scheme

The Council of the London Borough of Barking and Dagenham, pursuant to the Local Authority (Members' Allowances) (England) Regulations 2003 ("the Regulations"), hereby makes the following scheme.

### 1. Introduction

- 1.1 The Members' Allowances Scheme ("the Scheme") is approved each year by the Assembly at its annual meeting. The Assembly shall have regard to any recommendations of the Independent Remuneration Panel before making or amending the Scheme.

### 2. Types of Allowances

- 2.1 The allowances payable are:

- (a) Basic Allowance
- (b) Special Responsibility Allowance
- (c) Co-opted Members' Allowance
- (d) Travelling and Subsistence Allowance
- (e) Dependants' Carers' Allowance

### 3. Effective Date

- 3.1 This Scheme has effect from 16 May 2013.

### 4. Definitions

- 4.1 "Approved duties" means attendance by a Councillor or Co-opted Member at any:
- (a) formally convened meeting of any committee or body to which the individual has been appointed or nominated by the Authority, including any sub-committees or working parties thereof
  - (b) conference, training session and presentation organised by or on behalf of the Authority which the individual is required to attend
  - (c) meeting with a Corporate Director or Divisional Director / Head of Service where the Councillor's attendance has been requested in writing or by e-mail or where the Councillor is a member of the Cabinet
- 4.2 "Co-opted Member" means any co-opted, added or independent Member of a Committee or other body to which this scheme relates regardless of whether or not the Co-opted Member receives a Co-opted Members' Allowance.

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**5. Basic Allowance**

- 5.1 A Basic Allowance shall be paid to each Councillor in accordance with Appendix 1 to this Scheme.

**6. Special Responsibility Allowances**

- 6.1 Special Responsibility Allowances shall be paid in accordance with Appendix 1 to this Scheme.
- 6.2 Where a Councillor would otherwise be entitled under the Scheme to more than one Special Responsibility Allowance, the entitlement shall only be to the highest allowance.
- 6.3 In the event of a person receiving a Special Responsibility Allowance being absent or substantially unable to act for a period of at least three months, the Council may resolve to reduce the level of Special Responsibility Allowance payable to that person and instead resolve to pay the allowance, or part of it, to any person appointed as a deputy or vice-chair for such period as it determines.

**7. Travelling and Subsistence Allowances**

- 7.1 Travelling and subsistence allowances in respect of Approved Duties undertaken by Councillors and Co-opted Members are payable in accordance with Appendix 1 to this Scheme.
- 7.2 The provisions relating to eligibility to Travelling and Subsistence Allowances are set out in the "Guide for Councillors' Use of Council Resources, Facilities and Equipment" in Part E of the Constitution.

**8. Dependants' Carers' Allowances**

- 8.1 Dependents' Carers' allowances in respect of Approved Duties undertaken by Councillors and Co-opted Members are payable in accordance with Appendix 1 to this Scheme.
- 8.2 The provisions relating to eligibility to Dependents' Carers' allowances are set out in the "Guide for Councillors' Use of Council Resources, Facilities and Equipment" in Part E of the Constitution.

**9. Co-opted Members**

- 9.1 Co-opted Members shall be paid in accordance with Appendix 1 to this Scheme.

**10. School Appeals Panel Members**

- 10.1 Schools Appeals Panel (Admissions and Exclusions) members shall be entitled to an allowance as set out in Appendix 1 to this Scheme but shall not be eligible to receive travelling, subsistence or Dependants' Carers' Allowances allowances.

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**11. National Insurance and Income Tax**

- 11.1 Payment of allowances shall be subject to such deductions as may be statutorily required in respect of national insurance and income tax.

**12. Local Government Pension Scheme (LGPS)**

- 12.1 All Councillors below the age of 75 shall be eligible to join the LGPS.
- 12.2 Both Basic and Special Responsibility Allowances shall be treated as amounts in respect of which such pensions are payable.

**13. Renunciation**

- 13.1 A Councillor and/or Co-opted Member may, by notice in writing to the Chief Executive, elect to forgo all or any part of his/her entitlement to an allowance under this Scheme.

