

Council Assembly (Ordinary Meeting)

Wednesday 27 March 2013
7.00 pm

Harris Academy Peckham, 112 Peckham Road, London SE15 5DZ

Councillors are summoned to attend a meeting of the Council to consider the business contained herein

Eleanor Kelly
Chief Executive

INFORMATION FOR MEMBERS OF THE PUBLIC

Access to information

You have the right to request to inspect copies of minutes and reports on this agenda as well as the background documents used in the preparation of these reports.

Babysitting/Carers allowances

If you are a resident of the borough and have paid someone to look after your children, an elderly dependant or a dependant with disabilities so that you could attend this meeting, you may claim an allowance from the council. Please collect a claim form at the meeting.

Access

The council is committed to making its meetings accessible. Further details on building access, translation, provision of signers etc for this meeting are on the council's web site: www.southwark.gov.uk or please contact the person below.

Contact

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andrew.weir@southwark.gov.uk; constitutional.team@southwark.gov.uk

Date: 15 March 2013



Council Assembly (Ordinary Meeting)

Wednesday 27 March 2013

7.00 pm

Harris Academy Peckham, 112 Peckham Road, London SE15 5DZ

Order of Business

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PART A - OPEN BUSINESS

1. PRELIMINARY BUSINESS

1.1. ANNOUNCEMENTS FROM THE MAYOR, MEMBERS OF THE CABINET OR CHIEF EXECUTIVE

To receive any announcements from the Mayor, members of the cabinet or the chief executive.

1.2. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE MAYOR DEEMS URGENT

In special circumstances an item of business may be added to an agenda within seven working days of the meeting.

1.3. DISCLOSURE OF INTERESTS AND DISPENSATIONS

Members to declare any interests and dispensations in respect of any item of business to be considered at this meeting.

1.4. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

1.5. MINUTES

To approve as a correct record the open minutes of the council assembly meetings held on 23 January and 27 February 2013 (to be circulated separately).

2. ISSUES RAISED BY THE PUBLIC

2.1. PETITIONS - SAY NO TO BAIL-HOSTEL CAMPAIGN

1 - 2

To consider a petition from the Say No to Bail-Hostel Campaign.

2.2. PUBLIC QUESTION TIME

The deadline for public questions is Midnight, Thursday 21 March 2013. Questions can be emailed to constitutional.team@southwark.gov.uk.

Questions from the public will be distributed in a supplemental agenda.

2.3. DEPUTATION REQUESTS ON THE THEME

The deadline for deputation requests for this meeting is Midnight, Thursday 21 March 2013. Deputations can be emailed to constitutional.team@southwark.gov.uk.

Deputation requests will be distributed in a supplemental agenda.

3. THEMED DEBATE - CRIME AND ANTI-SOCIAL BEHAVIOUR

3.1. CABINET MEMBER STATEMENT

The cabinet member for finance, resources and community safety to present the theme for the meeting.

3.2. QUESTIONS FROM THE PUBLIC ON THE THEME

The deadline for public questions on the theme is Midnight, Thursday 21 March 2013. Questions can be emailed to constitutional.team@southwark.gov.uk.

Questions from the public will be distributed in a supplemental agenda.

3.3. MEMBERS' MOTIONS ON THE THEME

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To consider the following motions on the theme submitted by members of the council:

- Basic Safety and Security for Residents
- Crime and Anti-Social Behaviour.

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	The deadline for deputation requests for this meeting is Midnight, Thursday 21 March 2013. Deputations can be emailed to constitutional.team@southwark.gov.uk .	
	Deputation requests will be distributed in a supplemental agenda.	
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7.4.	ANNUAL REPORT ON THE WORK AND PERFORMANCE OF THE AUDIT AND GOVERNANCE COMMITTEE IN 2012/13	69 - 81
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	Council assembly to receive an annual report on special urgency decisions.	

8. AMENDMENTS

Any member of the council may submit an amendment to a report or motion on the agenda. The amendments will be circulated to all members in a supplemental agenda.

ANY OPEN ITEMS IDENTIFIED AS URGENT AT THE START OF THE MEETING

EXCLUSION MOTION (IF NECESSARY)

The following motion should be moved, seconded and approved if the council wishes to exclude the press and public to deal with reports revealing exempt information:

“That under the access to information procedure rules of the Southwark constitution, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in section(s) 1 – 7 of paragraph 10.4 of the procedure rules.”

PART B – CLOSED BUSINESS

ANY CLOSED ITEMS IDENTIFIED AS URGENT AT THE START OF THE MEETING

Date: 15 March 2013

Item No. 2.1	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Petition – Say No 2 Bail-Hostel Campaign	
Ward(s) or groups affected:		East Walworth, Livesey, South Bermondsey	
From:		Proper Constitutional Officer	

RECOMMENDATION

1. That council assembly consider a petition from the Say No 2 Bail-Hostel Campaign in respect of the proposed location of the approved premises provided by the London Probation Trust, to be located at the junction of Rotherhithe New Road and Old Kent Road.

BACKGROUND INFORMATION

2. A petition containing 1,500 signatures or more maybe presented to council assembly. A petition can be submitted by a person of any age who lives, works or studies in Southwark. Petitions must relate to matters which the council has powers or duties or which affects Southwark.
3. At the meeting, the spokesperson for the petition will be invited to speak up to five minutes on the subject matter. Council assembly will debate the petition for a period of up to 15 minutes and may decide how to respond to the petition at the meeting.
4. Any relevant resource or community impact issues will be contained in the comments of the strategic director.

KEY ISSUES FOR CONSIDERATION

5. A petition containing 1,730 signatures has been received from the Say No 2 Bail-Hostel Campaign in respect of the proposed location of the approved premises provided by the London Probation Trust, to be located at the junction of Rotherhithe New Road and Old Kent Road. The petition states:

‘In line with full council on the 27 March, the Say No 2 Bail-Hostel Campaign wish to hand in a 1,500 signed petition against the proposed location of the approved premises provided by the London Probation Trust, to be located at the junction of Rotherhithe New Road and Old Kent Road.

I wish to object to the location specified and require the council to seek alternative locations within the borough which are more suited to the service provided by the London Probation Trust.’

6. Council assembly should decide how to respond to the petition at this meeting. A decision could be made to:
 - Take the action the petition requests
 - Not to take the action requested for reasons put forward in the debate, or

- To commission further investigation into the matter.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Comments of the Chief Executive

7. To follow.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Petition from Say No 2 Bail-Hostel Campaign	160 Tooley Street, London SE1 2QH	Lesley John Constitutional Team 020 7525 7228

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Lesley John	
Version	Final	
Dated	12 March 2013	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Legal Services	No	No
Strategic Director of Finance and Corporate Services	No	No
Chief Executive	Yes	To follow
Date final report sent to Constitutional Team		13 March 2013

Item No. 3.3	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Motions on the Theme – Crime and Anti-Social Behaviour	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

BACKGROUND INFORMATION

During the themed debate, council assembly may debate motions. Members’ motions on the theme will use present principles to allow sufficient political balance and for political groups to hold cabinet to account.¹

Members are limited to moving one motion and seconding one motion in the themed section of the meeting.

All motions shall be relevant to the topic under discussion and shall be conducted under the existing rules for members’ motions. Normal deadlines shall apply for the submission of members’ motions.

The order in which motions are debated and timings shall be determined by the Mayor.²

1. MOTION FROM COUNCILLOR MICHAEL BUKOLA (Seconded by Councillor Adele Morris)

Basic safety and security for residents

Council assembly:

1. is concerned about the budget cuts to basic services pushed through by Labour councillors since 2010, including cuts to the Southwark antisocial behaviour unit (SASBU) and the noise team
2. notes that funding for SASBU has been stripped back to deal with only high risk cases, meaning low level anti-social behaviour blighting the lives of residents is not always properly addressed
3. also notes that cuts to the noise team have ended the previous 24/7 service despite the need for a round the clock team to deal with any problems
4. believes this is the wrong approach to tackling low level crime and anti-social behaviour, and is appalled that the safety and quality of life of residents is being put at risk by Labour’s failure to prioritise basic front line services.

¹ Council assembly procedure rule 2.7 (3)

² Council assembly procedure rule 2.7 (9) and (10)

5. therefore calls on cabinet to restore staffing and enforcement levels to SASBU and the noise team to ensure Southwark residents remain safe and that anti-social behaviour in the borough is tackled quickly and effectively.

Note: If the motion is agreed, any proposals will be submitted to the cabinet for consideration.

2. MOTION FROM COUNCILLOR CLEO SOANES (Seconded by Councillor Lorraine Lauder)

Crime and anti-social behaviour

1. Council assembly believes that crime and the fear of crime are among our residents' main concerns and notes the council's fairer future promise to crack down on anti-social behaviour and implement a violent crime strategy.
2. Council assembly notes the progress being made against the 5 priorities in the violent crime strategy including:
 - 9% reduction in violence with injury
 - 4% reduction in most serious violence
 - 22% reduction in knives used to injure
 - 19% reduction in youth violence
 - 10% reduction in domestic abuse
3. Council assembly notes that despite savings to Southwark's anti-social behaviour unit, the number of ASB cases that have been managed by SASBU and housing officers over the last three years has actually increased by 40%; the number of acceptable behaviour contracts issued increased by 19% on last year; and 90% of residents were satisfied with the support they received.
4. Council assembly welcomes the establishment of the Southwark anti-violence unit (SAVU), a multiagency team working together to support individuals and families affected by gang and serious youth violence. It welcomes the fact that, the first 10 months evaluation highlights that following engagement with SAVU, 45% of SAVU clients have not come to police notice, compared with the 12 months prior to their involvement in the scheme when 100% had come to notice. Council assembly further notes the favourable review of this work by the Home Office in October 2012, in which the council was praised by the review team for its 'political leaders recognising and prioritising ending gang and youth violence work and sending out a very strong signal that this is a priority for the borough and will be resourced and supported'.
5. Council assembly also welcomes the announcement in last month's budget of £1.4m to upgrade outdated camera systems on Southwark's housing estates as well as 30 new redeployable cameras and an upgraded control room. It notes that CCTV has supported the police in making around 900 arrests between April and March of 2012/13.
6. Council assembly regrets the government's decision to cut the Met's budget by 20% and the impact this has had on police officer numbers in the borough and on closures to police stations in Rotherhithe and East

Dulwich. It welcomes the council's decision to identify £ 750,000 for community safety initiatives including alternative police front counters.

7. Council assembly asks the cabinet to develop plans to:
- Work collaboratively with customs and excise, police and neighboring boroughs to tackle the drugs trade
 - Work with communities and registered social landlords to develop new approaches to resolve conflicts within communities
 - Help communities gain confidence to tackle anti-social behaviour in their midst
 - Continue the excellent work of SAVU despite government cuts
 - Develop further the work with our partners to reduce re-offending
 - Work with Solace, the voluntary sector and local hospitals to develop innovative approaches to tackling violence against women and girls

Note: If the motion is agreed, any proposals will be submitted to the cabinet for consideration.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Member Motions	Constitutional Team 160 Tooley Street London SE1 2QH	Andrew Weir 020 7525 7222

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager
Report Author	Lesley John, Constitutional Officer
Version	Final
Dated	13 March 2013

Item No. 5.1	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Members' Question Time	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

BACKGROUND INFORMATION

Members' question time shall not exceed 30 minutes. During this time, members may not question any one cabinet member or committee chair for longer than fifteen minutes.

Members are limited to one question at each meeting. One councillor from each community council will be able to submit a question on behalf of their community council.

Questions to the leader will be taken first, followed by question from community council councillors followed by questions to other cabinet members. The order in which the different political groups ask questions of the leader will be rotated. Questions to cabinet members will be taken in the order of receipt and portfolio. The order of portfolios will be rotated at each meeting such that the cabinet member answering questions immediately after the leader will be the last cabinet member to answer any questions at the next meeting of council assembly.

Cabinet members and committee chairs have discretion to refer a question to another cabinet member.

Responses to members' questions will be circulated on yellow paper around the council chamber on the evening of the meeting.

The Mayor will ask the member asking the question if they wish to ask one supplemental question to the member to whom the question was asked. The supplemental question must arise directly out of the original question or the reply. Therefore, supplemental questions to the leader or other cabinet members are not free ranging.

No question shall be asked on a matter concerning a planning or licensing application.

Notes:

1. The procedures on members' questions are set out in council assembly procedure rule 2.9 in the Southwark Constitution.
2. In accordance with council assembly procedure rule 2.9 (12) & (13) (prioritisation and rotation by the political groups) the order in which questions to the leader appear in this report may not necessarily be the order in which they are considered at the meeting.
3. A question from a community council must have been previously considered and noted by the relevant community council (CAPR 2.9.2).

1. QUESTION TO THE LEADER FROM COUNCILLOR HELEN HAYES

Can he provide an update on the council's discussion with the Metropolitan Police Service regarding funding for alternative police front counters in Southwark?

2. QUESTION TO THE LEADER FROM COUNCILLOR DAVID HUBBER

Is the leader aware that the broadband speeds in the Surrey Docks area are abysmally poor and well below the average in England? Given the growing population in Rotherhithe - including many people working from home - and the hoped for increase in business activity, will he make strong representations to BT and other relevant organisations to urge them to remedy this problem as soon as possible?

3. QUESTION TO THE LEADER FROM COUNCILLOR PATRICK DIAMOND

I welcome the news that the council is investing £1.4 million in CCTV on council estates at a time when the government is cutting the Metropolitan Police Service's budget. Can he confirm when residents on the Brandon Estate will see new CCTV cameras installed?

4. QUESTION TO THE LEADER FROM COUNCILLOR ANOOD AL-SAMERAI

How much of the discretionary housing payments budget has been spent in the current financial year 2012/13? What are the council's spending plans for the 2013/14 budget, broken down by fulfilment need type?

5. QUESTION TO THE LEADER FROM COUNCILLOR REBECCA LURY

After the opposition spokesperson for resources and housing investment poured scorn on the idea that parents in Southwark are using money saved from Labour's free, healthy school meals to pay for dancing classes, is the leader aware that Liberal Democrat run Sutton Council paid for children to have ballroom dancing classes because it helped "to engage those who might not enjoy more traditional school sports like football or rounders to get fit and stay healthy"?

6. QUESTION TO THE LEADER FROM COUNCILLOR ADELE MORRIS

What proportion of residential units in new developments does the council estimate will be sold to foreign investors? How will the council ensure that those homes will not be bought up as asset investments and left long-term empty?

7. QUESTION TO THE LEADER FROM COUNCILLOR CLEO SOANES

How many signatures has the leader collected for his online petition to extend the Bakerloo line to Camberwell and Peckham? How does he plan to advance the campaign?

8. QUESTION TO THE LEADER FROM COUNCILLOR ROBIN CROOKSHANK HILTON

Can the leader provide an update on discussions with the Metropolitan Police Service about establishing a Dulwich safer neighbourhood team patrol base at the gatehouse of the Dulwich Hospital site on East Dulwich Grove?

9. QUESTION TO THE LEADER FROM COUNCILLOR MARK WILLIAMS

Can the leader provide information on resident satisfaction with street cleanliness?
How does this compare with the last five years?

10. QUESTION TO THE LEADER FROM COUNCILLOR LISA RAJAN

What would be the cost of replacing all the black tarmac repairs to the red brick paving in the streets around Greenland and South Docks in Surrey Docks ward with original style red bricks, so as to restore the character of the area? Would he give consideration to undertaking this work?

11. QUESTION TO THE LEADER FROM COUNCILLOR ROSIE SHIMELL

What consideration has the leader given to using the Mandela Way car pound as a site for a new school? Does he agree that any council land being considered for disposal should also be considered for new school sites?

12. QUESTION TO THE LEADER FROM COUNCILLOR JONATHAN MITCHELL

How many people on the electoral roll have chosen to opt out of having their data used for commercial purposes? How many times has the council sold the edited register to third parties in each of the past three financial years (2010/11 to 2012/13), and what was the total sum received for this information by the council in each of these years?

13. QUESTION TO THE LEADER FROM COUNCILLOR NICK STANTON (BERMONDSEY AND ROTHERHITHE COMMUNITY COUNCIL)

What can the council do to help Southwark police with their front counter provision, in light of the proposed closure of Rotherhithe police station?

14. QUESTION TO THE LEADER FROM COUNCILLOR ROBIN CROOKSHANK HILTON (DULWICH COMMUNITY COUNCIL)

Would the leader of the council please provide the evidence, broken down by the original eight community council designations and contrasted to the record of main planning committee, for his statement in a letter of 21 December 2012 (responding to a letter from the chairs of the Dulwich Society and the Turney Road Residents Association of 4 December 2012) that the council were "the unsuccessful respondents in a disproportionate number of planning appeals in respect of matters determined at community council planning committees" and the cost of the cases by community council designation?

15. QUESTION TO THE LEADER FROM COUNCILLOR NORMA GIBBES (CAMBERWELL COMMUNITY COUNCIL)

Please update Camberwell community council on the council's work to lobby Transport for London to bring the Bakerloo line to Camberwell and onto Peckham.

16. QUESTION TO THE LEADER FROM COUNCILLOR CLEO SOANES (PECKHAM AND NUNHEAD COMMUNITY COUNCIL)

As a result of the government's welfare reform changes, will families be forced to leave homes which have been expensively adapted for the needs of disabled and

vulnerable people and how many residents of the Peckham and Nunhead community council will it affect?

17. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR PODDY CLARK

What is the council doing to tackle anti-social behaviour on estates in Chaucer ward? How will the new complaints procedure ensure that council officers respond properly to anti-social behaviour complaints by residents?

18. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR PAUL KYRIACOU

What consultation was carried out regarding the planned relocation of the hostel for offenders to the Old Kent Road?

19. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR COUNCILLOR PAUL NOBLET

How many complaints have been received by the council relating to rogue landlords in each of the past three financial years (2010/11 to 2012/13)? How many successful prosecutions were recorded in each of these years?

20. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR TIM MCNALLY

How much surplus cash is there in the housing revenue account? What is the predicted surplus for 2013/14?

21. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR GRAHAM NEALE

How much has the council spent dealing with illegal fly-tipping in each of the past three years? How many successful prosecutions has the council made for illegal fly-tipping in each of the past three years?

22. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR DAN GARFIELD

What work is being done to provide community safety reassurance for residents living on the Aylesbury Estate?

23. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR NEIL COYLE

Can he outline the council's preparations for implementing the government's poorly analysed welfare cuts, including plans to make monthly payments into individuals' bank accounts?

24. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR NICK DOLEZAL

Can the cabinet member outline how the council is responding to the Mayor of London's police and crime plan?

25. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR DAVID NOAKES

Can the leader confirm the budget, staffing levels and operating hours for Southwark's anti-social behaviour unit (SASBU) and the noise team for each year from 2009-10 until the present year?

26. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR GEOFFREY THORNTON

How many complaints were received by the noise team in the past year? How many complaints were received outside operational hours? What percentage of rapid requests received outside operational hours were responded to within the target timeframe?

27. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR ELIZA MANN

When will the CCTV on the Arnold estate be fixed? Will the cabinet member commit to reviewing and improving CCTV across the whole estate?

28. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR WILMA NELSON

How much has been spent on a) the purchase of mousetraps and b) other pest control measures at council offices in the past two years?

29. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR JAMES BARBER

What breaches of confidential council-owned data have occurred since 1 January 2011? What measures are put in place to encrypt confidential data? What process is in place to deal with incidents of sensitive data loss?

30. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR LINDA MANCHESTER

Can the cabinet member please provide details of all grants which Southwark has applied for in the current financial year, including the funding organisation, amount involved and whether the application was successful or not?

31. QUESTION TO THE CABINET MEMBER FOR FINANCE, RESOURCES AND COMMUNITY SAFETY FROM COUNCILLOR CATHERINE BOWMAN

What is the average resolution time for a) members' enquiries b) resident complaints in the last 12 months from the point the enquiry is made to when it is finally resolved, broken down by department?

32. QUESTION TO THE CABINET MEMBER FOR CULTURE, LEISURE, SPORT AND OLYMPIC LEGACY FROM COUNCILLOR ABDUL MOHAMED

How will the council ensure that the aims and objectives of the Olympic Legacy Board are sustained?

33. QUESTION TO THE CABINET MEMBER FOR CULTURE, LEISURE, SPORT AND OLYMPIC LEGACY FROM COUNCILLOR THE RIGHT REVEREND EMMANUEL OYEWOLE

With comparable London boroughs making reductions in spending on Black History Month, what is the council doing to maintain its appeal and innovative themes with all ages?

34. QUESTION TO THE CABINET MEMBER FOR CULTURE, LEISURE, SPORT AND OLYMPIC LEGACY FROM COUNCILLOR MICHAEL SITU

What is the council doing to bring Southwark Park track back into use so the youth of the borough have a track to utilise and build upon the great performances of recent years in the London Youth Games?

35. QUESTION TO THE CABINET MEMBER FOR TRANSPORT, ENVIRONMENT AND RECYCLING FROM COUNCILLOR DENISE CAPSTICK

Will Southwark consider introducing a short extension to parking before enforcement for residents only, as has been introduced in other London boroughs, to allow local residents extra time to park without the need for a full permit?

36. QUESTION TO THE CABINET MEMBER FOR TRANSPORT, ENVIRONMENT AND RECYCLING FROM COUNCILLOR MARK GETTLESON

Following the council's recent decision to sign up to the London cycling campaign 'safer lorries, safer cycling' pledge, what changes will be made, and when?

37. QUESTION TO THE CABINET MEMBER FOR TRANSPORT, ENVIRONMENT AND RECYCLING FROM COUNCILLOR JEFF HOOK

How many parking penalty charge notices (PCNs) have been issued in each of the last three years in the borough for illegal or improper use of disabled parking bays? What is the council doing to ensure disabled parking bays are not used improperly?

38. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR HOUSING MANAGEMENT FROM COUNCILLOR MICHAEL MITCHELL

How many residential council properties are overcrowded? Please provide the information by ward.

39. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR HOUSING MANAGEMENT FROM COUNCILLOR NICK STANTON

What is the most recent estimate of the number of empty homes in the borough? How much has the council paid to secure empty residential council properties in each of the past three years?

40. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR HOUSING MANAGEMENT FROM COUNCILLOR COLUMBA BLANGO

How many evictions of squatters has the council been involved with in the current financial year, and how much has the council spent on such evictions? How many properties have been squatted in on more than one occasion?

41. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR HOUSING MANAGEMENT FROM COUNCILLOR MICHAEL BUKOLA

How much does it cost on average to replace a communal fluorescent light bulb in residential property blocks? What is the total amount of money spent on replacing communal light bulbs in each of the past two financial years (2011/12 and 2012/13 to date)?

42. QUESTION TO THE CABINET MEMBER FOR REGENERATION AND CORPORATE STRATEGY FROM COUNCILLOR TOBY ECKERSLEY

Noting that Southwark Life, Spring 2013, states that "by 2025 £3 billion will have been invested in the Elephant", please would the cabinet member for regeneration and corporate strategy provide a breakdown of that forecast expenditure indicating purpose and date of the expenditure and agency which is expected to incur it, together in each case with an indication of the date on which the agency is expected to commit to the expenditure?

Item No. 5.2	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Motions	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

BACKGROUND INFORMATION

The councillor introducing or “moving” the motion may make a speech directed to the matter under discussion. This may not exceed five minutes¹.

A second councillor will then be asked by the Mayor to “second” the motion. This may not exceed three minutes without the consent of the Mayor.

The meeting will then debate the issue and any amendments on the motion will be dealt with.

At the end of the debate the mover of the motion may make a concluding speech, known as a “right of reply”. If an amendment is carried, the mover of the amendment shall hold the right of reply to any subsequent amendments and, if no further amendments are carried, at the conclusion of the debate on the substantive motion.

The Mayor will then ask councillors to vote on the motion (and any amendments).

IMPLICATIONS OF THE CONSTITUTION

The constitution allocates responsibility for particular functions to council assembly, including approving the budget and policy framework, and allocates to the cabinet responsibility for developing and implementing the budget and policy framework and overseeing the running of council services on a day-to-day basis. Therefore any matters that are reserved to the cabinet (i.e. housing, social services, regeneration, environment, education etc) cannot be decided upon by council assembly without prior reference to the cabinet. While it would be in order for council assembly to discuss an issue, consideration of any of the following should be referred to the cabinet:

- to change or develop a new or existing policy
- to instruct officers to implement new procedures
- to allocate resources.

Note: In accordance with council assembly procedure rule 2.10 (7) & (8) (prioritisation and rotation by the political groups) the order in which motions appear in the agenda may not necessarily be the order in which they are considered at the meeting.

¹ Council assembly procedure rule 1.14 (9)

1. **MOTION FROM COUNCILLOR TOBY ECKERSLEY** (Seconded by Councillor Lewis Robinson)

Localising planning decisions

Council assembly requires cabinet and planning committee to ensure that a proposal is brought to council assembly no later than its constitutional meeting in May 2013 providing for the localisation of venues for the determination of planning applications by the two planning sub-committees.

Note: If the motion is agreed, any proposals will be submitted to the cabinet for consideration.

2. **MOTION FROM COUNCILLOR GRAHAM NEALE** (Seconded by Councillor Paul Kyriacou)

Offender hostel on Old Kent Road

1. Council notes proposals to relocate a hostel for offenders from the Aylesbury Estate to a new site on the corner of Old Kent Road and Rotherhithe New Road.
2. Council recognises the need for probation hostels and fully supports the rehabilitation of offenders and the work of parole officers in integrating offenders back into the community.
3. Council is concerned however that the proposals to locate the hostel at this site have been rushed through because of a lack of forward planning, and with no real public consultation. Council also notes the high level of opposition for the hostel from local residents living near to the site.
4. Council believes this site is a prime location which should be looked at as part of a wider vision for the Old Kent Road supporting local housing and jobs.
5. Council therefore calls on cabinet to:
 - Recognise the strength of feeling about the proposals for an offender hostel to be located at this site;
 - Consult with residents about an ambitious long-term vision for the Old Kent Road incorporating new homes, commercial premises and job opportunities for local residents.

Note: If the motion is agreed, any proposals will be submitted to the cabinet for consideration.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Member Motions	Constitutional Team 160 Tooley Street London SE1 2QH	Andrew Weir 020 7525 7222

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager
Report Author	Lesley John, Constitutional Officer
Version	Final
Dated	13 March 2013

Item No. 6.1	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Report Back on Motions Referred to Cabinet from Council Assembly	
Ward(s) or groups affected:		All	
From:		Cabinet	

MOTION FROM MEMBERS IN ACCORDANCE WITH COUNCIL ASSEMBLY PROCEDURE RULE 2.10 (6) – SUPPORTING CYCLING IN SOUTHWARK

Cabinet on 29 January 2013 considered the following motion referred from council assembly on 28 November 2012 which had been moved by Councillor Geoffrey Thornton, seconded by Councillor Lisa Rajan and subsequently amended.

1. That council assembly believes a lot more should be done to encourage cycling throughout Southwark, including making bicycles more accessible to residents, encouraging the take up of cycling and improving road safety for cyclists.
2. That council assembly therefore welcomes the fact that:
 - The current administration has spent or allocated £2.677 million on cycling in the last two years and plans to spend nearly another £4 million on cycling infrastructure. One third of the money allocated from TfL to Southwark gets spent on cycling.
 - Southwark has installed 174 cycle lockers on housing estates and created over 1500 new spaces for on street cycle parking.
 - Southwark is the first London borough to install life-saving Trixi mirrors at dangerous junctions throughout the borough and welcomes the news that a further eight mirrors will be installed by March 2013.
 - Proposals for 25 cut-throughs, shared use footways and contra-flow schemes across the borough are currently under consideration and that this will help to improve cycle permeability by improving access and reducing travel times.
 - The council's transport plan also proposes: 20mph streets to help make Southwark roads safer for everyone by reducing speeds, developing 'green links' to encourage local cycle trips for less confident cyclists and families, school travel plan initiatives and cycle parking on and off street.
 - Southwark Council's bike loan scheme allows employees to take out an interest free loan of up to £1,000 to buy a bike to use to cycle to work.
 - Despite the fact that Transport for London has reduced the overall budget for cycle training from £163,000 to £156,000, the council continues to offer free cyclist training to anyone that lives, works or is educated in the borough. Around 900 children and 600 adults receiving training each year.
3. That council assembly therefore calls on cabinet to:

- Continue to work with organisations such as Southwark Cyclists to explore how Southwark can realise its ambition of becoming the most cycle friendly London borough
- Continue to lobby Transport for London to extend the London cycle hire scheme throughout the borough
- Take a serious and sensible approach to increasing the number of people who cycle in the borough and make good on its commitment to review the target for people cycling in Southwark which is in line with the London target and based on key developments such as the introduction of cycle hire, and the existing and planned cycle superhighways. The current target translates into a 33% increase (from 3-4%) in current cycling levels or 4,700 new trips by bike every day.

We noted and agreed this motion.

MOTION FROM MEMBERS IN ACCORDANCE WITH COUNCIL ASSEMBLY PROCEDURE RULE 2.10 (6) – ROAD SAFETY

Cabinet on 29 January 2013 considered the following motion referred from council assembly on 28 November 2012 which had been moved by Councillor Helen Hayes and seconded by Councillor Mark Glover.

1. That council assembly expresses condolences for the tragic deaths of Hichame Bouadimi, Ellie Carey and many other cyclists and pedestrians who have been killed in road accidents in recent years in Southwark.
2. That council assembly notes that the number of people killed on Britain's roads increased by 3% in 2011 to 1,901 – the first increase since 2003. It also notes that the number of pedestrians killed jumped by 12% to 453.
3. That council assembly regrets the then Conservative Transport Secretary, Phillip Hammond's pledge to "end the war on the motorist" in 2010 which has led to the removal of speed cameras, the abolition of national casualty-reduction targets, the proposal of 80mph speed limits and the reduction in the number of charges for death by dangerous driving.
4. That council assembly also regrets the decision by Transport for London (TfL) to change the phasing of London's traffic lights, ostensibly to improve traffic flow, which has made roads less safe for cyclists and pedestrians.
5. That council assembly welcomes measures introduced by the council to promote cycling and to improve road safety including:
 - Becoming the first London council to install Trixi mirrors at four junctions in Southwark, with eight more junctions earmarked
 - Carrying out spot checks on cyclists and drivers breaching traffic enforcement laws in order to crackdown on dangerous driving
 - A comprehensive road safety education, training and publicity programme – including for lorry drivers - and a safer routes to school programme (SRTS), which aims to encourage and enable children to walk or cycle to and from school through the introduction of targeted traffic calming and the creation of safer walking and cycling routes.

6. That council assembly believes that the biggest cause in road deaths is speeding and therefore calls on the cabinet:
- For Southwark to become a 20mph borough
 - To call on the Association of Chief Police Officers (ACPO) to ensure police enforce 20mph speed limits
 - To call on TfL to give greater flexibility and support for the use of average speed cameras.

And also for:

More to be done to make TfL operated roads safer and calls for greater transparency for TfL's review of dangerous junctions in Southwark.

We noted and agreed this motion. We also noted the comments of the strategic director of environment and leisure contained in the motions report to cabinet.

MOTION FROM MEMBERS IN ACCORDANCE WITH COUNCIL ASSEMBLY PROCEDURE RULE 2.10 (6) – BUS SERVICES IN THE BOROUGH

Cabinet on 29 January 2013 considered the following motion referred from council assembly on 28 November 2012 which had been moved by Councillor Toby Eckersley, seconded by Councillor Lewis Robinson and subsequently amended.

That council assembly believes that improvements are needed by TfL to bus services in the south of the borough, and in particular requests the cabinet to report on:

1. Further work lobbying the Mayor of London and Transport for London (TfL) to secure an extension of bus route 42 to Sainsbury's Dog Kennel Hill via North Dulwich station.
2. Continuing complaints about the reliability and frequency of the 37 and 3 bus services, as well as the frequency of the 12 during the rush hour.
3. The feasibility of TfL extending the 201 bus service eastwards from Herne Hill to provide better east/west services through Dulwich.
4. Support and working with TfL on extending the 63 bus service onto Honor Oak Park station to provide connection with London Overground services following the excellent campaign by Peckham Rye's Labour councillors and Val Shawcross, Assembly Member, to extend the number 63 route. Council assembly notes that the extension of the 63 route was a key pledge from Ken Livingstone at the last election but was opposed by Boris Johnson and is concerned whether there is the political will from the current Mayor of London to deliver this extension.
5. Options for new buses on the 12 route that represent an effective use of public money.
6. TfL improving bus links to the Kingswood estate, one of the most geographically isolated parts of Southwark, where many residents can not afford to use the nearby Sydenham Hill train station.

7. TfL providing a direct bus service from the south of the borough to Kings College Hospital.

We noted and agreed this motion.

MOTION FROM MEMBERS IN ACCORDANCE WITH COUNCIL ASSEMBLY PROCEDURE RULE 2.10 (6) – SOCIAL HOUSING IN MIXED COMMUNITIES

Cabinet on 29 January 2013 considered the following motion referred from council assembly on 28 November 2012 which had been moved by Councillor Anood Al-Samerai, seconded by Councillor Michael Bukola and subsequently amended.

1. That council notes that not only is the current administration investing £326 million to ensure every council home in Southwark is warm, dry and safe by 2016, it is also building 1000 new council homes in Southwark over the next eight years - more than have been built in all of London in the last 10 years. It regrets that the previous administration failed to build enough council housing, had an unworkable and unfunded decent homes programme which left many Southwark residents without decent homes and by the end of their time in office left Southwark with 7,800 fewer council homes.
2. That council notes the publication of the 'Ending Expensive Tenancies' report by Policy Exchange in August 2012, which called on councils to sell off higher valued social homes and replace them with others in cheaper areas.
3. That council also notes the reaction of the leader to the report on his blog: "the blanket policy proposed by the paper of selling-off all council properties above a certain value is flawed and would undoubtedly lead to the removal of genuinely affordable social housing from certain areas."
4. That council recognises that there is a need for affordable housing in all parts of the borough, and that many key workers and other residents in lower pay brackets live in social homes in those parts of the borough where land values are highest. That is why this council opposes the government's housing benefit cap, opposes the introduction of affordable rent at 80% of market rent, opposes the ending of secure tenancies, opposes the slashing of the social housing budget by £3.9 billion and is building 1000 new council homes in Southwark over the next 8 years.
5. That council is concerned that the government's housing benefit cap will further social segregation in the borough and agrees with the comments of Simon Hughes MP when he told the BBC in January "As it currently stands, the benefits cap will break up families...there are bottom lines in politics and that one is making sure that those with least finances and the most mouths to feed, and the most needy are protected." However it regrets that only five months later Simon Hughes ignored his own warning and voted to cap housing benefit for families in Southwark.
6. That council welcomes Southwark Council's plans to build more council homes, which has been made possible by the council's decision to accept "in lieu" payments from developers rather than requiring them to deliver on-site "affordable housing" where that "affordable housing" is anything but affordable. It is perplexed that the Liberal Democrats claim to support Labour's plan to deliver 1000 new council homes but do not support the proposed means of delivering

them and would encourage Southwark Liberal Democrats to explain how they would pay for new council homes.