**14. Payments and Claims**

- 14.1 Payment of Basic and Special Responsibility Allowances shall be made in instalments of one-twelfth of the amounts specified on a monthly basis, with the exception of the Mayor's Allowance which shall be paid quarterly in advance.
- 14.2 Where an individual takes office part way through a year, a proportionate part of any applicable allowance is payable, unless the allowance is a Special Responsibility Allowance for serving on a committee which is appointed for a period of less than a year.
- 14.3 The Council may determine that an allowance or a rate of allowance will not come into effect until a date other than the effective date of this Scheme. In such circumstances, the alternative date that the allowance shall be payable from shall be specified in Appendix 1 to this Scheme.
- 14.4 Claims for travelling, subsistence and dependents' carers' allowance should be completed monthly and no later than three months from the date that the expenditure was incurred.

**15. Councillors who are Members of another Authority**

- 15.1 Any Councillor who is also a Member of another Authority shall only receive allowances from one Authority in respect of the same duties.
- 15.2 In such instances, the Councillor shall be required to nominate the Authority from whom he/she wishes to receive the allowance(s).

**16. Record of Allowances Paid**

- 16.1 A record of the payments made by the Authority to each Councillor and Co-opted Member shall be maintained and published in accordance with the Regulations.

**17. Publication of Scheme**

- 17.1 As soon as practicable after the making or amendment of this Scheme, arrangements shall be made for its publication within the Authority's area in accordance with the Regulations.



## Appendix 1

**London Borough of Barking and Dagenham – Summary of Allowances for  
Financial Year 2013/14**

<b>Type</b>	<b>Allowance Per Annum</b>
<b>BASIC ALLOWANCE</b> (for all Councillors)	£10,006
<b>SPECIAL RESPONSIBILITY ALLOWANCES</b>	
Leader	£35,022
Deputy Leader	£22,513
Other Cabinet Members	£17,510
Chairs and Lead Members of the following: <ul style="list-style-type: none"> <li>▪ Assembly</li> <li>▪ Development Control Board</li> <li>▪ Personnel Board</li> <li>▪ Licensing and Regulatory Board</li> <li>▪ Health and Adult Services Select Committee</li> <li>▪ Children's Services Select Committee</li> <li>▪ Safer and Stronger Community Select Committee</li> <li>▪ Living and Working Select Committee</li> <li>▪ Public Accounts and Audit Select Committee</li> </ul>	£3,142
Deputy Chairs and Deputy Lead Members of the following: <ul style="list-style-type: none"> <li>▪ Assembly</li> <li>▪ Development Control Board</li> <li>▪ Personnel Board</li> <li>▪ Licensing and Regulatory Board</li> <li>▪ Health and Adult Services Select Committee</li> <li>▪ Children's Services Select Committee</li> <li>▪ Safer and Stronger Community Select Committee</li> <li>▪ Living and Working Select Committee</li> </ul>	£1,571

Type	Allowance Per Annum
<ul style="list-style-type: none"> <li>▪ Public Accounts and Audit Select Committee</li> </ul>	
Majority Group Chief Whip	£3,142
Mayor's Allowance (payable under section 3(5) of Part I of the Local Government Act 1972)	£12,000 (payable from 18 May 2013)
<b>CO-OPTED MEMBERS' ALLOWANCES</b>	
Independent Adviser (Public Accounts and Audit Select Committee)	£300 per meeting
Independent Persons (Standards Committee)	£500
Schools Appeals Panel (Admissions and Exclusions) members	£20 per session (up to four hours)
<b>TRAVELLING ALLOWANCES</b>	
Mileage Rates	Cars: 45p per mile Motor cycles: 24p per mile Bicycles: 20p per mile
<b>SUBSISTENCE ALLOWANCES</b>	
Meal Allowances	<ul style="list-style-type: none"> <li>• Breakfast (away between 7.00am and 11.00am) - £4.92</li> <li>• Lunch (away between 12.00 noon and 2.00pm) - £6.77</li> <li>• Tea (away between 3.00pm and 6.00pm) - £2.67</li> <li>• Evening (away between 7.00pm and 11pm) - £8.35</li> </ul>
Overnight (continuous period of 24 hours involving absence overnight)	<ul style="list-style-type: none"> <li>• Normal - £79.82</li> <li>• Greater London, AMA Annual Conference or other approved Association conferences - £91.05</li> </ul>
<b>DEPENDANTS' CARERS' ALLOWANCE</b>	
	£6.82 per hour