7. That council notes and regrets that Simon Hughes MP recently voted to allow developers to deliver 0% affordable housing on new developments. Council therefore calls on cabinet to write to the government and call on them to drop the proposal in the Growth and Infrastructure Bill that lets developers wriggle out of their affordable housing requirements.

We noted and agreed this motion.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Cabinet agenda and minutes – 29 January 2013. The document is available on this web page (item 21) http://moderngov.southwark.gov.uk/ieListDocuments.aspx?CId=302&MId=4250&Ver=4	Constitutional Team, 160 Tooley Street, London SE1 2QH	Everton Roberts 020 7525 7221

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Everton Roberts, Constitutional Officer	
Version	Final	
Dated	14 March 2013	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments Included
Director of Legal Services	No	No
Strategic Director of Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	14 March 2013	

Item No. 7.1	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Establishing Southwark's Health and Wellbeing Board as a Committee of the Council	
Ward(s) or groups affected:		All Wards	
From:		Director of Corporate Strategy	

RECOMMENDATIONS

That the constitutional steering panel recommends that council assembly:

1. Establishes Southwark's Health and Wellbeing Board as a committee of the council from 1 April 2013 and agrees the membership of the board.
2. Agrees the necessary constitutional changes including the roles and functions / matters reserved and procedural rules as presented in Appendices 1 and 2.

BACKGROUND INFORMATION

Health and Social Care Act 2012

3. Southwark's Health and Wellbeing Board offers the council an opportunity to make a significant contribution to improving the health of the people living and working in the borough. It is a new kind of partnership involving the council, health services and the wider voluntary and community sector that aims to focus on those things that each of these organisations cannot do alone. The new role for local authorities, as encapsulated in the establishment of Health and Wellbeing Boards, will be to work with the NHS and other key partners to champion improvements in the health and well-being of people in Southwark and reduce health inequalities.

Cabinet – 12 February 2013

4. On 12 February 2013 cabinet considered a report on establishing Southwark's Health and Wellbeing Board as a committee of the council. Cabinet agreed:
 1. That council assembly be recommended to establish Southwark's health and wellbeing board as a committee of the council from 1 April 2013 and to agree the membership of the board as set out in the report.
 2. That it be noted that the terms of reference and procedural rules for the board will be agreed at council assembly following the publication of secondary legislation.
 3. That the joint health and wellbeing strategy will be proposed by the health and wellbeing board for approval by cabinet and the NHS clinical commissioning group governing body.

5. This decision was treated as a recommendation to council assembly and the constitutional aspects of the decision referred to the constitutional steering panel for consideration.

Constitutional steering panel – 5 March 2013

6. On 5 March 2013 constitutional steering panel considered a report on establishing Southwark's Health and Wellbeing Board as a committee of the council. It agreed to recommend that council assembly establishes Southwark's health and wellbeing board as a committee of the council from 1 April 2013 and approve the membership of the board as set out in the report. The panel recommended the roles and functions / matters reserved, known as "terms of reference", and procedural rules for the board following the publication of secondary legislation.
7. This decision is now been treated as a recommendation to council assembly for consideration.

Establishing the board as a committee of the council

8. The Health and Social Care Act 2012 provides a basic, common framework for Health and Wellbeing Boards and specifically sets out that that the Health and Wellbeing Board must be established as a local authority committee. The board is to be treated as if appointed under section 102 of the Local Government Act 1972.
9. The government recognised however that Health and Wellbeing Boards are unusual in comparison to normal section 102 committees and has published a set of technical regulations in this regard. The regulations disapply, or modify, any legislation relating to a section 102 committee that would otherwise apply to a Health and Wellbeing Board in respect of political proportionality requirements, voting restrictions and appointment of sub-committees.
10. The government set out its intentions regarding this in late 2012, though the full regulations, due to come into force on 1 April 2013. Following publication of the secondary legislation, officers have also sought legal and constitutional advice. The delay in releasing secondary legislation by government has meant that it was not possible to draft terms of reference and procedural rules for the cabinet. This was considered by CSP and is attached at Appendix 2.

KEY ISSUES FOR CONSIDERATION

Health and Wellbeing duties for the local authority

11. The Health and Social Care Act 2012 states that the Health and Wellbeing Board will have various functions. These include those conferred on it directly, such as the duty to encourage integrated working. It also includes duties conferred jointly on the local authority and its partner Clinical Commissioning Groups (CCGs) but which must be discharged by the board. These joint duties include the preparation and publication of Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs).
12. The government produced a consultation paper for the statutory guidance relating to the JSNA and the JHWS in July 2012. At the same point the

Department for Health also collated all the Health and Wellbeing duties for the Local Authority, the CCG, the Health and Wellbeing Board, the Local Healthwatch and the NHS Commissioning Board and published them.

13. The Health and Social Care Act 2012 requires the local authority to establish and participate in the Health and Wellbeing Board, and through the board, to:
- Prepare and publish a Joint Strategic Needs Assessment (“JSNA”) and a Joint Health and Wellbeing Strategy (“JHWS”) to meet the needs identified in the JSNA in relation to the local authority’s area.
 - Involve third parties in preparation of the JSNA and JHWS including the Local Healthwatch and people living or working in the area, having regard to guidance from Secretary of State.
 - Together with each of its partner clinical commissioning groups, to have regard to the JSNA and JHWS in the exercise of any function.
 - When developing the JHWS, consider extent to which needs could be met more effectively by making arrangements under National Health Service Act 2006, to pool health budgets.

The Joint Health and Wellbeing Strategy will be developed by the board, who will then recommend the final version to be signed off by cabinet and the CCG Governing Body.

14. The Health and Social Care Act 2012 enables the local authority to arrange for any of its functions to be exercised by the board should it so wish. The board will not have the power to perform any of the functions given to the Health Overview and Scrutiny Committee, and it will itself be subject to overview and scrutiny as a committee of the council. In addition members of scrutiny committees should not be members of the Health and Wellbeing Board as this may create a conflict of interests.
15. It will be for the Leader of the Council under the ‘Strong Leader’ model to decide, based on the work of the board through its first year of operation, whether any executive functions should be delegated to the board. Until such a decision is taken, the board will operate in accordance within the council’s existing decision-making framework and normal council budget setting processes.
16. The roles and functions / matters reserved to the Health and Wellbeing Board are set out in Appendix 1.

Governance

17. The regulations¹ relating to health and wellbeing boards makes provision for the disapplication and modification of certain enactments relating to local authority committees appointed under section 102 of the Local Government Act 1972, insofar as they are applicable to a health and wellbeing board established under section 194 of the Health and Social Care Act 2012. The regulations aim to provide local areas with the flexibility and freedom to shape their health and wellbeing boards as best fits with local circumstances. In particular:

¹ The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 No. 218

- health and wellbeing boards will be free to establish sub-committees and delegate functions to them;
 - voting restrictions have been lifted so that non-elected members of a health and wellbeing board (i.e. CCG representative, local Healthwatch, Directors of Public Health, Children's Services and Adult Social Services and any wider members) could vote alongside nominated elected representatives on the board.
 - political proportionality requirements have also been lifted so that the question of political proportionality of health and wellbeing board membership is left to local determination.
18. The secondary legislation provides no prescription regarding political proportionality for Health and Wellbeing Boards. The cabinet recommended that this be reflected in Southwark with no stipulation regarding the political proportionality of the membership of the board. It was noted at constitutional steering panel that the issue of membership and representation from other political groups was an issue that could be considered by the board and the council in the future.
19. Beyond the technical governance and constitutional arrangements, there is a need to set out the way that the board will operate on a practical level. It is for each Health and Wellbeing Board to determine how their decisions are made. It is proposed that the board collectively take decisions via consensus, although provision for a vote is included should one be required. The draft procedural rules are set out in Appendix 2.

Membership

20. Health and Wellbeing Boards must include six statutory members which are:
- at least one councillor, who will be (or be nominated by) the Leader
 - the director of adult social services of the local authority
 - the director of children's services of the local authority
 - the director of public health of the local authority
 - a representative of Local HealthWatch
 - a representative of the Clinical Commissioning Group.
21. The primary legislation states that beyond the statutory members, the board can also include *(g) such other persons, or representatives of such other persons, as the local authority thinks appropriate*. The board once constituted will have the power to appoint additional members as it sees fit. The local authority may also appoint such additional members as it sees fit (in consultation with the board if an appointment is made after the establishment of the board).
22. The proposed membership of the board is:
- The Leader of Southwark Council
 - The Cabinet Member for Health and Adult Social Care
 - The Cabinet Member for Children's Services
 - The Chief Executive of the Council
 - The Strategic Director of Children's and Adults' Services
 - The Director of Public Health

- Three representatives from the Clinical Commissioning Group
- A representative of Southwark HealthWatch
- A representative from King's Health Partners
- Southwark Borough Commander, Metropolitan Police Service
- The Chief Executive of Community Action Southwark

23. The membership will be reviewed annually at the annual meeting of council assembly from 2014 onwards. This will allow the membership to stay relevant to the work that the board chooses to focus on.
24. All members of the Health and Wellbeing Board are subject to Southwark's Code of Conduct for elected members when acting as a member of the board and will be subject to declarations of disclosable pecuniary interests. As a consequence it is recommended that substitutes should not be permitted at meetings of the board from 1 April 2013.

Community impact statement

25. The health and wellbeing of the community is at the core of the work of the Health and Wellbeing Board.
26. The involvement of communities will be a key part of the work of the Health and Wellbeing Board. The board has acknowledged that the value of including the wider views of individuals and communities will be critical to both understanding and tackling the health and wellbeing issues in Southwark.
27. There are opportunities with the establishment of the Health and Wellbeing Board, for instance, with the greater involvement of GPs in partnership work. One opportunity is the local community knowledge and expertise that GPs will bring in working with the council and other organisations, including public health, to help improve the health and wellbeing of the people of Southwark.
28. In consideration of any future guidance and an understanding of best practice from elsewhere, the council will work with the NHS and other partners in order to ensure that following the establishment of the statutory board in April 2013, that equalities and a respect for human rights are at the heart of the work of the shadow Health and Wellbeing Board, and that those people who have a stake in the health and wellbeing of Southwark have fair access to services and are free from discrimination.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Director of Legal Services

29. Following the recommendation from constitutional steering panel, council assembly is being asked to establish a Health and Wellbeing Board for Southwark as a committee of the council. This is a statutory duty on the authority set out in the Health and Social Care Act 2012.
30. The board will be made up, as a minimum, of:
- one local elected representative
 - a representative of the local Healthwatch organisation
 - a representative of each local clinical commissioning group

- the local authority director for adult social services
 - the local authority director for children's services
 - the director of public health for the local authority
31. The board once constituted will have the power to appoint additional members as it sees fit. The local authority may also appoint such additional members as it sees fit (in consultation with the board if an appointment is made after the establishment of the board).
 32. The Leader will be asked to appoint the councillor member or members to the Health and Wellbeing Board for a fixed-term until the Annual Meeting of Council Assembly in 2014, and then on an annual basis for each year after that. Should the Leader wish to he can delegate the selection of councillor members on the board to another Cabinet Member. The Leader can appoint himself to the board should he so wish.
 33. A Health and Wellbeing Board is to be a committee of the local authority which established it and, is to be treated as if it were a committee appointed by that authority under section 102 of the Local Government Act 1972. However secondary regulations produced in February 2013 disapply rules relating to proportionality and voting rights and amend rules relating to disqualification from membership.
 34. The Health and Social Care Act 2012 requires the local authority to establish and participate in the Health and Wellbeing Board, and through the board, to:
 35. Prepare and publish a Joint Strategic Needs Assessment ("JSNA") and a Joint Health and Wellbeing Strategy ("JHWS") to meet the needs identified in the JSNA in relation to the local authority's area.
 36. Involve third parties in preparation of the JSNA and JHWS including the Local Healthwatch and people living or working in the area, having regard to guidance from Secretary of State.
 37. Together with each of its partner clinical commissioning groups, to have regard to the JSNA and JHWS in the exercise of any function.
 38. When developing the JHWS, consider extent to which needs could be met more effectively by making arrangements under National Health Service Act 2006, to pool health budgets.
 39. The Health and Social Care Act 2012 requires the board to encourage integrated working, and in particular encourage the use of National Health Service Act 2006 powers to pool health budgets.
 40. The Health and Social Care Act 2012 enables the local authority to arrange for any of its functions to be exercised by the board should it so wish.
 41. The Health and Social Care Act 2012 enables to board to arrange for health related service providers to work with the board and with each other. It also enables the board to give the local authority an opinion on whether the authority is discharging its duty to have regard to the JSNA and JHWS when exercising its functions.

42. The board will not have the power to perform any of the functions given to the Health Overview and Scrutiny Committee, and it will itself be subject to overview and scrutiny as a committee of the council. In addition it is advised that members of scrutiny committees should not be members of the shadow or statutory Health and Wellbeing Board as their role would be conflicted.
43. All members of the Health and Wellbeing Board are subject to Southwark's Code of Conduct for elected members when acting as a member of the board and will be subject to declarations of disclosable pecuniary interests.
44. In accordance with Article 1.5, changes to the constitution can only be approved by council assembly if there has been prior consideration of the proposal by the constitutional steering panel. As the health and wellbeing board will be a committee of the council any constitutional changes are reserved to council assembly. In Part 3A (4) – Who takes decisions - of the constitution, the establishment of committees is specifically reserved to council assembly.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Cabinet Report 17 April 2012 and 12 February 2013 - Establishment of a Southwark Health and Wellbeing Board. This document is available at the following web page: http://moderngov.southwark.gov.uk/ie/ListDocuments.aspx?CId=302&MId=3822&Ver=4	Corporate Strategy, Chief Executive's Department, Council Offices, 160 Tooley Street, London SE1 2QH	James Postgate, Principal Strategy Officer 020 7525 7627
Minutes of the Shadow Health and Wellbeing Board meetings. Available via this web link: http://www.southwark.gov.uk/downloads/download/3111/shadow_health_and_wellbeing_board	Corporate Strategy, Chief Executive's Department	Will Palmer, Senior Strategy Officer 020 7525 0698
Constitutional Steering Panel 5 March 2013 - Establishment of a Southwark Health and Wellbeing Board	Constitutional Team, Chief Executive's Department	Lesley John, Constitutional Officer 020 7525 7228

APPENDICES

Appendix	Title
Appendix 1	Draft Part 3 of the Constitution – Health and Wellbeing Board
Appendix 2	Draft Committee Procedure Rules – including additional rules for the Health and Wellbeing Board

AUDIT TRAIL

Lead Officer	Graeme Gordon, Director of Corporate Strategy	
Report Author	Will Palmer, Senior Strategy Officer Ian Millichap, Constitutional Manager	
Version	Final	
Dated	6 March 2013	
Key Decision?	No - Decision reserved to Council Assembly	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	13 March 2013	

APPENDIX 1

PART 3: HEALTH AND WELLBEING BOARD

Role and functions

1. The Health and Social Care Act 2012 requires the local authority to establish and participate in the Health and Wellbeing Board. The board shall be established as a committee of the council (section 102 of the Local Government Act 1972, subject to regulations issued by government).
2. The Health and Social Care Act 2012 states that the health and wellbeing board will have various functions. These include those conferred on it directly, such as the duty to encourage integrated working and in particular encourage the use of National Health Service Act 2006 powers to pool health budgets. It also includes duties conferred jointly on the local authority and its partner Clinical Commissioning Groups (CCGs) but which must be discharged by the board. These joint duties include the preparation and publication of Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs).

Matters reserved for decision by the Health and Wellbeing Board

1. To prepare and publish a Joint Strategic Needs Assessment (“JSNA”) and a Joint Health and Wellbeing Strategy (“JHWS”) to meet the needs identified in the JSNA in relation to the local authority’s area.
2. To recommend the final version of the Joint Health and Wellbeing Strategy to be signed off by Cabinet and the CCG Governing Body.
3. To involve third parties in preparation of the JSNA and JHWS including the Local Healthwatch and people living or working in the area, having regard to guidance from Secretary of State.
4. Together with each of its partner clinical commissioning groups, to have regard to the JSNA and JHWS in the exercise of any function.
5. When developing the JHWS, consider extent to which needs could be met more effectively by making arrangements under National Health Service Act 2006, to pool health budgets.
6. To appoint additional members as the board sees fit beyond the statutory membership. It is noted that the local authority may also appoint such additional members as it sees fit (*in consultation with the board if an appointment is made after the establishment of the board*). The board will determine if these members are voting or non voting.
7. To establish any sub-committees or working parties including appointment of chair, terms of reference and membership. The board shall identify the resources to support the body and the time period for which the body is established.

8. To consider the working programme of the board including its aims and priorities and to keep these under review.

Membership

9. The Health and Wellbeing Board includes the following voting members:
- Local authority councillors, who will be (or nominated by) the Leader of the Council*
 - The Leader of the Council*
 - The Cabinet Member for Health and Adult Social Care*
 - The Cabinet Member for Children's Services*
 - The Chief Executive of the Council
 - The Strategic Director of Children's and Adults' Services*
 - The Director of Public Health*
 - Three representatives from the Clinical Commissioning Group*
 - A representative of Southwark HealthWatch*
 - A representative from King's Health Partners
 - Southwark Borough Commander, Metropolitan Police Service
 - The Chief Executive of Community Action Southwark

* = Denotes a statutory member of the board.

Notes

- a) At the current time none of the council's executive functions are delegated to the Health and Wellbeing Board. Any decision for the board to exercise any local authority executive functions would be determined by the leader of the council, under the "strong leader" arrangements.
- b) The board will operate in accordance within the council's existing decision-making framework and normal council budget setting processes.

**APPENDIX 2****COMMITTEE PROCEDURE RULES****CONTENTS**

- 1. GENERAL PROCEDURES APPLYING TO ALL COMMITTEE MEETINGS**
- 2. APPOINTMENT OF MEMBERS TO COMMITTEES**
- 3. AGENDA AND MINUTES**
- 4. DEPUTATIONS**
- 5. PETITIONS**
- 6. ADDITIONAL RULES APPLYING TO AUDIT AND GOVERNANCE COMMITTEE**
- 7. ADDITIONAL RULES APPLYING TO STANDARDS COMMITTEE**
- 8. ADDITIONAL RULES APPLYING TO PLANNING COMMITTEE AND LICENSING COMMITTEE OR SUB-COMMITTEES**
- 9. ADDITIONAL RULES APPLYING TO HEALTH AND WELLBEING BOARD (SECTION 102 COMMITTEE)**

Information to members of the public:

Members of the public may attend any meeting of the council's committees and sub-committees subject to the business being considered at the meeting not being exempt under the provisions set out in the access to information rules.

Suspension of committee procedure rule:

The following will indicate when a certain rule may not be suspended:
"This rule cannot be suspended."

1. GENERAL PROCEDURES APPLYING TO ALL COMMITTEE MEETINGS

1.1 NOTICE AND SUMMONS OF MEETINGS

This rule cannot be suspended.

1. The proper constitutional officer will give notice to the public of the time and place of any meeting in accordance with the access to information rules. At least five clear working days before a meeting, the chief executive will send a summons signed by him or her by post to every member of the committee or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

Time and place

2. Unless the meeting, or the chair, shall otherwise decide, all meetings shall commence at 7.00pm.
3. The ordinary place of meeting for committees shall be Council Offices, 160 Tooley Street, London SE1 2QH unless otherwise specified in the summons.
4. Meetings may only be convened at less than five clear working days notice where by reason of special circumstances, which shall be specified in the summons, the meeting is required to be called at that time as a matter of urgency.

Dates and frequency of meetings

5. Council assembly at its annual meeting shall fix the dates that all council committees and sub-committees shall meet for the municipal year.
6. The chair of a committee or sub-committee may direct the chief executive to call a special meeting of the committee or sub-committee at any time, or in exceptional circumstances change the date and venue of a meeting.

Cancellation of meetings

7. The chair, in consultation with the proper constitutional officer may cancel a meeting or direct that an ordinary meeting of the relevant committee or sub-committee be not called.

1.2 QUORUM

This rule cannot be suspended.

1. No business shall be considered unless 25% of the voting membership are present in the meeting room but no fewer than two, except for the following meetings for which the quorum is:
 - a) Licensing sub-committees = three¹
 - b) Standards committee or sub-committees = three

¹ The procedures governing the proceedings of the licensing sub-committees are set by the licensing committee. The licensing committee agreed on 17 May 2005 that the quorum of sub-committees shall be three members.

- c) Health and wellbeing board = 25% including at least one councillor who is a cabinet member and one representative from the clinical commissioning group.

If the chair considers the meeting to be inquorate, the meeting shall stand deferred for 15 minutes. If after 15 minutes' deferment there is still no quorum then the consideration of any business not transacted shall be held over to the next ordinary meeting of the committee, unless the chair fixes an alternative date.

Quorum at start of meeting

2. The meeting shall commence as soon as there is a quorum, following the time at which the meeting has been appointed to be held.

1.3 POWERS OF THE CHAIR/VICE-CHAIR

This rule cannot be suspended.

1. The chair shall decide, having taken the advice of the monitoring officer, all matters of order, competence, relevancy and interpretation of committee procedure rules relating to the conduct of the meeting.

1.4 PREVENTION OF DISORDERLY CONDUCT

This rule cannot be suspended.

1. A councillor may be directed to discontinue speaking if the chair considers the councillor is being repetitive, irrelevant, using unbecoming language, or is in some other way breaching the order of the meeting.

If a member persistently disregards the ruling of the chair by behaving improperly or offensively or deliberately obstructs business, the chair having warned the councillor shall move that the councillor called by name leaves the meeting. The motion, if seconded, shall be put immediately to the vote without further debate and if carried the councillor shall leave immediately.

2. In the case of a member of the public disrupting the meeting or if there is a general disturbance, the chair may order the removal of a person or that the public areas be cleared. Re-admission shall be at the discretion of the chair.
3. In the event of a general disturbance making orderly business impossible, the chair may adjourn the meeting for as long as he/she thinks necessary for order to be restored.

1.5 BROADCASTING AND RECORDING

Electronic recording, photographing or filming of the proceedings of a committee or sub-committee meeting by any member of the public, media or councillor shall only take place with the prior agreement of the chair. The chair will make an announcement at the beginning of the meeting on any arrangement agreed.

1.6 DECLARATION OF INTERESTS

This rule cannot be suspended.

Councillors shall abide by the members' code of conduct. It is the responsibility of every councillor to declare an interest by the time the relevant item of business is reached.

1.7 RULES OF DEBATE

1. A councillor may indicate their desire to speak by raising their hand, but shall only speak when called by name by the chair.
2. Councillors shall address the chair when speaking, and:
 - a) refer to each other as Mayor, Deputy Mayor, leader, cabinet member, chair or councillor, as the case may be
 - b) refrain from using unbecoming language
 - c) refrain from comments of a personal nature about another councillor
 - d) not attribute improper motives to another councillor
 - e) speeches must be directed to the matter under discussion or to a personal explanation or point of order.
3. No debate shall be allowed except in relation to a motion or amendment under consideration. Only one motion or amendment may be considered at a time. A motion or amendment, once moved and seconded, may be withdrawn only by the mover and seconder with the consent of the meeting. No further debate shall take place on a motion or amendment once it has been withdrawn.
4. Every motion or amendment must be moved and seconded. A councillor may not move more than one amendment or motion on the same subject.

Seconder's speech

5. When seconding a motion or amendment, the seconder may reserve their speech until later in the debate.

Amendments to motions

6. An amendment to a motion must be in writing, be relevant to the motion and will either be:
 - a) to refer the matter to an appropriate body or individual for consideration or reconsideration
 - b) to leave out words
 - c) to leave out words and insert or add others
 - d) to insert or add words.
7. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been completely dealt with.

Right of reply

8. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

9. If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it. If an amendment is carried, the mover of the amendment shall hold the right to reply to any subsequent amendments and, if no further amendments are carried, at the conclusion of the debate on the substantive motion.
10. The mover of the amendment has no right of reply to the debate on his or her amendment.

Motions which may be moved during debate

11. When a motion is under debate, no other motion may be moved except the following procedural motions:
 - a) to withdraw a motion
 - b) to amend a motion
 - c) to proceed to the next business
 - d) that the question be now put
 - e) to adjourn a debate
 - f) to adjourn a meeting
 - g) to exclude the public and press in accordance with the access to information rules
 - h) to not hear further a member named under rule 1.4(1) or to exclude them from the meeting under rule 1.4(1).

The procedures governing closure motions (see 11 c), d), e) and f) above), which are contained in the council assembly procedure rules shall be followed.

Point of order

This rule cannot be suspended.

12. A member may raise a point of order at any time during the meeting. The chair will hear them immediately. A point of order may only relate to an alleged breach of the committee procedure rules or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the chair on the matter will be final.

Personal explanation

This rule cannot be suspended.

13. A member may request to make a personal explanation at any time during the meeting. A personal explanation may only enable the member to refute or correct a statement attributed to him/her or any action he/she has taken.

The procedures governing personal explanations contained in council assembly procedure rule 1.12(28) shall be followed.

1.8 VOTING

Majority

This rule cannot be suspended.

1. Unless this constitution provides otherwise or it is required by statute, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put to the vote.

Chair's casting vote

This rule cannot be suspended.

2. If there are equal numbers of votes for and against, the chair will have a second or casting vote. There will be no restriction on how the chair chooses to exercise a casting vote.

Show of hands

3. The chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

Right to require individual vote to be recorded

This rule cannot be suspended. This is a mandatory standing order under the Local Authorities (Standing Orders) Regulations 1993.

4. Where any member requests it immediately after the vote is taken, their vote will be recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

Voting on appointments

This rule cannot be suspended.

5. If there are more than two people nominated for any position to be filled, the names will be put to the vote in alphabetical order and the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

1.9 FORMAL RECORDS TO BE MAINTAINED

All meetings of the council committees and sub-committees are to be clerked by a representative of the proper constitutional officer, with minutes to be produced including details of members attending each meeting and details of decisions taken. Copies of all agendas and minutes are to be maintained by the proper constitutional officer.

2. APPOINTMENT OF MEMBERS TO COMMITTEES

2.1 APPOINTMENT OF RESERVE/SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

Powers and duties

1. Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

Substitution

2. At the commencement of each meeting each political group shall announce whether any of the named voting members are to be substituted by a reserve or deputy. This substitution shall remain in effect for the whole of the meeting.

2.2 PROPER CONSTITUTIONAL OFFICER SHALL MAKE OR TERMINATE APPOINTMENTS IF NECESSARY

1. Whenever an appointment of a voting member of a committee or sub-committee falls to be made in accordance with the wishes of a political group to whom the seat has been allocated, and whenever such an appointment falls to be terminated in accordance with such wishes, then the proper constitutional officer shall make relevant changes to appointments accordingly and inform the appropriate committee or sub-committee at its next available meeting. The proper constitutional officer shall maintain a full list of committee and sub-committee memberships. In the event of the termination of an appointment, in accordance with the wishes of a political group, the proper constitutional officer is to inform the individual concerned, in writing, within three days of notice being received.

Notification of appointments, resignations and termination of appointments

2. All appointments to and resignations from the membership of committees and sub-committees must be submitted in writing to the proper constitutional officer. A minimum of five clear working days must elapse from the date of receipt of such notices before any appointments become effective. Any resignations or terminations become effective immediately.

Co-opted members' attendance at meetings

3. In the event that a co-opted member does not attend a meeting of the committee on which they serve for a period of six consecutive months, without the approval of the council, they shall cease to be a member of the authority.

3. AGENDA AND MINUTES**3.1 ORDER OF BUSINESS AT COMMITTEE AND SUB-COMMITTEE MEETINGS**

The order of business at every meeting shall be:

- a) to choose a person to preside if the chair and vice-chair are absent
- b) apologies for absence
- c) declarations of interest
- d) to approve the minutes of the previous meeting, which shall then be signed by the person presiding
- e) to receive reports of the officers
- f) any other business specified in the summons.

3.2 VARIATION IN ORDER OF BUSINESS

Business falling under paragraph 3.1a) and c) shall not be moved but, subject thereto, the order of business or the timing of the business may be varied:

- a) by the chair in consultation with the monitoring officer
- b) by a resolution passed on a motion which shall be put without debate.

3.3 MINUTES

Minutes

1. The proper constitutional officer shall ensure that a record is made of the decisions taken at every meeting of the council. The minutes shall also include a record of the councillors in attendance, those absent and any apologies received. The declaration of any interest shall be recorded in the minutes of the meeting, including whether the councillor remained present or withdrew from the meeting for the duration of the discussion.

Signing the minutes

This rule cannot be suspended.

2. The chair will sign the minutes of the proceedings at the next suitable meeting. The chair will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

No requirement to sign minutes of previous meeting at extraordinary meeting

This rule cannot be suspended. This is a mandatory standing order under the Local Authorities (Standing Orders) Regulations 1993.

3. Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an extraordinary meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

3.4 ADMISSION OF PRESS AND PUBLIC

1. Members of the public and press shall be admitted to all meetings of committees and sub-committees subject to the access to information rules in part 4 of the constitution or rule 1.4 (Prevention of disorderly conduct).

Public speaking at committee

This rule does not apply to planning or licensing applications where separate procedures exist.

2. Members of the public shall only address a meeting of a committee or sub-committee as part of a deputation or at the discretion of the chair.

3.5 RECORD OF ATTENDANCE

This rule cannot be suspended.

All members during the whole or part of a meeting must sign their names on the attendance sheets and their time of departure, if before the meeting ends, before the conclusion of any meeting to assist with the record of attendance.

4. DEPUTATIONS

Who may request a deputation?

1. Deputations can only be made by a group of people resident or working in the borough.

Composition of deputation

2. The deputation shall consist of no more than six persons, including the spokesperson.

Scope of deputations

3. The chair in consultation with the monitoring officer may reject a deputation if it:
 - a) is a request from a group of people who have alternative means of expressing their views through recognised channels e.g. employees of the authority, trade unions representing staff employed by the authority etc
 - b) is not about a matter for which the council has powers or duties or which affects Southwark
 - c) is defamatory, frivolous or offensive
 - d) requires the disclosure of confidential or exempt information
 - e) concerns a planning or licensing application
 - f) raises a grievance for which there are other established processes for resolution
 - g) relates to an investigation by (whether completed or not), or ruling of, the standards committee or sub-committee insofar as the deputation relates to the behaviour or conduct of an individual member or members.

Form of the deputation

4. Each deputation request must provide the name and address of the persons/group requesting the deputation and a brief summary of the subject matter of their request.

Deadline

5. An application for a deputation to be heard shall be submitted by a representative of the deputation in writing to the proper constitutional officer no later than three clear working days before the day of the meeting. Any written representations associated with a deputation should be submitted at the same time as the request for a deputation and certainly no later than three clear working days before the day of the meeting.

Agenda

6. Deputations shall be dealt with in the order in which they are received.
7. Subject to complying with the regulations herein, details of written deputations will be included on the agenda papers for the meeting.

What happens at the meeting?

8. The proper constitutional officer shall report the request for the deputation to the meeting. The meeting, without debate, shall decide whether the deputation will:
- a) be received at this meeting or a future meeting
 - b) not be received
 - c) be referred to the most appropriate committee/sub-committee.

The proper constitutional officer shall arrange for the attendance of any deputation. In doing so he/she shall inform the applicants that the meeting has discretion as to whether or not to receive the deputation.

Speech on behalf of deputation

9. Only one member of the deputation shall be allowed to address the meeting, her or his speech being limited to five minutes.

Questions to the deputation and time limit

10. Members of the meeting may ask questions of the deputation, which shall be answered by their spokesperson or any member of the deputation nominated by her or him for up to five minutes at the conclusion of the spokesperson's address.

No debate during deputation

11. Members shall not debate any issues arising out of the deputation, or the item to which it relates, with any members of the deputation.

Deputation to withdraw from the floor

12. As soon as the questions to the deputation have been concluded, the deputation shall withdraw from the floor and return to the public area where they may remain (subject to any resolution excluding the attendance of the public).

Debate, motion and amendments

13. If more than one deputation is to be heard in respect of one subject there shall be no debate until each deputation has been presented. At the conclusion of the deputation(s) the subject of the deputation shall be then open to debate by the meeting. If the subject does not relate to a report on the agenda, members may move motions and amendments without prior notice.

Debate on deputations concerning reports on the agenda

14. Having received the deputation(s) on a matter subject to a report on the agenda, the chair will seek the consent of the meeting for that item to be brought forward for immediate consideration. A vote on this matter is to be taken without debate. In the event of this motion being carried the report may then be considered. If the motion is lost, the subject matter will not be debated until the relevant item is reached on the order of business.

Subject of deputation not on agenda

15. If the subject of the deputation does not relate to a report on the agenda, members may move motions and amendments without prior notice.

Formal communication of the meeting's decision

16. The proper constitutional officer shall, in writing, formally communicate the decision of the meeting to the person who submitted the request for the deputation to be received.

Deputations concerning licensing or planning applications

17. Deputations or representations received concerning licensing or planning applications will not be considered by committees of the council. Any such representations received should be forwarded to the appropriate proper officer(s) for consideration as part of the formal consultation on such applications.

5. PETITIONS TO COMMITTEES

This rule cannot be suspended.

Which meetings consider petitions?

1. Members of the public will be entitled to present petitions with 500 or more signatures to the chair at each committee meeting.

Deadline

2. The petition must be submitted to the proper constitutional officer at least 10 clear working days before the date of the meeting. A petition can be submitted by a person of any age who lives, works or studies in Southwark.

Scope

3. Petitions must relate to matters in which the committee has powers or duties or which affects Southwark. Petitions shall not concern approval or otherwise of a planning or licensing application, or a statutory petition which is a petition allowed by other legislation. Petitions will also be disallowed where there is already an existing right of appeal or the petition is vexatious, abusive or otherwise inappropriate.

Procedure at meeting

4. The chair will call on the spokesperson to present petitions in the order in which they were notified to the proper constitutional officer.
5. The spokesperson presenting the petition may speak for up to five minutes on the subject matter and number of signatories contained within the petition. The committee will debate the petition for a period of up to 15 minutes. The committee may decide how to respond to the petition at this meeting. Receipt of the petition will be recorded in the minutes. The proper constitutional officer will arrange for a summary of any petition which addresses an issue within the direct responsibility of the council to be referred to the relevant cabinet member or chief officer.
6. The time during which petitions shall be considered shall not exceed 40 minutes.
7. The processes and procedures are set out in the council's petition scheme.

6. ADDITIONAL RULES APPLYING TO AUDIT AND GOVERNANCE COMMITTEE**Composition**

1. No more than one member of the cabinet or deputy may be a member of the committee, and no cabinet member may chair the committee.
2. No more than one member of the overview and scrutiny committee may be a member of the committee, and no overview and scrutiny committee member may chair the committee.
3. The leader of the council may not be a member of the committee.

7. ADDITIONAL RULES APPLYING TO STANDARDS COMMITTEE

Composition

1. The committee will consist of councillors and reserve members equal to the number of places each political group has on the committee.
2. No more than one member of the cabinet or deputy may be a member of the committee, and no cabinet member may chair the committee.
3. The leader may not be a member of the standards committee.