## ANNUAL ASSEMBLY

15 MAY 2013

<b>Title: Overview and Scrutiny Annual Report 2012/13</b>	
<b>Report of the Statutory Scrutiny Officer</b>	
<b>Open</b>	<b>For Information</b>
<b>Wards Affected: None</b>	<b>Key Decision: No</b>
<b>Report Author:</b> Dan Ward Democratic Services Manager (Scrutiny and Members)	<b>Contact Details:</b> Tel: 020 8227 2456 E-mail: <a href="mailto:john.dawe@lbbd.gov.uk">john.dawe@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b>	Fiona Taylor, Head of Legal and Democratic Services
<b>Accountable Director:</b>	Graham Farrant, Chief Executive
<b>Summary:</b>  The attached report is a showcase for scrutiny undertaken by the Council's five themed select committees in the 2012/13 municipal year. The report shows the contribution the scrutiny function has made to improving local public services, holding decision-makers to account, and promoting accountability and transparency within the organisation.	
<b>Recommendation(s)</b>  Assembly is asked to note the summaries of work of the five select committees over the past municipal year.	
<b>Acknowledgements</b>  The Scrutiny Team would like to thank all elected members who served on the Select Committees in 2012/13 and everyone who participated in the scrutiny process by preparing evidence, attending meetings, or engaging with scrutiny through consultation exercises.	

## OVERVIEW AND SCRUTINY



### Annual Report 2012/13

#### 1. INTRODUCTION

- 1.1. Scrutiny is a Member-led statutory function in the Council, responsible for holding decision-makers to account, reviewing performance, and making a positive impact on public services through investigations and policy development. Scrutiny contributes towards the good governance of the Council and acts as a champion for transparency and accountability within the authority and its partners. Scrutiny is an outward looking function of the Council and seeks to promote effective partnership working between public bodies providing services in Barking and Dagenham.
- 1.2. The London Borough of Barking and Dagenham (LBBD) has four themed Select Committees namely Children's Services, Health and Adult Services, Living and Working and Safer and Stronger Community, plus a Public Accounts and Audit Committee finance that carry out the role described above. This report takes a look back at the scrutiny work undertaken by the Select Committees in 2012/13, highlighting some of the key achievements and issues investigated by Members.

#### 2. HOLDING THE CABINET TO ACCOUNT

- 2.1. The primary role of Scrutiny is to act as a check and balance to the Cabinet ensuring that it discharges its powers correctly, and challenging the Cabinet on weak performance to ensure that Barking and Dagenham is a well-performing local authority.
- 2.2. In 2012/2013, Scrutiny has held the Cabinet to account in the following ways:
  - 2.2.1. *Performance monitoring*

The Scrutiny function, through regular reporting to the select committees, maintains oversight of the Council's performance in all areas in order to understand the reasons behind poor performance and to see that corrective action is being taken to address such issues.
  - 2.2.2. *Call-in*

Under the provisions of the Local Government Act 2000, all non-executive Members have the right to challenge the decisions taken by the Cabinet before they are

implemented. A decision can be called in where there is a failure in the decision-making process, deviation from the Council's budgetary and policy framework, or sufficient controversy among local people.

In 2012/13 one Cabinet decision was challenged and referred to the PAASC for further examination: *Budget Strategy 2013/14 to 2015/16 – Reduction in Youth Service*.

As part of the budget-setting process for 2013/14, a proposal to reduce the youth service to statutory provision only was called in. Members were concerned that when the Cabinet considered the proposal it was in the absence of an Equalities Impact Assessment (EIA), a prerequisite of the Council's budget saving process. The Members calling in the decision also felt that the proposed saving would lead to a reduction in the number of youth sessions provided across the borough to vulnerable young people, and reconfiguration or closure of the Vibe Youth Centre.

The Budget Strategy 2013/14 report did not, in the opinion of Members, make it clear what level of statutory youth service would remain after the reduction of £600,000 by 2014/15; that overall young people and their parents were not aware of the proposed cuts in service; and that their voices had not been properly heard.

After receiving the call in, PAASC considered evidence submitted by the Cabinet Members for Children's Services and Finance in support of the budget saving. PAASC acknowledged the concerns of the call in and recognised that although a full EIA had been produced in support of the budget saving proposal it had been omitted in error from the budget papers considered by the Cabinet.

Whilst recognising the significant impact the cuts would have on young people, PAASC accepted that, whilst the reduction in service provision was regrettable, there was a clear achievable strategy in place for mitigating the main impacts whilst maintaining a high quality, well publicised, accessible and responsive service to young people across the Borough. On that basis the call in was rejected.

### **3. BUDGET SCRUTINY**

- 3.1. A major area of work for scrutiny in the last municipal year was the public examination of Cabinet's budget proposals. As in the previous three years, scrutiny played a major role in subjecting the plans to a public analysis, and suggesting changes were appropriate.
- 3.2. During their November 2012 meetings, scrutiny recommended that Cabinet reviewed the following budget savings proposals:
  - *Voluntary Sector Grants and Commissioning* – Reduce the proposed saving on the basis that the Council will see a reduction in payments to London Councils
  - *Closure of the Broadway Theatre* – Reconsider the proposal to remove the grant and instead look to alternative ways to fund the operation of the Theatre
  - *Anti-Social Behaviour Team* – Delay the implementation of deleting the team until 2014/15 to provide an opportunity to review funding

- *CCTV team* – Reconsider the decision to stop surveillance and active monitoring of the borough’s CCTV
- *Sheltered Housing* – Defer withdrawal of the warden service for one year to allow for alternative proposals to be drawn up and consulted upon with tenants of sheltered homes
- *Ceasing Green garden waste* – Restructure the service to allow for monthly collections
- *Charging for bulky waste collections* – Reduce the proposed increase in charges for bulky waste collections to help minimise the impact on household incomes
- *Reduction in employee costs and increased income target for Legal and Democratic Services* – Reconsider proposal to cut one post of scrutiny officer to allow the effectiveness of members to hold the Cabinet to account
- *Assets and Facilities Management* – Reconsider that element of the restructure relating to facilities staff

#### **4. CABINET REFERRALS**

- 4.1. As well as holding the Cabinet to account for the decisions it takes, Scrutiny is able to work collaboratively with the Cabinet. One of the main ways it does this is by receiving direct requests from Cabinet to undertake scrutiny, often into issues that Cabinet does not have the time to fully investigate. Of course, it is the decision of Scrutiny to accept the referral or not, but doing so this year has proved that the two bodies can work closely together for the benefit of residents.
- 4.2. This year, the main example of scrutiny referred from Cabinet is the examination of the Elevate East London joint venture.
- 4.3. Concerned with reports from fellow Members that residents visiting Elevate-provided One Stop Shops were experiencing long waiting times, Cabinet asked the Public Account and Audit Select Committee to investigate further.
- 4.4. As a result, PAASC undertook a nine month scrutiny project, looking at the customer service elements of the joint venture. The Lead Member carried out three visits to the Council’s One Stop Shops; a Member briefing session was held on Monday, 25 March; and a formal evidence gathering session was held the following day.
- 4.5. Members questioned representatives from Elevate, the Council’s client management team, and Agilisys at length, to get a grasp of the issues of providing such a service – and how that related to the experience of their residents on the ground. Members also identified some possible recommendations, which will now be developed into a formal review report, and presented to Members at their June meeting.

## 5. HOLDING PARTNERS TO ACCOUNT

5.1. Under the provisions of the Health and Social Care Act 2001 and the Police and Justice Act 2006, the Council, through its scrutiny function, is required to scrutinise the work and performance of key partner organisations. Examples of holding the NHS and Police to account in 2012/13 include:

*5.1.1. Care Quality Commission report of an Inspection of BHRU Hospitals NHS Trust*  
This report highlighted the main findings from the inspection of both BHRUT's accident and emergency and maternity departments, which was particularly timely given the publication of the Francis report into the Mid Staffordshire scandal. The report on A&E services was overall negative as a consequence of which a trust official attended a subsequent meeting of HASSC in March 2013 to answer questions and give a full response to the CQC inspection report.

*5.1.2. Borough Commander presentation to Safer Stronger Communities Select Committee*  
Having received the presentation from the Borough Commander, Members focused on police response times and the criticism from residents about responses to emergency calls. The Borough Commander felt the introduction of the 101 number was a positive step as this allowed for clear emergencies to be upgraded to 999 status and dealt with appropriately.

The committee felt the increased partnership working was having a positive impact on tackling crime and anti social behaviour. Members sought clarification over the future of Dagenham Police Station. The Borough Commander responded that despite the financial pressure on the Met, he felt there was a strong strategic case to retain the site and that appropriate representations would be made to the Metropolitan Police Commissioner.

The financial challenges facing the Police were discussed, including the need to think creatively to minimise the impact of cuts on the front line. The Borough Commander outlined the strategies and actions being taken both locally and regionally to improve public confidence in and perception of the Police, highlighting some key statistics around arrests as well as support given to the repeat victims of crime. Finally Members pressed the Borough Commander about the monitoring of performance and satisfaction levels and about learning from individual's personal experiences. In that respect it was noted that all intelligence gathered is fed back to the front line and operations/deployment amended accordingly.