Independent person – Attendance at meetings

4. The independent person(s) shall be entitled to attend meetings of the committee or its sub-committees. The independent person(s) may speak at the invitation of the chair.

Sub-committees

5. The committee is empowered to establish sub-committees to consider complaints of misconduct against councillors (including co-opted members). The membership for each sub-committee will be drawn from the pool of councillors on the committee, including reserve members.
6. Sub-committees shall be composed of three members. Rules 7.2, 7.3 and 7.4 shall apply to sub-committee meetings.

8. ADDITIONAL RULES APPLYING TO PLANNING COMMITTEE AND LICENSING COMMITTEE OR SUB-COMMITTEES

1. At any meeting of the planning committee or licensing committee if the committee is determining any application for an approval, consent, licence, permit or permission members should not access the internet, send or receive emails, texts, messages or tweets concerning the business of the committee when present as a voting member.
2. At any meeting of the planning sub-committee or licensing sub-committee if the sub-committee is determining any application for an approval, consent, licence, permit or permission members should not access the internet, send or receive emails, texts, messages or tweets concerning the business of the sub-committee when present as a voting member.
3. For the purposes of this rule “meeting” includes any adjournments so in relation to the purpose of the meeting members should not access the internet, send or receive emails, texts, messages or tweets during any adjournment concerning the business of the committee.

4. At any meeting of the planning committee or licensing committee, if the committee is determining any application for an approval, consent, licence, permit or permission and any member has a disclosable pecuniary interest in any matter being considered at that meeting then the member must withdraw from the room or chamber where a meeting considering the business is being held.
5. At any meeting of the planning sub-committee or licensing sub-committee, if the sub-committee is determining any application for an approval, consent, licence, permit or permission and any member has a disclosable pecuniary interest in any matter being considered at that meeting then the member must withdraw from the room or chamber where a meeting considering the business is being held.

9. ADDITIONAL RULES APPLYING TO HEALTH AND WELLBEING BOARD

Application of committee procedure rules

1. The regulations² relating to health and wellbeing boards makes provision for the disapplication and modification of certain enactments relating to local authority committees appointed under section 102 of the Local Government Act 1972, insofar as they are applicable to a health and wellbeing board established under section 194 of the Health and Social Care Act 2012.
2. The following committee procedure rules shall apply to the board:
 - Rule 1 – General procedures applying to all committee meetings – Subject to following exceptions
 - Rule 1.2 –Quorum – see Rule 9.4
 - Rule 1.7 – Rules of debate – see Rule 9.5
 - Rule 1.8 – Voting – see Rules 9.6 and 9.7
 - Rule 2.2. – Proper officer shall make or terminate appointments if necessary –Rule 2.1 on Reserves / Substitutes does not apply – See Rules 9.7, 9.8, 9.9 and 9.10
 - Rule 3 – Agenda and minutes
 - Rule 4 – Deputations
 - Rule 5 - Petitions

Notice and summons of meetings of meetings

3. Notice and summons of board meetings shall be given in accordance with committee procedure rule 1.

Quorum

4. The quorum shall be 25% of the voting membership, including at least one councillor who is a cabinet member and at least one representative from the local clinical commissioning group.

² The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 No. 218

Application of rules of debate

5. The chair shall use his or her powers, in consultation with the proper constitutional officer, in applying the rules of debate. The ruling of the chair will be final.

Voting

6. The board shall try to reach decisions by consensus, wherever possible.
7. In the event that the board wishes to take a vote, non-elected voting members of the board may vote alongside nominated elected representatives on the board.
8. If a vote is taken the provisions of committee procedure rule 1.8 will apply. If there are equal numbers of votes for and against, the chair will have a second or casting vote. There will be no restriction on how the chair chooses to exercise a casting vote.

Membership

9. The health and wellbeing board shall be comprised of statutory members as set out in the Health and Social Care Act 2012 and such other members (who may voting or non-voting) as agreed by the local authority and/or the board.
10. Local authority requirements for political proportionality on committees do not apply to the health and wellbeing board. This is a matter for local determination.

Reserves / Substitutes

11. Health and wellbeing board members shall not nominate reserves / substitutes. Therefore committee procedure rule 2.1 shall not apply.

Notification of appointments, resignations and terminations of membership

12. Notice of the any appointments, resignations and terminations of membership shall be given in accordance with committee procedure rule 2.2.2.

Chair

13. The board will be chaired by the leader of the council, unless he or she nominates another member to chair the board or is unable to attend or take part in the meeting.
14. In the absence of the chair, those voting members present shall elect a voting member from amongst their number to preside at the meeting.

Register of interests

15. All members of the board are required to complete and submit the local authority's register of interests form. For non-councillor members of the board, the register not be published on-line but will be available for inspection on written application to the proper constitutional officer.
16. Members shall be entitled to request dispensations from the council's monitoring officer.

Observers at meetings of the board

17. Health and wellbeing board members unable to attend or take part in the meeting may send an observer to the meeting. Observers present may be invited to speak at the discretion of the chair.

Item No. 7.2	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Constitutional Changes - Arrangements for the Annual Meeting of Council Assembly	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

RECOMMENDATION

1. That council assembly considers the recommendations of the constitutional steering panel in relation to the annual council meeting as identified in paragraph 2 and possible changes to the council assembly procedure rules set out in paragraphs 8 and 13 (see Appendix 1).

BACKGROUND INFORMATION

Introduction

2. This report considers a number of issues relating to the agenda and procedures at annual council. The issues are as follows:
 - Longer meetings since 2008
 - Delays in reconvening the meeting after mayor making, and
 - Time taken to deal with constitutional business so members were unable to attend the reception for the new Mayor.
3. All constitutional changes were considered by the constitutional steering panel on 5 March 2013, and the panel's recommendations are set out in the body of this report. Changes to the constitution are generally agreed by council assembly, unless another body or individual is authorised to do so – see Article 1.15.
4. In 2010 the first stage of the Democracy Commission reviewed the operation of council assembly and made a number of recommendations, which were considered by council assembly. Council assembly agreed with most of the Democracy Commission recommendations, which included taking council meetings to new venues around the borough and introduced the themed debate into the agenda.

KEY ISSUES FOR CONSIDERATION

ANNUAL MEETING

Comparisons with other local authorities

5. Officers have looked at the arrangements of other local authorities. A summary is set out below:

- All councils surveyed held a single annual meeting combining mayor making and constitutional business
 - In some authorities the constitutional review was dealt with at another full council meeting
 - The annual meetings lasted on average one and a half hours.
6. This review of the options for the annual meeting has looked at a number of meeting formats with a view to delivering the following:
- A shorter meeting
 - Avoiding the lengthy adjournment mid-way though the meeting after mayor making
 - To deal with constitutional business more efficiently so members are able to attend the reception for the new Mayor. Alongside this officers have considered whether the constitutional section of the meeting could be reduced by consolidating some reports, limiting the number of reports considered and reducing the number of votes taken.
7. Having reviewed the various options, if the length of the annual meeting is to be reduced retaining a single meeting and reviewing the agenda content would seem the most manageable and workable. This would change the way the constitutional business is dealt with and voted upon and involve moving some items of business to other meetings.

Retain single meeting and review agenda

8. Keeping a single meeting but reviewing, shortening and/or providing alternatives for existing constitutional business so it is dealt with more efficiently and quicker would require some changes. Paragraphs 9 to 11 look in more detail at changes to content and the running order of the voting process so the meeting runs more smoothly and quickly.

- For:**
- Reduce number of items on agenda i.e. constitutional review, member allowances scheme, council calendar and council assembly dates
 - Limited changes required to constitution
 - Cost effective as no need for a second meeting or event

- Against:**
- The length of the meeting is dependent to some extent on the number of amendments received - for example in 2012 there was a long debate on amendments to the constitution
 - Some increase in the number of items on the agenda for ordinary meetings
 - If constitutional review was considered at an ordinary meeting it is likely the guillotine would apply
 - Risk associated with shorter meeting to the extent that there may be a perception that important issues are not properly debated.

Changes required to the constitution

9. Introducing the above changes would require amendment to council assembly procedure rules. Changes to the constitution are shown as follows:

- Additions (shown as underlined)
- Deletions (shown with a ~~strike through~~).

All changes are indicated in full in Appendices 1 and 2 and are summarised below:

- Deleting the requirement to consider a constitutional review, member allowances scheme, council calendar and council assembly dates. Instead these would be considered at ordinary meetings throughout the year. In some respects this would allow issues to be considered at more appropriate times e.g. meeting calendar in January for following municipal year.
- Introduce guillotine (see paragraph 13).

Reducing the length of the annual meeting

Changes to the voting process at constitutional section of the annual meeting

10. Based on the agenda for 2012 annual meeting, initial work on reducing the business and voting suggests the number of votes could be reduced to four rather than the 15 votes taken in 2012.

11. The revised agenda and voting would be as follows:

- (1) Leader's report on executive arrangements = **no vote***

* - unless annual meeting after election in which case leader of the council would be elected.

- (2) Report on the establishment of committees, community councils, appointments of chairs/vice-chairs and other constitutional issues = **2 votes***

* - This could be taken as a single vote if all nominations for chairs and vice-chairs are uncontested. It is also highly dependent on the number of amendments submitted.

- (3) Report on nominations to London councils committees, Greater London employment forum and nominations of lead borough members = **1 vote**

- (4) Report on the constitutional review 2013/14 = **1 vote** (also dependent on number of amendments submitted)*

* - the constitutional review could be considered at another ordinary meeting reducing business at the annual meeting.

Total votes = 4 (excluding amendments).

Changes required to the constitution

12. Introducing the above changes would not require any amendment to the constitution but would mean a slight change to the procedures customarily used at annual council.

Guillotine

13. In addition to the above suggestions it is proposed that a guillotine could be attached to the annual meeting. If agreed it is suggested that the guillotine fall one and half hours after the start of the meeting (8.30pm, assuming a 7.00pm start time). Any outstanding business would be voted upon without debate. Please see Appendix 2 for suggested changes to council assembly procedure rule 1.12 on the guillotine. This would allow the annual meeting to conclude so the Mayor's reception could commence.

Community impact statement

14. There will be no direct impact on local people from adoption of these changes to the council's constitution. The constitution will enable people, including the local community where relevant, to understand the role that they can play in the decision making of the council and how the council will safeguard high standards of conduct amongst members and officers. Any specific issues relevant to each constitutional change are set out in the relevant section of this report.

Resource implications

15. The cost of holding a meeting of council assembly at Tooley Street is appropriately £12,500. This includes the costs of hiring furniture, staging, drapes, lighting, sound system and other costs. Any of the options in this report to separate the annual meeting into two parts would incur additional costs, which vary depending on the preferred option. There are no resources in budgets available to fund these additional costs.
16. The budget for 2012/13 was set on 29 February 2012 and any changes to the constitution must be contained within the budget.
17. The constitution is produced in binder form with loose leaf pages and dividers. This means that any additional costs arising from the reproduction of small sections of the constitution are reduced compared to the reprinting of the whole constitution. Therefore, it is anticipated that the cost can be contained within existing budgets.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Southwark Constitution http://www.southwark.gov.uk/info/10058/about_southwark_council/375/councils_constitution	160 Tooley Street, London SE1 2QH	Constitutional Team constitutional.team@southwark.gov.uk 020 7525 7228

APPENDICES

Appendix	Title
Appendix 1	Constitutional Changes for Annual Meeting

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Lesley John, Constitutional Officer	
Version	Final	
Dated	14 March 2013	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Legal Services	Yes	Incorporated in the report
Strategic Director of Finance and Corporate Strategy	Yes	Incorporated in the report
Cabinet Member	No	No
Date final report sent to Constitutional Team	14 March 2013	

APPENDIX 1

CONSTITUTIONAL CHANGES FOR ANNUAL MEETING

CHANGES TO PROCEDURE RULE ON ORDER OF BUSINESS

4. ANNUAL MEETING (MAYOR-MAKING AND CONSTITUTIONAL) OF THE COUNCIL ASSEMBLY

4.1 ANNUAL MEETING (MAYOR-MAKING AND CONSTITUTIONAL)

This rule cannot be suspended.

1. The council shall in every year hold an annual meeting.
2. In a year of ordinary elections of councillors to the council, the annual meeting shall be held on the eighth day after the day of retirement of councillors or such other day as the council may fix within the twenty-one days immediately following the day of retirement. This will normally be the third or fourth Wednesday in the month of May.
3. The annual meeting shall in all other years be held on the third Wednesday in the month of May, except when re-arranged (so long as it is held in March, April or May).

4.3 ANNUAL MEETING (MAYOR-MAKING AND CONSTITUTIONAL) – BUSINESS

1. The annual meeting will:
 - a) elect a person to preside if the outgoing Mayor is not present
 - b) elect a new Mayor (the Mayor thereafter, may appoint a Deputy Mayor)
 - c) receive any Mayor's announcements, including apologies for absence
 - d) approve as a correct record and sign the minutes of the last meeting of the council assembly in the previous municipal year
 - e) elect the leader
 - f) receive a report from the leader on the determination and allocation of executive functions to members of the cabinet
 - g) receive any report of the leader on the delegation of executive functions for 'matters reserved for member decision' and 'scheme of delegation' or such part of it as the constitution determines it is for the council to agree (as set out in part 3 of this constitution)
 - h) establish the council's committees including at least one overview and scrutiny committee, a ~~standards~~ committee and such other committees, the number and allocation of places on each committee, their terms of reference and the appointment of chairs and vice-chairs for the coming year as the council considers appropriate to deal with matters which are neither reserved to the council assembly nor are executive functions (as set out in part 3 of this constitution)
 - i) establish the council's panels including the constitutional steering panel and pensions panel, the number and allocation of places on

each panel, their terms of reference and the appointment of chairs and vice-chairs for the coming year as appropriate

- ~~j) receive any report of the leader on the 'matters reserved for member decision' and 'scheme of delegation' or such part of it as the constitution determines it is for the council to agree (as set out in part 3 of this constitution)~~
- k) receive a report from the proper constitutional officer as to the appointment of the leader of the majority group, the leader of the opposition, leaders of other party groups (if any) and the chief and deputy whip of each party group
- ~~l) consider a report from the proper constitutional officer on constitutional matters for the municipal year including:
the draft calendar of meetings for the coming year
establishment of the voluntary bodies appointments panel as set out in Part 3~~
- ~~m) establishment of the constitutional steering panel as set out in Part 3~~
- n) the appointment of representatives to outside bodies and joint committees
- ~~e) receiving a report on the review of the constitution~~
- ~~p) consider the members' allowances scheme for the forthcoming municipal year~~
- q) consider other business specified in the agenda (if any)
- r) consider any matters of urgency not specified in the summons.

4.2 ESTABLISHMENT AND SELECTION OF COUNCILLORS ON COMMITTEES AND OUTSIDE BODIES

1. The annual constitutional meeting will:
 - a) decide which committees to establish for the municipal year
 - b) decide the size and terms of reference for those committees
 - c) decide the allocation of seats and reserve/substitute members to political groups in accordance with the political balance rules
 - d) receive nominations of councillors to serve on each committee and outside body
 - e) appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the council or is exercisable only by the cabinet.

4.3 LEADER AND CABINET

1. The leader shall be appointed at the first annual meeting of the council to be held after ordinary elections take place or, at an ordinary or extraordinary council meeting as necessary.
2. The leader shall appoint between two and nine other councillors at the first annual meeting of the council to be held after ordinary elections take place or at an ordinary or extraordinary council meeting as necessary, to serve as members of the cabinet.
3. The leader shall appoint one member of the cabinet at the first annual meeting of the council to be held after ordinary elections take place or at an ordinary or extraordinary council meeting as necessary, to serve as deputy leader. Where a vacancy occurs in the office of deputy leader, the leader must appoint another person in his place.

4. The leader shall have power to vary the allocation of portfolios within the cabinet on an interim basis. The leader shall also have power to designate a cabinet member as lead cabinet member in respect of any policy matter that is cross-cutting. In the event that a cabinet member ceases to be a member of the cabinet, the leader shall have the discretion as to whether or not to appoint a replacement.
5. Other political groups represented on the council may nominate a councillor to act as their leader. The leader of the largest opposition political group represented on the council shall be known as the leader of the opposition and shall act as the spokesperson for the opposition on all matters of general policy and business.

4.4 APPOINTMENT OF RESERVE/SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

Allocation

1. As well as allocating seats on non-cabinet committees and sub-committees, the council will allocate seats in the same manner for reserve/substitute members.

Number

2. For each committee or sub-committee, council assembly will appoint one fewer reserve seats(s) than a political group holds ordinary seats, subject to a minimum of one unless otherwise agreed by council assembly.

Powers and duties

3. Substitute members will have all the powers and duties of any ordinary member of the committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

Substitution

4. At the commencement of each meeting each political group shall announce whether any of the named voting members are to be substituted by a reserve or deputy. This substitution shall remain in effect for the whole of the meeting.

4.5 PROPER OFFICER SHALL MAKE OR TERMINATE APPOINTMENTS IF NECESSARY

1. Whenever an appointment of a voting member of a committee or sub-committee falls to be made in accordance with the wishes of a political group to whom the seat has been allocated, and whenever such an appointment falls to be terminated in accordance with such wishes, then the proper constitutional officer shall make the relevant changes and inform the appropriate committee or sub-committee at its next available meeting. The proper constitutional officer shall maintain a full list of committee and sub-committee memberships. In the event of the termination of an appointment in accordance with the wishes of a political group, the proper constitutional officer is to inform the individual concerned in writing within three days of notice being received.

Notification of appointments, resignations and termination of appointments

2. All appointments to and resignations from the membership of committees and sub-committees must be submitted in writing to the proper constitutional officer. A minimum of five clear working days must elapse from the date of receipt of such notices before any appointments become effective. Any resignations or terminations become effective immediately.