## 6. CONSULTATION

6.1. Scrutiny provides a platform for internal and external consultation, as well as informing views about emerging legislation. This year, health has been the particular focus with a list of the consultations that have taken place at HASSC as follows:

- Healthwatch- new ways of involving the public and service users in health and social care services
- Development of Primary Care Improvement Plan
- South West Essex Community Services
- Remodelling of Learning Disability Day Services
- Draft Health and Wellbeing Strategy

- Social Care and Care and Support Bill
- Urgent Care Strategy including the NHS 111 service
- Health and Social Care Act 2012 including health scrutiny provisions
- Walk-in Centres in B&D

## 7. SCRUTINY REVIEWS

7.1. Further to the powers to hold decision makers to account, the Local Government Act 2000 also gave Scrutiny the mandate to review, as it so wishes, any area of Council activity or matters of wider local concern. The purpose of scrutiny reviews is to suggest to commissioners and providers of services ways in which the customer's experience can be improved.

7.2. Review work this year has again formed a significant part of the Select Committees' work programmes, with several large scale and mini reviews being completed in 2012/13. The reviews carried out this year include:

### 7.2.1. *Diabetes*

HAASC carried out an in-depth scrutiny review of diabetes services and support for diabetics in Barking and Dagenham. The review focussed on type 2 diabetes and how type 2 diabetics could be helped to manage their condition more effectively.

### 7.2.2. *Anti-Social Behaviour: Housing and Neighbourhoods*

SSCSC carried out an in-depth scrutiny review into antisocial behaviour, continuing a theme that it had been examining for two years. This time, it focussed on the ASB experienced by tenants, how housing and neighbourhood management could influence ASB, and how the Council could make positive changes to reduce its impact.

### 7.2.3. *The Living Wage*

Following the Council uplifting staff to £9 per hour, becoming the highest paying Living Wage authority in England, the LWSC explored the implications of becoming fully Living Wage accredited. The LWSC heard from the Living Wage Foundation and Councillors from Islington and Hackney about the implications of extending the Living Wage to employees of contractors who provide council services.

### 7.2.4. *Educational Maintenance Allowance*

Following the government scrapping EMA, the LWSC was concerned that young people living in the borough lacked the financial support to continue in further education. The LWSC investigated the impact of EMA on post-16 education retention and looked at Tower Hamlets' Mayor's Education Award, a council funded scheme to replace EMA payments. The LWSC developed a business case for developing a similar discretionary award scheme and presented this to Cabinet.

### 7.2.5. *Student Voice*

The representatives of the Barking and Dagenham Youth Forum raised a concern regarding how school management respond to the Student Voice groups within the schools, noting that they are often told their concerns are being "considered" and then never acted upon. They enquired whether the Local Authority could do more to support Student Voice groups, and use its position to encourage a consistent approach across the borough's schools. The matter is being examined by CSSC.



### 7.2.6. School lunch provision

CSSC undertook an in-depth review into the lunches served to children in the borough's schools, examining take-up, choice, nutrition and financial viability. CSSC gathered the views of the Council's catering service and students, and undertook a site visit to Dagenham Park Community School.

### 7.2.7. Troubled families

In December 2011, the Government launched its programme to turn around the lives of the country's 120,000 most troubled families: those experiencing multiple problems and disadvantages such as unemployment, truancy, drug and alcohol addiction and causing problems such as crime and anti-social behaviour. SSCSC received evidence about the number of such families in Barking and Dagenham, and considered whether Council policies needed to be amended to reflect the new programme.

## 8. POLICY DEVELOPMENT

8.1. As scrutiny is non-political and non-adversarial, the scrutiny forum is a good place to develop new and existing Council policies. Scrutiny's feedback to Cabinet on forthcoming strategies and policy documents is greatly valued by portfolio holders and Chief Officers. Examples from the 2012/2013 municipal year include:

- Draft Heritage Strategy
- Anti Social Behaviour Strategy
- Community Cohesion Strategy
- Domestic and Sexual Violence Strategy and Delivery Plan 2012/15

## 9. PRE-DECISION SCRUTINY

9.1. A key tool to assist Scrutiny Committees with identifying and scrutinising decisions before they are made by Cabinet Members is the Council's Forward Plan, which carries notice of issues to be considered for Cabinet decision.

9.2. Through using the Forward Plan, Members are able to support the decision-making process by scrutinising decisions before they are taken. Examples of effective pre-decision from 2012/13 include PAASC's consideration of the draft Corporate Plan and Corporate Strategy. Some examples of pre-decision scrutiny from this municipal year include:

- Review of Management of BASS Accommodation in LBBD
- New Leisure Centre in Barking
- Draft Community Cohesion Strategy
- Draft Domestic & Sexual Violence Strategy

## 10. ONE OFF REPORTING

10.1. During the course of their activities, Select Committees often request one-off briefings or short reports on single-issue topics. This year, those briefings include:

- A presentation by CI Goodwin on the work of the Estate Police team
- A presentation by the Divisional Director of Environment providing an overview on noise nuisance issues
- A presentation by the Corporate director of Housing and Environment on the role of Environmental Health Officers in tackling anti- social behaviour
- Cultural Olympiad
- B&D LINK Manager report on findings and recommendations of an “Enter and View” visit to Chase View Care Home
- Feedback from Corporate Director of Adult and Community Services into the Safeguarding and Looked after Children Ofstead Inspection of which the Department overall received a positive rating
- Report from the Corporate Director of Children’s Services on the details of Project Sure 2012 which centred on the areas of supervision, understanding of the importance of informed assessments in all agencies, improving the quality of recording to show analysis and evidence, give families and children a voice, and ensuring effectiveness and value for money
- Bus training at Trinity School to reduce student reliance on private car and taxi journeys to school and to support their independence
- Respite Care provision for young people once they have turned 17
- Presentation from Divisional Director for Complex Needs on Corporate Parenting including the role of the Members' Corporate Parenting Group
- Update from the Corporate Director of Children’s Services on progress in meeting the various recommendations arising from a previous scrutiny review looking at SEN in Barking and Dagenham
- A report from the Lead Member of CSSSC looking at the provision of local democracy education in B&D
- Presentation from Divisional Director of Environmental Services looking at the Council programme of maintaining roads and pavements in the Borough, focusing on issues of levels of investment, funding streams and priorities
- Barking Riverside visit and feedback
- Update on the proposals to build a new Leisure Centre in Barking
- Presentation from GM Housing and Environmental Services on Olympic readiness
- Bottle Bank Refund Scheme
- Estate Renewal update from the Divisional Director of Regeneration
- Decent Homes update from the Divisional Director of Housing
- Corporate Complaints update including Members’ Casework
- Presentation from Elevate about Risk Based Verification for Benefit Claims and a follow up report on the Benefit Service

## 11. AUDIT ACTIVITY

11.1. As well as undertaking scrutiny work, PAASC is also the body which delivers the Council's Audit Committee function. Throughout the course of the year it has received reports from the Council's internal audit, finance team, and the Audit Commission, and KPMG, the Council's external auditor. The range of items considered over the year included:

- Draft Statement of Accounts (Finance) and Annual Governance Statement (Internal Audit)
- Final Statement of Accounts incorporating the Annual Governance Statement (Finance)
- Formal Response to questions raised by the Audit Commission
- Review of Audit, Risk, and Insurance Policies
- Audit Plan (Internal Audit)
- Quarterly Composite Audit Reports – covering audits undertaken, blue badge fraud, RIPA changes, and general updates and superlatives.
- Quarterly Risk Management Reports (coupled with six-monthly Insurance Update reports)
- Six-monthly Performance House monitoring
- Six-monthly Debt Management monitoring
- Annual Governance Report (Audit Commission)
- Progress with Oracle R12 project
- Contract work to local businesses
- Information Governance
- Certification of Grants Report (KPMG)
- Audit Letter (KPMG)
- Audit Plan (KPMG)
- Progress Report (KPMG)

11.2. PAASC, in its audit role, continues to be satisfied that, despite staff reductions brought about by budget cuts, the finance team is still operating strongly, as evidenced by the on-time and accurate Statement of Accounts and Governance Statement.

11.3. The Committee, however, did raise concerns about the capacity of senior staff and their ever widening portfolios of responsibility in the light of the budget reductions. While the Committee has been reassured by the Chief Executive about the present arrangements, it intends to keep a strong focus on this topic due to the potential risks involved.

11.4. PAASC this year concurred with the Head of Internal Audit's opinion that – broadly speaking – the Council is strategically compliant and complies with its aim of being a “well run organisation”. However, compliance with Council policies remains a concern for PAASC and will be the focus of a future in-depth scrutiny review in the coming municipal year.

11.5. Finally, the Committee were pleased to appoint Dr Ian Fifield, the new Independent Adviser to ensure that Members can continue to receive independent audit advice.