4.6 CONTINUING MEMBERSHIP OF THE MAYOR AND DEPUTY MAYOR IN FULL COUNCIL ELECTION YEAR

This rule cannot be suspended.

1. In a year when the term of office of the Mayor spans full council elections, the Mayor shall continue in office and remain as a member of the council notwithstanding that he/she does not seek or achieve re-election as a councillor.
2. In a year when the term of office of the Deputy Mayor spans full council elections, the Deputy Mayor shall continue in office but will not remain as a member of the council unless he/she achieves re-election as a councillor.
3. The term of office of the Mayor and Deputy Mayor in an election year shall continue until the annual meeting of the council assembly.

4.7 VOTING RIGHTS OF MAYOR AT ANNUAL MEETINGS

This rule cannot be suspended.

1. If the person presiding at the annual meeting would have ceased to be a member of the council he/she shall not be entitled to vote in the election of the new Mayor except in accordance with paragraph 2 below.

Casting vote

This rule cannot be suspended.

2. In the case of an equality of vote, the person presiding at the meeting shall give a casting vote in addition to any other vote he/she may have.

CHANGES TO PROCEDURE RULE ON GUILLOTINE FOR ANNUAL MEETING

1.12 GUILLOTINE

This rule cannot be suspended.

FOR ORDINARY, COUNCIL TAX SETTING AND EXTRAORDINARY MEETINGS

Concluding the meeting

1. The guillotine shall take effect three hours after the start of the meeting.
2. A bell will be rung once the guillotine is reached and the member speaking must immediately sit down.
3. The following outstanding business shall be considered:
 - any business required by statute
 - approval of minutes of council assembly
 - each individual report with a recommendation, be it from the cabinet, committee or officer
 - any other business accepted by the Mayor as late and urgent business.

Process for dealing with any outstanding business (Fifteen minute debate rule)

4. Each item of business specified in rule 1.12(3) shall be afforded up to a maximum of 15 minutes. If the matter is not concluded within that time the Mayor shall, if appropriate, call upon the mover of the substantive motion to exercise their right of reply and a vote shall be taken. In circumstances where the council is legally obliged to make a decision, but the motion or recommendation voted upon is lost, the Mayor will take motions from the floor, each allocated up to a maximum of 15 minutes, until a decision is reached.

Motions not dealt with

5. If there are motions or other business still outstanding at the fall of the guillotine, then subject to council assembly procedure rule 1.12(6) all other motions or business not considered shall be put to the vote without debate.

Suspension of guillotine rule

6. The guillotine rule can be suspended for up to a maximum of 30 minutes only.

FOR ANNUAL COUNCIL

Concluding the meeting

7. The guillotine shall take effect one and half hours after the start of the meeting.

8. A bell will be rung once the guillotine is reached and the member speaking must immediately sit down.

9. The following outstanding business shall be considered:

- any business required by statute
- approval of minutes of council assembly
- each individual report with a recommendation, be it from the cabinet, committee or officer
- any other business accepted by the Mayor as late and urgent business.

Process for dealing with any outstanding business

10. Each item of business specified in rule 1.12(3) and still outstanding at the fall of the guillotine, shall be put to the vote without debate.

Item No. 7.3	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Pay Policy Statement	
Ward(s) or groups affected:		All	
From:		Chief Executive	

RECOMMENDATION

1. That the council's Pay Policy Statement, as set out in Appendix 1, be agreed.

BACKGROUND INFORMATION

2. The Localism Act 2011 sets down requirements on authorities to prepare pay policy statements on an annual basis. These statements must describe an authority's policy for the pay of its workforce and be agreed annually in advance of the coming financial year. The Department of Communities and Local Government published initial guidance for local authorities on preparing their statements, which they further supplemented in February 2013, and has been taken into account in developing the Pay Policy Statement given in Appendix 1.

KEY ISSUES FOR CONSIDERATION

3. Pay statements must be published and thus open to public scrutiny. Under the Localism Act the statement must describe specific elements of remuneration paid to chief officers. The roles of chief officers are defined and accord with the descriptions used in the Local Government & Housing Act 1989 these being:-
 - The head of the authority's paid service designated under section 4(1) of the Act
 - Its monitoring officer designated under section 5(1) of that Act
 - A statutory chief officer mentioned in section 2(6) of that Act
 - A non-statutory chief officer mentioned in section 2(7) of that Act
 - A deputy chief officer mentioned in section 2(8) of that Act.
4. Nothing in the Act supersedes existing responsibilities and duties placed on authorities in their role as employers. Each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate. Instead, the Act focuses on requiring authorities to be more open about their policies and how decisions are made.
5. The Act does not require authorities to publish specific salary data as part of the pay policy statement. Doing so risks data being out of date where any pay awards apply. The declaration of specific salary information is managed by the publication of the statement of accounts and other information under data

transparency arrangements. Such specific information is published on the council's website.

6. Appendix 1 to this report sets out the proposed pay statement for agreement by council assembly. This reflects the scope of the posts to be captured and the range of information to be included; as defined in the Act. It should be noted that following publication of pay policies statements in 2012 there was a public debate on whether the statement should include the ratio of earnings between the highest paid employee and other employees. There is no requirement to do so in the Act and no approved method of calculating this. The government commissioned (Hutton) *Fair Pay Review*, concluded that such a ratio would be unhelpful because it "could create perverse incentives and even become a target for executives [who are currently] earning less" than a government based benchmark. The review did suggest that if such a measure was put forward it should be to compare top earner with median salary. Until such time as there is clarity on definition and methodology for comparing earnings, we do not intend including this data in the policy statement. However, Southwark's ratio between the top earner and the median earnings is 5.3 to 1 (December 2012 data); this is low compared to other public bodies which have reported such data.

7. Subject to council assembly agreement it is proposed to again publish the pay policy statement on the Southwark website as part of open data. For the purpose of this report Appendix 3 gives the council's salary and grading structure applicable at the point of drafting the item. It should be noted that the main salary scales attached are as at 1 April 2009, i.e. the date that the last pay award took effect; there being pay freezes in 2010/11, 2011/12 & 2012/13. Southwark has, however, made amendments to the salary scales to reflect the consolidation of two years of £250 awards given to low paid (earning less than £21,000) and the decision to make the London Living Wage a minimum rate; thus scales are shown as at 1 April 2012. These salary scales are retained on the Southwark website and will be updated when the pay award determined by the National Joint Council for Local Government Employees is finalised with effect from 1 April 2013 and a decision is made by cabinet on whether a further award is warranted for the low paid to maintain the £250 benchmark rise. It is anticipated that the national award will be within the 1% window outlined by the government for the public sector although the claim has been for bottom loading, i.e. higher increase for those on the lowest points.

8. From 1 April 2013 public health staff will be transferred into the council who under the transfer order will retain their NHS salaries and terms and conditions of employment; this approach is mandatory on the council. There are (at least) 3 different schemes of employment, personal entitlements and supplementary payments. As the implications emerge and are properly analysed this will be incorporated into the council's remuneration information. At this stage there is not a complete and final list of staff or their salaries and conditions so any presentation of data would be speculative. The Director of Public Health will be a defined Chief Officer.

TOP MANAGERS

9. The pay policy statement is primarily concerned with the salary arrangements of chief officers as defined in the Local Government & Housing Act 1989 (as above). In Southwark this cadre of posts forms the top management team of the council. During 2012/13 the council reviewed organisational arrangements for top

managers with a £1 million savings over a phased basis. This has been achieved through reduction in staff numbers rather than a dramatic shift from current pay policy; resulting in some jobs having significantly larger responsibilities than comparative posts in other London boroughs.

10. A contractual element of individual's pay at top manager level is the potential to earn performance related pay (PRP) based on measurable achievements. PRP for 2011/12 & 2012/13 was set at 0%.
11. The ability to apply PRP linked directly to business outcomes remains part of our remuneration strategy. The appropriate level of funding for any PRP in 2013/14 will be considered within the workforce strategy element of the medium term resources strategy where consideration will be given to recruitment and retention and benchmark data to ensure we continue to recruit and retain the right people. Any payment of PRP relating to 2013 would be determined on a person by person basis dependent on achievements and would be applied at year end (April 2014) in line with remuneration strategy.

NEW EMPLOYEES

12. The proposed pay policy statement (Appendix 1) also makes specific reference to the salary package for staff newly appointed to top manager posts. The Localism Act has the impact of amending the Local Government Act 1972 (appointment of staff) as follows:-

"A local authority's power to appoint officers on such reasonable terms and conditions as the authority thinks fit is subject to section 41 of the Localism Act 2011 (requirement for determinations relating to terms and conditions of chief officers to comply with pay policy statement".

13. Members have a special role in the appointment of chief officers and deputy chief officers as defined, whereby they must be given the opportunity to raise any well founded and material objection to appointment prior to an offer being made. As in the 2012/13 Statement it is proposed that to meet requirements under the Localism Act, notification of an appointment includes confirmation of the salary package which attaches to the post and whether this accords with the council's pay policy statement. Were the proposed salary package to be outside the current statement, this to be deemed as an amendment to the pay policy which requires explicit members' approval.

LOWEST PAID EMPLOYEES

14. The Act requires the council to describe the relationship between the remuneration of its chief officers, and other staff; and to define the "lowest-paid employees" adopted by the authority for the purposes of the statement. The specific information to be included on pay actuals is limited.
15. As described in the statement; the use of job evaluation and the grading structure is the method used to determine the relativities of posts across the Southwark structure. The council's decision to adopt the London living wage rate sets the minimum pay rate for staff across the council. Employers' participation in the London living wage is voluntary. The council's commitment to adopt aims to stop working Londoners from falling into poverty; making sure that the unemployed in London are better off in work than living on benefits. London living wage has

now been set at £8.55 per hour (2013) compared to the national minimum wage of £6.19 per hour.

POLICY IMPLICATIONS

16. The statement is used as a method to articulate the council's existing policy on remuneration, with specific details on top manager posts in particular. As such it does not amend or introduce new policy. Were current arrangements to be amended as a result of the development of the statement; the policy implications and contractual implications of doing so, would require review by Cabinet.

COMMUNITY IMPACT STATEMENT

17. Development and publication of the pay policy statement is a useful step in increasing accountability and transparency of council business to the local community. This continues the trend of openness. It allows elected members, those who are directly accountable to the local community, to have input into how decisions on pay are made, particularly senior pay.
18. The equality analysis provided in Appendix 2 to this report clarifies that there are no adverse implications for people of protected characteristics. Publication of the statement accords with good practice of openness in pay arrangements.

RESOURCE IMPLICATIONS

19. There are no specific implications arising from the development and publication of the pay statement so far as this represents existing policy. Were future statements seeking agreement to move away from established arrangements it would be necessary to consider financial resources and the employment implications. Changes to individual's terms and conditions are likely to reflect a contractual change requiring consultation and due process in order to be lawful.
20. Publication of the pay statement as presented in Appendix 1 does not create conflict with the Data Protection Act as it does not contain information relating to a particular individual.

CONSULTATION

21. The trade unions have been advised of the need to publish the statement and have been provided with a copy. As the statement is a method to articulate existing policy rather than a change, it is not part of the formal consultation process.

LEGAL IMPLICATIONS

22. Section 38 of the Localism Act ('the Act') requires a relevant authority to prepare a pay policy statement. Pursuant to section 43 of the Act a London borough is defined as a 'relevant authority'. The statement must set out an authority's policies towards a range of issues relating to the pay of its workforce including the remuneration of its chief officers; the remuneration of its lowest-paid employees; and the relationship between the pay of its chief officers and that of other employees. Chief officer is defined to include chief and deputy chief officers as defined in the Local Government and Housing Act 1989. The statement must state the definition of "lowest paid employees" adopted by the authority for the

purposes of the statement and the authority's reasons for adopting that definition. Pay policy statements have to be prepared for each financial year; this began with year 2012/13.

23. The pay policy statement must also specifically cover the authority's policies relating to:
- the level and elements of remuneration for each chief officer (including salary, bonuses and benefits in kind);
 - remuneration of chief officers on recruitment;
 - increases and additions to remuneration for each chief officer;
 - the use of performance-related pay for chief officers;
 - the use of bonuses for chief officers;
 - the approach to the payment of chief officers on their ceasing to hold office under or to be employed by the authority; and
 - the publication of and access to information relating to remuneration of chief officers.
24. Section 39 of the Act states that an authority's pay policy statement must be approved by a resolution of the authority before it takes effect. This means that the resolution must be by full council before 31 March. Following approval the statement must be published as soon as possible on the authority's website and in any other manner the authority thinks fit. An authority can amend its pay policy statement and any amendment must be made by a similar resolution.
25. In complying with its duties on the pay policy requirements relevant authorities in England must have regard to any guidance issued or approved by the Secretary of State. The Department of Communities and Local Government ('DCLG') has published guidance to help English authorities understand and comply with their new duties; this is entitled 'DCLG: Openness and accountability in local pay: Guidance under section 40 of the Localism Act'. The guidance sets out the key policy principles that underpin the pay accountability provisions. This was taken into account in preparing this statement.
26. The draft pay policy statement in Appendix 1 will enable the council to meet its obligations under sections 38 to 43 of the Act.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Communities & Local Government: Openness and accountability in local pay	Human Resources – 160 Tooley Street	Bernard Nawrat 020 75257185
Localism Act – Sections 38 – 43	Human Resources – 160 Tooley Street	Bernard Nawrat 020 75257185

APPENDICES

No.	Title
Appendix 1	Southwark Council – Pay Policy Statement
Appendix 2	Equality Analysis
Appendix 3	Salary & Grading Structure

AUDIT TRAIL

Lead Officer	Eleanor Kelly, Chief Executive	
Report Author	Bernard Nawrat, Human Resources Director	
Version	Final	
Dated	5 March 2013	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team/Community Council/Scrutiny Team	12 March 2013	

Southwark Council – Pay Policy Statement

The Localism Act 2011 requires the council to publish a pay policy statement for each financial year.

This statement relates to year 2013-14 and it is approved by council assembly.

Scope

The statement describes our policies towards the pay of top managers (referred to in the Act as “chief officers”) and our approach to the pay of our lowest paid employees. Provisions in the Act do not apply to the staff of local authority schools.

Under the Act a “chief officer” is defined as:

- The head of the authority’s paid service designated under section 4(1) of the Local Government and Housing Act 1989
- Its monitoring officer designated under section 5(1) of that Act
- A statutory chief officer mentioned in section 2(6) of that Act
- A non-statutory chief officer mentioned in section 2(7) of that Act
- A deputy chief officer mentioned in section 2(8) of that Act.

In Southwark, this would apply to the Chief Executive, Strategic Directors and Divisional Heads. We refer to these as “top managers”; with effect from 1 April 2013 Public Health will have transferred to the council and the Director of Public Health and Assistant Directors of Public Health will become part of the top management structure.

Remuneration

For existing top managers the term remuneration is used to describe salary, performance related pay, expenses and other monetary allowances or benefits.

The council does not employ top managers under a contract for services, (people who are self employed), and therefore remuneration for such arrangements is not described. All top manager employees are paid via the council’s payroll with appropriate tax and National Insurance deductions made in accordance with HMRC regulations.

Salary

In Southwark posts, including top managers, are job evaluated using a single system (Hay) to determine the job size. All job evaluation results for top managers are scrutinized by independent experts at the Hay Group. There are limited exceptions to this, including those transferred in from the NHS for Public Health.

The job size determines a job’s placement against the pay spine, through a grading structure.

The pay spine is increased in accordance with pay award settlements determined by the National Joint Council for Local Authorities Services. The last pay award was effective 1 April 2009, albeit Southwark has introduced special arrangements for its lowest paid workers as described below. Any pay award for 2013/14 which is

determined by the National Joint Council for Local Authorities Services will be applied to all relevant employees without further referral to council assembly.

Individual staff are paid within the grade. People may move through the grades by incremental progression; subject to how well they have performed.

Flexibility allows the payment of market factor supplements; subject to justification against external data and with annual review.

For posts grade 16 and above, specific benefits up to a financial cap may be taken in kind, (e.g. season ticket purchase, car leasing), or paid as an addition to salary. For top managers the annual financial value of such benefits in 2013/14 will be £3,400 - £6,007; dependent on grade. The rates for car leasing have been frozen since 2006 and car leasing arrangements have been closed to top managers joining the organisation since 2007.

Performance Related Pay, Other Payments & Expenses

Top managers' contractual terms include performance related pay (PRP). The award of PRP directly links to business outcomes. Each year work plans are agreed identifying corporate, service and personal targets from which achievements can be measured and award judged. Decisions are made by the organisational "parent" with the Leader of the council responsible for determining PRP for the chief executive.

With the exception of standby payments made to a limited number of posts in social care, no additional allowances are paid to top managers.

Top managers are not eligible to receive overtime for excess hours worked. In line with all other (non teaching) staff their full time equivalent weekly hours are 36. However, for top managers the contract of employment states this as a minimum and individuals are required to do whatever hours are necessary to get the job done, with no additional payment. Where hours are worked outside "normal office hours"; top managers do not receive enhancements nor shift allowances which other staff on NJC conditions for Local Authorities Services may be entitled.

Top managers do not receive an expenses allowance. In line with all other staff, where essential expenses are incurred in the performance of their duties, costs can be reclaimed, where these are reasonable and public money is being used prudently.

Fees for election duties

Council staff can be employed on election duties of varying types. The fees paid to council employees for undertaking these election duties varying according to the type of election they participate in, and the nature of the duties they undertake.

Returning officer duties (and those of deputy returning officers) are contractual requirements and fees paid to them for national elections/referendums are paid in accordance with the appropriate statutory fees and charges order and are paid by the body responsible for the conduct of the election.