**12. Background Papers Used in the Preparation of the Report:**

- Agendas and Minutes, Children's Services Select Committee (2012/13)
- Agendas and Minutes, Health and Adult Services Select Committee (2012/13)
- Agendas and Minutes, Living and Working Select Committee (2012/13)
- Agendas and Minutes, Public Accounts and Audit Select Committee (2012/13)
- Agendas and Minutes, Safer and Stronger Community Select Committee (2012/13)

**13. List of appendices:**

- Appendix A: Members and Officers for 2012/13

## **Members and Officers for 2012/13**

Listed below are the elected members and co-optees who served during 2012/13 and the scrutiny champion associated with each Select Committee.

### **Children's Services Select Committee**

Councillor G Letchford (Chair)

Councillor T Perry (Deputy Chair)

Councillor P Burgon

Councillor L Butt

Councillor R Douglas

Councillor A S Jamu

Councillor E Kangethe

Councillor B Poulton

Councillor A Salam

Reverend Roger Gayler

Mrs G Spencer

Mrs Ghadeer Al-Salem Youssef

Mr Ishmael Ncube

Paul Cox

Callum Excell

Scrutiny Champion: Helen Jenner – Corporate Director, Children's Services

### **Health and Adult Services Select Committee**

Councillor S Alasia (Chair)

Councillor E Keller (Deputy Chair)

Councillor L Butt

Councillor J Davis

Councillor A Gafoor Aziz

Councillor M McKenzie MBE

Councillor C Rice

Councillor A Salam

Councillor J Wade

Scrutiny Champion: Anne Bristow – Corporate Director, Adult and Community Services

### **Living and Working Select Committee**

Councillor J Channer (Chair)

Councillor L Rice (Deputy Chair)

Councillor S Ashraf

Councillor J Davis

Councillor J E McDermott

Councillor J Ogungbose

Councillor T Perry

Councillor D Twomey

Councillor L R Waker

Scrutiny Champion: Darren Henaghan – Corporate Director, Housing and Environment

**Public Accounts and Audit Select Committee**

Councillor A S Jamu (Chair)  
Councillor T Saeed (Deputy Chair)  
Councillor S Alasia  
Councillor J Channer  
Councillor G Letchford  
Councillor M Mullane  
Dr Ian Fifield  
Martin Searle  
Phil Johnstone

Scrutiny Champion: Jonathan Bunt, Divisional Director, Finance and Resources

**Safer and Stronger Community Select Committee**

Councillor M Mullane (Chair)  
Councillor M Hussain (Deputy Chair)  
Councillor S J Bremner  
Councillor J Channer  
Councillor J Davis  
Councillor M McKenzie MBE  
Councillor H S Rai  
Councillor A Salam  
Councillor S Tarry

Scrutiny Champion: Anne Bristow – Corporate Director, Adult and Community Services

## ANNUAL ASSEMBLY

15 May 2013

<b>Title:</b> Motions	
<b>Report of:</b> The Chief Executive	
<b>Open</b>	<b>For Information</b>
<b>Wards Affected: None</b>	<b>Key Decision: No</b>
<b>Report Author:</b> Margaret Freeman Senior Democratic Services Officer	<b>Contact Details:</b> Tel: 020 8227 2638 E-mail: <a href="mailto:margaret.freeman@lbbd.gov.uk">margaret.freeman@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b>	Fiona Taylor Head of Legal and Democratic Services
<b>Accountable Director:</b>	The Chief Executive
<b>Summary:</b>	
<p>The following motions have been received in accordance with paragraph 14 of Article 2, Part B of the Council's Constitution:</p>	
<p>1. <b>Train fare increases and unfair zonal system</b></p>	
<p>To be moved by Councillor McCarthy:</p>	
<p>"Barking and Dagenham Council notes with great concern the latest rises in train fares and the disproportionate costs incurred by people in Barking and Dagenham due to the unfair zonal system. A weekly train ticket has increased by 25% since Boris Johnson became Mayor in 2008 – adding £440 a year to travel costs.</p>	
<p>"Barking and Dagenham Council recommends that the current zonal system be reconfigured in order to remove the current bias in favour of west London. This is to remove such discrepancies as a journey from Richmond to Bank costing less than one from Dagenham East to the same station. We also call upon the Mayor of London to freeze prices in 2014 in order to halt spiraling costs."</p>	
<p>2. <b>Unacceptable practice of blacklisting of construction workers</b></p>	
<p>To be moved by Councillor Channer:</p>	
<p><b>"This Council notes:</b></p>	
<ul style="list-style-type: none"> <li>- The GMB campaign to highlight that 3,213 workers were blacklisted by construction firms and which calls for all of those affected to be given an unreserved apology and compensation by the firms.</li> <li>- That in 2009 the Information Commissioners Office (ICO) seized a database of 3,213 construction workers used by 44 companies to vet new recruits and keep out</li> </ul>	

employment trade union and health and safety activists.