New Appointments

Top Managers joining the organisation:—

- Are paid on the grade for their post.
- Join at the bottom spinal column point of the grade; unless the person can demonstrate that payment above the minimum is essential to match current earnings or to reflect experience and skills to secure engagement. No staff are paid above the grade maximum.
- Do not receive a lump sum payment on joining, sometimes referred to as “golden hellos”.
- May receive expenses relating to their home relocation where this is necessary to secure engagement.

Members have the opportunity to question all salary packages to be offered as part of the recruitment to top manager posts.

Leaving the Organisation & Pensioners

Staff leaving the council on a voluntary resignation basis do not receive a severance payment.

Top managers leaving the council on a voluntary resignation basis will receive no severance payment.

Where the council decides to terminate any employee’s service on the basis of redundancy in employment law terms this is based on the facts of the case, (deletion or diminution of the post). Payment entitlements are enshrined in the council policy on redeployment redundancy and reorganisation and comprise contractual entitlements, (notice unworked, leave not taken), plus redundancy element, in accordance with the statutory table. No other discretionary elements are paid. Payments are made as a multiple of an actual week’s pay. Also for those aged 55 and over, under the pension regulations they become entitled to immediate pension as earned; any costs accruing to the council for pension payments are capital costs based on an actuarial calculation linked to service and age. In total the cost of this entitlement may add up to more than £100k due to base salary, contract terms, age and length of service, although this would be rare. Entitlements are not discretionary once a redundancy situation arises.

Where the council decides to terminate any employee’s service on the basis of mutual termination on efficiency of the service grounds, the council calculates entitlements relying on the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and the pension regulation where over 55 years old. Should the cost of the total package exceed £100k, agreement will be obtained via council assembly or another properly constituted Member body, prior to finalisation

For top managers, where redundancy or mutual termination occurs information would be included in the declared salary data included in the statement of accounts each year. Were an employee’s services to be terminated on these bases the council would not re-engage the individual on a contract for services (i.e. self employed basis).

Vacant top manager posts are recruited to in accordance with the council’s recruitment policy with the overarching aim of employing on merit; to engage the best person for the job.

New recruits may be in receipt of a pension under the Local Government Pension Scheme (LGPS) e.g. as a result of service with another Authority. In such cases, the employee's pension entitlement would be abated (reduced in accordance with actuarial calculation) or capped as required under LGPS regulations. This would have no impact on the council's remuneration arrangements.

Under the LGPS Regulations eligible employees may be considered for one of the Scheme's flexible retirement options. This would include instances where the employee reduces to a part time basis or demotion. On such occasions the council's remuneration arrangements would continue as described above plus any pension payable determined by application of LGPS Regulations and that person's membership entitlements.

Lowest Paid Staff

All posts are job evaluated to determine their relative job size; the responsibilities and impact of the post, and the level of knowledge and skill required to carry out those responsibilities. Job sizes are used to determine the grade. Grades are linked to the salary scale. Staff have the potential to move through the grades by incremental progression, based on performance.

Appropriate terms and conditions, e.g. shift allowances, reflect the duties and obligations of posts in accordance with the NJC for Local Authorities Services. There are a small number of posts under different national schemes – education related, craft and staff who will transfer into the council during 2013/14 on retained conditions, e.g. Public Health. Bonus payments are not a feature of pay arrangements. Staff are contracted to work 36 hours per week (full time equivalent). Where service provision demands that it is necessary for additional hours to be worked above the full time equivalent, overtime rates would apply. Rates are determined in accordance with NJC Conditions of Service.

Notwithstanding the application of this framework the council has determined that no employee should receive an hourly rate less than the London living wage; for 2013/4 the London living wage is £8.55 per hour. This is the baseline payment for the lowest paid staff.

Other Information

In addition to this statement the council publishes other information on the detail of payments. Information can be found on the open data section of the council's website (www.Southwark.gov.uk). This includes:-

- The council's grading structure and salary scales. The salary scales for the public health posts transferring in will be published on the website when they become available after 1st April 2013.
- The annual statement of accounts. This includes the numbers of people earning £50,000 per year or more in £5,000 bandings. It includes schools. The accounts also give detail, including the name, for those whose pay is £150,000 or more. This covers all remuneration elements including employer's pension contribution.

EQUALITY ANALYSIS – PAY POLICY STATEMENT**Overview**

1. The Localism Act 2011 requires Authorities to develop and publish a pay policy statement. This would include the remuneration arrangements for its most senior staff and approaches on remuneration to its lowest paid employees.

Impact

2. The development and publication of the pay statement does not in itself amend policy. Were changes to arise as a consequence, proposals would require scrutiny including the impact upon people of different protected characteristics.
3. The publication of the pay statement does however accord with good practice on managing equal pay; increasing transparency on organisational arrangements. There are no adverse impacts on people of specific protected characteristics arising from this development. Instead it may reasonably be argued that greater openness may reduce the fear of potential discrimination by setting out arrangements which are in force.
- 4.. On a continuing basis the council undertakes monitoring of its workforce to identify and take action to address potential adverse impacts on people of specific protected characteristics. Monitoring data is published on the council's website through the annual workforce report, in accordance with the specific duties of the Equality Act 2010.

APPENDIX 3

SALARY & WAGES SCALES as at 1st April 2012

Provincial wef 1/4/09*		Inner London Spine, set 1/4/2009* * Minor Amendments 1/4/12 highlighted										JNC wef 1/4/09	
5*	15582	2		5*	£15,582	8	£16,503	12*	£18,342	15	£19,353	1	44463
6	15714	3		6	£15,714	9	£16,896	13	£18,732	16	£19,731	2	45894
7	16104	4	*	7	£16,104	10*	£17,397	14	£19,032	17	£20,127	3	47391
8	16503	5*	£15,582	8	£16,503	11	£18,030	15	£19,353	18	£20,460	4	48939
9	16896	6	£15,714	9	£16,896	12	£18,342	16	£19,731	19	£21,102	5	50529
10*	17397	7	£16,104	10*	£17,397	13	£18,732	17	£20,127	20	£21,750	6	52188
11	18030	8	£16,503	11	£18,030	14	£19,032	18	£20,460	21	£22,422	7	53901
12	18342	9*	£16,896	12*	£18,342	15*	£19,353	19*	£21,102	22	£22,920	8	55674
13	18732											9	57495
14	19032											10	59400
15	19353	19	£21,102	23	£23,496	27	£26,259	31	£29,571	35	£32,532	11	61362
16	19731	20	£21,750	24	£24,156	28	£27,009	32	£30,345	36	£33,306	12	63396
17	20127	21	£22,422	25	£24,819	29	£27,945	33	£31,152	37	£34,152	13	65487
18	20460	22	£22,920	26	£25,515	30	£28,770	34	£31,935	38	£35,055	14	67671
19	21102	23	£23,496	27	£26,259	31	£29,571	35	£32,532	39	£36,096	15	69921
20	21750	24	£24,156	28	£27,009	32	£30,345	36	£33,306	40	£36,960	16	72267
21	22422	25	£24,819	29	£27,945	33	£31,152	37	£34,152	41	£37,851	17	74667
22	22920	26	£25,515	30	£28,770	34	£31,935	38	£35,055	42	£38,733	18	77169
23	23496											19	79752
24	24156											20	82425
25	24819	39	£36,096	43	£39,621	1	£44,463	6	£52,188	11	£61,362	21	85194
26	25515	40	£36,960	44	£40,506	2	£45,894	7	£53,901	12	£63,396	22	88071
27	26259	41	£37,851	45	£41,340	3	£47,391	8	£55,674	13	£65,487	23	91029
28	27009	42	£38,733	46	£42,258	4	£48,939	9	£57,495	14	£67,671	24	94107
29	27945	43	£39,621	47	£43,152	5	£50,529	10	£59,400	15	£69,921	25	97290
30	28770	44	£40,506	48	£44,043	6	£52,188	11	£61,362	16	£72,267	26	100572
31	29571	45	£41,340	49	£44,910	7	£53,901	12	£63,396	17	£74,667	27	103980
32	30345	46	£42,258	50	£45,807	8	£55,674	13	£65,487	18	£77,169	28	107496
33	31152											29	111153
34	31935											30	114927
35	32532	17	£72,267	18	£85,194	19	£103,980	Chief Officer	Chief Executive	31	118827		
36	33306	16	£74,667	21	£88,071	27	£107,496	30	£114,927	37	£145,317	32	122877
37	34152	17	£77,169	22	£91,029	28	£111,153	31	£118,827	38	£150,297	33	127056
38	35055	18	£79,752	23	£94,107	29	£114,927	32	£122,877	39	£155,439	34	131394
39	36096	19	£82,425	24	£97,290	30	£118,827	33	£127,056	40	£160,767	35	135867
40	36960	20	£85,194	25	£100,572	31	£122,877	34	£131,394	41	£166,275	36	140508
41	37851	21	£88,071	26	£103,980			35	£135,867			37	145317
42	38733	22	£91,029	27	£107,496			36	£140,508			38	150297
43	39621	23	£94,107	28	£110,496			37	£145,317			39	155439
44	40506											40	160767
45	41340											41	166275
46	42258												
47	43152	Planned Overtime per hr		grade 9 £ 19.18		sleeping in £ 32.94		unit standby £ 8.75					
48	44043	grade 10/11 £ 20.54											
49	44910	grade 12 £ 22.29											
50	45807												
51	46701												
52	47592												
53	48501	On SAP these grades will be prefixed LBS-0. Grades prefixed LBS-1 are for w/e working where +2 SCP apply											
54	49452												

Note there was no pay award 1/4/10 - 1/4/12 (inclusive)

*This pay scale has been amended to reflect the Southwark specific agreement to pay London Living Wage equivalent as a minimum & minor changes to grade ranges or spinal column values. These are highlighted

Item No. 7.4	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Annual Report on the Work and Performance of the Audit and Governance Committee in 2012/13	
Ward(s) or groups affected:		All	
From:		Audit and Governance Committee	

RECOMMENDATION

1. That council assembly note the work and performance of the audit and governance committee in 2012/13.

BACKGROUND INFORMATION

2. The audit and governance committee's terms of reference include a requirement to report annually to council assembly on its work and performance during the year.
3. The aims of the report are to make council aware of the audit and governance committee's work in relation to its audit, regulatory, financial reporting and treasury management responsibilities and to provide assurance on areas covered or to identify any concerns.
4. The purpose of this report is to review the audit and governance committee's work and performance in 2012/13. The audit and governance committee considered its annual report on 28 February 2013 and subject to an update to take account of that meeting and minor amendments, all of which have been incorporated, agreed to refer it to council assembly.
5. This report also considers the effectiveness of the audit and governance committee which forms a part of the review of internal audit and which will in turn be reported to that committee as part of the review of the system of internal control, as required under the Accounts and Audit Regulations 2011.

KEY ISSUES FOR CONSIDERATION

Role of the committee

6. The purpose of the audit and governance committee is to provide:
 - Independent assurance of the adequacy of the council's governance arrangements, including the risk management framework and the associated control environment
 - Independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment
 - Oversight of the financial reporting process
 - Scrutiny of treasury management strategy and policies.

7. In line with the above, the committee's terms of reference are structured by reference to its four key functions in terms of audit activity, the regulatory framework, the accounts and treasury management.

Work Programme 2012/13

8. The following paragraphs summarise the matters considered by the committee in 2012/13.

Audit Activity

Internal Audit

9. The committee considered the Head of Anti-Fraud and Internal Audit's annual report on the work of internal audit and anti-fraud 2011/12. Members questioned the Head of Internal Audit and the engagement manager for the auditors, RSM Tenon, and requested officers to include further information on the use of external data matches in their September report.
10. The committee received and considered regular reports on the performance of internal audit and the outcome from its work during the year. Members questioned the Head of Internal Audit and the RSM Tenon engagement manager about the internal audit progress and made requests for further information on areas to be included in future reports, including further information on foster carers and on the possibility and cost effectiveness of data matching historical records for signs of possible council tax fraud.
11. The committee also requested a briefing note on council tax discounts and exemptions.
12. The committee agreed the internal audit plan for 2013/14 and strategy for internal audit for 2013/14 – 2017/18.

External Audit

13. The committee received regular progress reports from the external auditor (the Audit Commission and then Grant Thornton) throughout the year. It also considered the external auditor's annual report on the certification of claims and returns for 2011/12 and opinion plans for 2011/12 for both the council and the Southwark pension fund and the annual audit letter for 2011/12.
14. The committee considered the annual governance report for 2011/12 for the council and for the Southwark pension fund. Following consideration of the impact on the pension fund of changes in workforce numbers and changes to the Local Government Pension Scheme, the committee agreed to invite the Pensions Advisory Panel to attend a future meeting for a wider discussion. This has been scheduled for the committee's meeting on 30 April 2013.
15. The committee considered the external auditor's annual fee letters for 2012/13 for both the council and the Southwark pension fund.

Accounts

16. The committee considered a draft of the 2011/12 statement of accounts at its July 2012 meeting and requested a clarifying amendment to the explanatory foreword. It formally approved the accounts at its meeting in September 2012.

Regulatory framework

17. As with the statement of accounts, the committee reviewed the annual governance statement for 2011/12 at its July 2012 meeting and approved it at its September 2012 meeting. Following the committee's decision two years ago to invite strategic directors to attend meetings to report on governance arrangements in their departments, the following strategic directors attended during 2012/13: the strategic director for health and community services, the chief executive, the strategic director of finance and corporate services, the strategic director of environment and leisure and the strategic director of housing and community services. Members asked questions about particular aspects of their arrangements.
18. The committee received reports on seven retrospective contract-related decisions. In considering them, members asked questions of the officers responsible for the decision reports. At its November 2012 meeting, the committee recommended that in addition to the current practice of notifying retrospective decisions to the chair as early as possible, they should in future also be brought to the attention of the vice-chair of the committee, to enable them to consider wider circulation to other committee members, prior to reports being put on the agenda.
19. Following consideration by the committee of the annual report on corporate risk and insurance for 2011/12, the committee asked for a briefing note on insurance benchmarking comparisons collated by the Chartered Institute of Public Finance and Accountancy (CIPFA). It also requested that a report on the council's insurance framework be included on the committee's agenda for its meeting on 30 April 2013.
20. The committee received its annual report on whistle blowing outcomes.
21. Following concerns expressed by members of the committee at its January 2013 meeting about the use of postage and franking services, a report on the control framework for these facilities was considered at its February 2013 meeting.

Treasury management

22. Members received a report on the 2012/13 treasury management strategy which had been approved by council assembly in February 2012 and sought clarification and assurance from officers on a number of points.

Effectiveness of the audit and governance committee

23. The Accounts and Audit Regulations require a review of internal audit to be carried out, including consideration of the effectiveness of the audit and governance committee. This will be carried out later in the year and the results will be brought to a future meeting of the committee.
24. To complement this, the audit and governance committee assesses itself using a checklist produced by CIPFA. The committee considered this on 28 February 2013 and requested an amendment, which has been made. The completed checklist is attached at appendix 1. The committee was advised that the checklist should be considered as part of the review of internal audit.

25. The completed checklist confirms that there are no significant areas of concern in relation to the committee's effectiveness. However, it highlights that training is an area that members may wish to continue to keep under review.

Training

26. Induction training was made available to new members in June and July 2012 and members were asked to indicate areas in which they would welcome training in order to help focus future provision. Information on relevant issues and developments is provided by the CIPFA Better Governance Forum which publishes its 'Audit Committee Update' three times a year. These focus on key topics and include a round-up of legislation, reports and developments and are circulated to all members of the committee for their information.
27. A one-day training session on 'Influential Audit Committees', also organised by the Better Governance Forum, was attended by the chair of the committee in January 2013. Areas covered included assurance planning and assessing effectiveness and an update on the new Public Sector Internal Audit Standards.
28. The self-assessment checklist (see above) identified that training will be provided as required and officers will continue to arrange training as opportunities arise.

Development opportunities

29. The audit and governance committee has now been in place for six years. The management of its agenda in order to ensure that it can focus its resources effectively remains one of the key challenges for the future.
30. The year saw the following principal achievements:
- greater assurance of departmental and corporate governance arrangements, following constructive sessions with the chief executive and strategic directors throughout the year
 - higher level of implementation of 'High' rated recommendations, resulting in part from member scrutiny
 - ongoing constructive challenge from members in respect of reports received by them.
31. For the coming year, the following are areas where the committee has the opportunity to effect further development or to which it may wish to give consideration:
- development of relationship with Grant Thornton, the council's new external auditor
 - implications of the new Public Sector Internal Audit Standards which are effective from 1 April 2013 and their impact on the role of the committee
 - future training needs.

Conclusion

32. The committee's work programme aims to ensure that the committee is able to carry out its functions effectively. To this end, the programme is structured to cover the key areas of audit activity, the regulatory framework, financial reporting and scrutiny of the treasury management strategy and policies.
33. During the committee's sixth year of operation, it continued to ask questions on

matters before it in a challenging yet constructive way. In some cases, this has resulted in further information being provided to the committee to provide the assurance sought; in others, in others, it has resulted in increased focus on the implementation of action plans.

34. The committee kept its work programme under review in 2012/13 and made changes when appropriate.
35. Through its work, the committee is able to confirm that
 - the council's system of risk management is adequate to identify risk and to allow the authority to understand the appropriate management of those risks
 - there are no areas of significant duplication or omission in the systems of governance in the authority that have come to the committee's attention and not been adequately resolved.
36. The work programme for the committee for 2013/14 was included elsewhere on the 28 February 2013 agenda for consideration and agreement, and this will be reviewed and amended on an ongoing basis if necessary to help to ensure that the committee can continue to provide assurance of the adequacy of the council's governance arrangements.