- That of the 3,213 workers identified on the blacklist only 194 have been informed that they appear on the list.
- Of the 194 people identified as featuring on the blacklist, 39 of these were based or attempting to find work in London.
- A number of blacklisted workers live in Barking and Dagenham

**"This Council believes:**

- Blacklisting is an unacceptable practice which cannot be condoned.
- That the construction firms that engaged in blacklisting should apologise to those who have been affected and denied jobs as a result of the list.
- That the Information Commissioners' Office should inform all those who feature on the blacklist.

**"This Council resolves:**

- To support the GMB campaign against the blacklisting of construction workers.
- To call on the Council to make clear to all construction companies bidding for Council contracts that any unlawful blacklisting of workers will not be tolerated
- To request the Chief Executive to provide a report to the next Assembly meeting regarding progress on this matter."

The deadline for amendments to these motions is noon on Friday 10 May 2013.

For information, attached at Appendix A is the relevant extract from the Council's Constitution relating to the procedure for dealing with motions.

**Recommendation/Reason:**

The Assembly is asked to debate and vote on the above motion and any amendments.



**Extract from the Council Constitution  
Part B, Article 2 - The Assembly**

**14. Motions on issues directly affecting the Borough**

- 14.1 Written notice of any motions must be received by the Chief Executive by no later than 4.00 pm on the Wednesday two weeks before the meeting. *The following provisions exclude a motion moving a vote of no confidence in the Leader of the Council (see paragraph 10 for details)*
- 14.2 The Chief Executive in consultation with the Chair, or in their absence the Deputy Chair, of the Assembly may decide not to place on the agenda any motions that he/she considers are of a vexatious or derogatory nature, or contrary to any provision of any code, protocol, legal requirement or rule of the Council; or that do not relate to the business of the Council or are otherwise considered improper or inappropriate.
- 14.3 The Chief Executive in consultation with the Chair, or in their absence the Deputy Chair, of the Assembly may decide not to place on the agenda any motions the content of which he/she feels forms the basis of a motion already considered at the Assembly within the previous twelve months.
- 14.4 In the event that the Member who submitted the motion is not present at the Assembly meeting, the motion will be withdrawn.
- 14.5 Any motions withdrawn as indicated above, or withdrawn at the request of the Member who submitted the motion, either before or during the meeting, may not be resubmitted to the Assembly within a period of six months. This condition will be waived where the Member, or a colleague on their behalf, has notified the Chief Executive by 5 pm on the day of the meeting of their inability to attend due to their ill health or family bereavement.
- 14.6 Motions will be listed on the agenda in the order in which they are received.
- 14.7 Motions must be about matters for which the Council has a responsibility or which directly affect the borough.
- 14.8 Written notice of any amendments to motions must be received by the Chief Executive by no later than 12 noon on the Friday before the meeting. The same criteria and actions as described in paragraphs 14.3, 14.4, 14.5 and 14.6 will apply in relation to any amendments received.
- 14.9 Any amendments proposed after the time specified in paragraph 14.8 will only be considered for exceptional reasons such as a change in circumstances appertaining to the original motion, in which case the consent of the Chair will be required.
- 14.10 Order/rules of debate:
1. Except with the Chair's consent, the debate on each motion shall last no longer than 10 minutes and no individual speech shall exceed two minutes.

2. The mover will move the motion and explain its purpose.
3. The Chair will invite another Member to second the motion
4. If any amendment(s) has been accepted in accordance with paragraphs 14.8 or 14.9, the Chair will invite the relevant Member to move the amendment(s) and explain its (their) purpose.
5. The Chair will invite another Member(s) to second the amendment(s).
6. The Chair will then invite Members to speak on the motion and any amendments.
7. Once all Members who wish to speak have done so, or the time limit has elapsed, the Chair will allow the mover(s) of the amendment(s) a right of reply followed by the mover of the original motion.
8. At the end of the debate, any amendments will be voted on in the order in which they were proposed.
9. If an amendment is carried, the motion as amended becomes the substantive motion to which any further amendments are moved and voted upon.
10. After an amendment has been carried, the Chair will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
11. If all amendments are lost, a vote will be taken on the original motion.