Policy implications

37. There are no policy implications in the proposals in this report.

Community impact statement

38. This report is not considered to contain any proposals that would have a significant impact on any particular community or group.

Resource implications

39. There are no direct resource implications in this report.

Consultation

40. There has been no consultation on this report.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Strategic Director of Finance and Corporate Services

41. The strategic director of finance and corporate services is mindful of the important role of the audit and governance committee and is pleased that it continues to function in line with its terms of reference. He notes that its remit will remain under review as circumstances change, in the context of changes in funding arrangements for local authorities and the likelihood of continued reductions in resources available for services. 2012 saw the introduction of the new external audit arrangements, and looking forward, the committee will have special interest in the conduct of the audit. It is noted that the performance of the committee has been strengthened by the attendance of the chief executive and strategic directors, especially during a period of significant management change within the organisation. It is expected that a future work programme will continue to gain benefit from these interviews.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Financial Governance files	Finance and Corporate Services, Second Floor, 160 Tooley Street, London SE1 2QH	Jo Anson 020 7525 4308

APPENDICES

No.	Title
Appendix 1	Measuring the Effectiveness of the Audit Committee – Self-Assessment Checklist

AUDIT TRAIL

Lead Officer	Duncan Whitfield, Strategic Director of Finance and Corporate Services	
Report Author	Jo Anson, Head of Financial Governance	
Version	Final	
Dated	14 March 2013	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
	Officer Title	Comments sought
	Director of Legal Services	No
	Strategic Director of Finance and Corporate Services	Yes
	Cabinet Member	No
	Date final report sent to Constitutional Team	14 March 2013

APPENDIX 1

Measuring the Effectiveness of the Audit Committee – Self-Assessment Checklist

ESTABLISHMENT, OPERATION AND DUTIES					
Role and remit					
Priority	Issue	Yes	No	N/A	Comments/action
1	Does the audit committee have written terms of reference?	✓			
1	Do the terms of reference cover the core functions of an audit committee as identified in the CIPFA guidance?	✓			
1	Are the terms of reference approved by the council and reviewed periodically?	✓			Will need to be reviewed in light of forthcoming CIPFA Local Government Application Note on new Public Sector internal Audit Standards
1	Has the audit committee been provided with sufficient membership, authority and resources to perform its role effectively and independently?	✓			
1	Can the audit committee access other committees and full council as necessary?	✓			
1	Does the authority's annual governance statement include a description of the audit committee's establishment and activities?	✓			
2	Does the audit committee periodically assess its own effectiveness?	✓			
2	Does the audit committee make a formal annual report on its work and performance during the year to full council?	✓			
Membership, induction and training					
1	Has the membership of the audit committee been formally agreed and a quorum set?	✓			
1	Is the chair independent of the executive function?	✓			
1	Has the audit committee chair either previous knowledge of, or received appropriate training on financial and risk	✓			

Priority	Issue	Yes	No	N/A	Comments/action
	management, accounting concepts and standards, and the regulatory regime?				
1	Are new audit committee members provided with an appropriate induction?	✓			
1	Have all members' skills and experiences been assessed and training given for identified gaps?	✓			In part – training is provided as opportunities arise
1	Has each member declared his or her business interests?	✓			
2	Are members sufficiently independent of the other key committees of the council?	✓			
Meetings					
1	Does the audit committee meet regularly?	✓			
1	Do the terms of reference set out the frequency of meetings?		✓		As for other committees, these are determined each year and reviewed as needed
1	Does the audit committee calendar meet the authority's business needs, governance needs and the financial calendar?	✓			
1	Are members attending meetings on a regular basis and if not, is appropriate action taken?	✓			2012/13 attendance (7 members): 1 May* – 4 18 July – 5 26 September – 5 13 November – 6 9 January – 7 28 February – 5 * 2011/12 municipal year 5 members
1	Are meetings free and open without political influences being displayed?	✓			
1	Does the authority's S151 officer or deputy attend all meetings?	✓			
1	Does the audit committee have the benefit of attendance of appropriate officers at its meetings?	✓			
INTERNAL CONTROL					
1	Does the audit committee consider the findings of the annual review of the effectiveness of the system	✓			

Priority	Issue	Yes	No	N/A	Comments/action
	of internal control (as required by the Accounts & Audit Regulations) including the review of the effectiveness of internal audit?				
1	Does the audit committee have responsibility for review and approval of the annual governance statement (AGS) and does it consider it separately from the accounts?	✓			
1	Does the audit committee consider how meaningful the AGS is?	✓			
1	Does the audit committee satisfy itself that the system of internal control has operated effectively throughout the reporting period?	✓			
1	Has the audit committee considered how it integrates with other committees that may have responsibility for risk management?	✓			
1	Has the audit committee (with delegated responsibility) or the full council adopted "Managing the Risk of Fraud – Actions to Counter Fraud and Corruption"?	✓			
1	Does the audit committee ensure that the "Actions to Counter Fraud and Corruption" are being implemented?	✓			
2	Is the audit committee made aware of the role of risk management in the preparation of the internal audit plan?	✓			
2	Does the audit committee review the authority's strategic risk register at least annually?	✓			
2	Does the audit committee monitor how the authority assesses its risk?	✓			
2	Do the audit committee's terms of reference include	✓			

Priority	Issue	Yes	No	N/A	Comments/action
	oversight of the risk management process?				
FINANCIAL AND REGULATORY MATTERS					
1	Is the audit committee's role in the consideration and/or approval of the annual accounts clearly defined?	✓			
1	Does the audit committee consider specifically: <ul style="list-style-type: none"> • The suitability of accounting policies and treatments • Major judgements made • Large write-offs • Changes in accounting treatment • The reasonableness of accounting estimates • The narrative aspects of reporting? 	✓			Considered as part of approval of accounts
1	Is an audit committee meeting scheduled to receive the external auditor's report to those charged with governance including a discussion of proposed adjustments to the accounts and other issues arising from the audit?	✓			
1	Does the audit committee review management's letter of representation?	✓			
2	Does the audit committee periodically review the accounting policies of the authority?	✓			Considered as part of approval of accounts
2	Does the audit committee gain an understanding of management's procedures for preparing the authority's annual accounts?	✓			
2	Does the audit committee have a mechanism to keep it aware of topical legal and regulatory issues, for example by receiving circulars and through training?	✓			Training provided as necessary, including briefing notes; Audit Committee Updates from CIPFA's Better Governance Forum are circulated to committee members
INTERNAL AUDIT					
1	Does the audit committee	✓			

Priority	Issue	Yes	No	N/A	Comments/action
	approve annually and in detail, the internal audit strategic and annual plans including consideration of whether the scope of internal audit work addresses the authority's significant risks?				
1	Does internal audit have an appropriate reporting line to the audit committee?	✓			
1	Does the audit committee receive periodic reports from the internal audit service including an annual report from the Head of Internal Audit?	✓			
1	Are follow-up audits by internal audit monitored by the audit committee and does the committee consider the adequacy of implementation of recommendations?	✓			
1	Does the audit committee hold periodic private discussions with the Head of Internal Audit?	✓			If needed
1	Is there appropriate cooperation between the internal and external auditors?	✓			
1	Does the audit committee review the adequacy of internal audit staffing and other resources?	✓			
1	Has the audit committee evaluated whether its internal audit service complies with CIPFA's Code of Practice for Internal Audit in Local Government in the United Kingdom?	✓			
2	Are internal audit performance measures monitored by the audit committee?	✓			
2	Has the audit committee considered the information it wishes to receive from internal audit?	✓			
EXTERNAL AUDIT					
1	Do the external auditors present and discuss their audit plans and strategy with	✓			

Priority	Issue	Yes	No	N/A	Comments/action
	the audit committee (recognising the statutory duties of external audit)?				
1	Does the audit committee hold periodic private discussions with the external auditor?	✓			If needed
1	Does the audit committee review the external auditor's annual report to those charged with governance?	✓			
1	Does the audit committee ensure that officers are monitoring action taken to implement external audit recommendations?	✓			
1	Are reports on the work of external audit and other inspection agencies presented to the committee, including the external auditor's annual audit letter?	✓			Where relevant
1	Does the audit committee assess the performance of external audit?	✓			
1	Does the audit committee consider and approve the external audit fee?	✓			Considers but does not approve explicitly
ADMINISTRATION					
Agenda management					
1	Does the audit committee have a designated secretary from Committee/Member Services?	✓			
1	Are agenda papers circulated in advance of meetings to allow adequate preparation by audit committee members?	✓			
2	Are outline agendas planned one year ahead to cover issues on a cyclical basis?	✓			
2	Are inputs for Any Other Business formally requested in advance from committee members, relevant officers, internal and external audit?	✓			Any Other Business may be added to an agenda within 5 clear days of the meeting; in exceptional circumstances, an item may be notified to the chair at the start of the meeting and accepted by the chair as urgent
Papers					
1	Do reports to the audit	✓			

Priority	Issue	Yes	No	N/A	Comments/action
	committee communicate relevant information at the right frequency, time, and in a format that is effective?				
2	Does the audit committee issue guidelines and/or a proforma concerning the format and content of the papers to be presented?	✓			In line with corporate requirements
Actions arising					
1	Are minutes prepared and circulated promptly to the appropriate people?	✓			
1	Is a report on matters arising made and minuted at the audit committee's next meeting?	✓			
1	Do action points indicate who is to perform what and by when?	✓			

Item No. 7.5	Classification: Open	Date: 27 March 2013	Meeting Name: Council Assembly
Report title:		Special Urgency and Urgent Implementation Decisions – Annual Report	
Ward(s) or groups affected:		All	
From:		Proper Constitutional Officer	

RECOMMENDATION

1. That council assembly notes the schedule of special urgency and urgent implementation decisions (Appendix 1) taken in accordance with overview and scrutiny procedure rules 18 and 19.

BACKGROUND INFORMATION

2. The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires local authorities to consider an annual report detailing each executive decision where the making of the decision was agreed as a special urgency decision.
3. Special urgency decisions are decisions that need to be taken within five clear working days; i.e. the requirements of Access to Information Procedure Rule 17 (general exception) on notice cannot be complied with. The decision will be subject to call-in.
4. The procedure for special urgency decisions is set out in Rule 18 of the Access to Information Procedure Rules. It states:-

“If the date by which a decision must be taken means that rule 17 (general exception) cannot be followed, then the decision can only be taken if the decision maker (if an individual) or the chair of the body making the decision, obtains the agreement of the chair of the overview and scrutiny committee that the taking of the decision cannot be reasonably deferred.

If there is no chair of the overview and scrutiny committee, or the chair of each relevant overview and scrutiny committee is unable to act, then the agreement of the mayor of the council, or in his/her absence the deputy mayor will suffice.”

5. Urgent implementation decisions are decisions that whether they have been included on the forward plan or not, need to be implemented immediately by virtue of the urgency of the actions that need to be taken. The decision will not be subject to call-in. Decisions taken under urgent implementation are not required to be reported to council assembly, however as urgency also applies these have been included.

6. The procedure for urgent implementation is set out in Rule 19 of the Access to Information Procedure Rules. It states:-

“If a decision needs to be implemented immediately by virtue of the urgency of the actions that need to be taken, then the decision can only be taken if the decision maker (if an individual) or the chair of the body making the decision obtains the agreement of the chair of overview and scrutiny committee both that the decision proposed is:

- a) reasonable in all circumstances
- b) to be treated as a matter of urgency.”

KEY ISSUES FOR CONSIDERATION

7. The schedule listed as Appendix 1 contains details of those decisions which have been considered under the provisions of special urgency and or urgent implementation since May 2012 Constitutional Council.

Community impact statement

8. There are no community impact implications arising from this report.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Special Urgency and Urgent Implementation Decisions http://modern.gov.southwark.gov.uk/mgListPlans.aspx?RPId=50000003&RD=0	Council Offices, 160 Tooley Street, SE1 2QH	Sean Usher 020 7525 5338

APPENDICES

No.	Title
Appendix 1	Schedule of Special Urgency and Urgent Implementation Decisions

AUDIT TRAIL

Lead Officer	Ian Millichap, Constitutional Manager	
Report Author	Everton Roberts, Constitutional Officer	
Version	Final	
Dated	12 March 2013	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Legal Services	No	No
Strategic Director of Finance and Corporate Services	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	13 March 2013	

SCHEDULE OF SPECIAL URGENCY / URGENT IMPLEMENTATION DECISIONS – 2012/13

REPORT TITLE/DECISION	DATE AND MEMBER WHO AGREED TO SPECIAL URGENCY / URGENT IMPLEMENTATION	REASON FOR URGENCY	DATE DECISION AGREED
<p>Harmsworth Quays Assignment</p> <p>To instruct officers to consent to the assignment of various leases at Harmsworth Quays from Associated Newspapers Limited (ANL) to British Land</p>	<p>8.3 2013 (Urgent Implementation)</p>	<p>If consent to the assignment was not given before the 15 March 2013 court action would commence and expense to the council incurred. In order to avert court action the council needed to submit an application to the court to discontinue court action undertaken by the Assignor (Associated Newspapers Ltd). The application to the High Court is required to be received by legal notice no later than 15 March 2013. In order to meet the deadline, it was imperative that the decision was implemented by Monday 11 March 2013 to allow time for the necessary paperwork to be completed and submitted. This deadline would not allow for the normal constitutional timescales to be followed, hence the request for urgent implementation.</p>	<p>11.3.2013</p>
<p>Proposed Acquisition of Freehold Interest in Office Accommodation 160 Tooley Street London SE1 2QH</p> <p>To delegate to the Chief Executive authority to conclude the freehold acquisition of the building.</p>	<p>6.12.2012 (Special Urgency)/ 11.12.2012 (Urgent Implementation)</p> <p>Councillor Catherine Bowman, Chair of Overview and Scrutiny Committee</p>	<p>If the Council could not proceed with the acquisition immediately the seller would transact with a third party and the Council would have been unable to realise the substantial saving highlighted within the cabinet report.</p>	<p>11.12.2012</p>

REPORT TITLE/DECISION	DATE AND MEMBER WHO AGREED TO SPECIAL URGENCY / URGENT IMPLEMENTATION	REASON FOR URGENCY	DATE DECISION AGREED
<p>Hourbank</p> <p>Agreement of transfer of the sum of £17,476 to Pecan for the remainder of the financial year for continuation of the Hourbank Project</p>	<p>4.9.2012 (Urgent Implementation)</p> <p>Councillor Catherine Bowman, Chair of Overview and Scrutiny Committee</p>	<p>On Wednesday 15 August 2012 the Council was informed that Peckham Settlement had gone into administration. On Thursday 16 August the building was closed. Several projects within the building had been urgently seeking alternative premises from which to continue their services. Hourbank was one of those projects and was in discussion with Pecan about providing an alternative hosting agreement. The transfer of funding to Pecan enabled the continuation of these services.</p> <p>The third quarter grant settlement was due on 1 September 2012. If the transfer was delayed not only was the council's funding at risk but the staff of the project would not be paid which could of potentially increased the risk of subsequent legal action being brought against the Settlement. Any further delay in agreeing the transfer would have exacerbated problems for both staff and beneficiaries of the project. It was therefore essential that the decision was taken as soon as possible in order to ensure the survival of the Scheme.</p>	<p>5.9.2012</p>
<p>Gateway 3 – Variation Decision / Extension Approval of the two contracts: Parking and Traffic Enforcement and the Business Support Contract</p>	<p>22.6.2012 (Urgent Implementation)</p> <p>Councillor Catherine Bowman Chair of Overview and Scrutiny Committee</p>	<p>At the time the existing extension of the contract took the contract up to 30 June 2012. After that date the council would have no contracts in regards to the parking service. If the decision were to go through the normal</p>	<p>29.6.2012</p>

REPORT TITLE/DECISION	DATE AND MEMBER WHO AGREED TO SPECIAL URGENCY / URGENT IMPLEMENTATION	REASON FOR URGENCY	DATE DECISION AGREED
<p>To seek approval of the strategic director of environment and leisure to a variation of the existing parking and traffic enforcement contract and the business support contract which were being performed by APCOA parking UK Ltd.</p>		<p>constitutional process relating to decision making i.e 5 days notice of decision followed by the 5 day call-in deadline, the Council would have no Contract during that period.</p>	

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**COUNCIL ASSEMBLY AGENDA DISTRIBUTION LIST (OPEN) (FULL LIST)
MUNICIPAL YEAR 2012/13**

NOTE: Original held by Constitutional Team; all amendments/queries to
Lesley John Tel: 020 7525 7228

ONE COPY TO ALL UNLESS OTHERWISE STATED	Copies	To	Copies
All Councillors	1 each	Officers	4
Group Offices	2	Doreen Forrester-Brown	1
Alex Doel, Labour Group Office	1	Robin Campbell	1
William Summers, Liberal Democrat Group Office	1	Ian Millichap	1
		Sonia Sutton	1
Press	2	Constitutional Team	25
Southwark News	1	(Copies to Lesley John, 2 nd Floor, Hub 4, Tooley Street)	
South London Press	1		
Corporate Management Team	5	Trade Unions	9
Eleanor Kelly	1	Roy Fielding, GMB	1
Deborah Collins	1	Mick Young, Unite	1
Romi Bowen	1	Chris Cooper, Unison	1
Duncan Whitfield	1	Tony O'Brien, UCATT	1
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		Pat Reeves, ATL	1
		Miss Sylvia Morris, NAHT	1
		Irene Bishop, ASCL	1
		Local M.P.	1
		Simon Hughes M.P.	
		Others	2
		Ann-Marie Connolly	1
		Elizabeth Olive, Audit Commission, Ground Floor, Tooley Street	1
		Total:	113