

# Council Assembly

## Ordinary meeting

Wednesday 23 March 2022

7.00 pm

Council Offices, 160 Tooley Street, London SE1 2QH

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

Eleanor Kelly  
Chief Executive

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### INFORMATION FOR MEMBERS OF THE PUBLIC

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#### 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.

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#### Contact

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Date: 11 March 2022



# Council Assembly

## Ordinary meeting

Wednesday 23 March 2022  
7.00 pm  
Council Offices, 160 Tooley Street, London SE1 2QH

## Order of Business

Item No.	Title	Page No.
	<b>PART A - OPEN BUSINESS</b>	
<b>1.</b>	<b>PRELIMINARY BUSINESS</b>	
	<b>1.1. APOLOGIES FOR ABSENCE</b>	
	To receive any apologies for absence.	
	<b>1.2. ANNOUNCEMENTS FROM THE MAYOR, MEMBERS OF THE CABINET OR CHIEF EXECUTIVE</b>	
	To receive any announcements from the Mayor, members of the cabinet or the chief executive.	
	<b>1.3. NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE MAYOR DEEMS URGENT</b>	
	In special circumstances an item of business may be added to an agenda within seven working days of the meeting.	
	<b>1.4. DISCLOSURE OF INTERESTS AND DISPENSATIONS</b>	
	Members to declare any interests and dispensations in respect of any item of business to be considered at this meeting.	
	<b>1.5. MINUTES</b>	1 - 11
	To approve as a correct record the open minutes of the council assembly meeting held on 23 February 2022.	

## 2. ISSUES RAISED BY THE PUBLIC

### 2.1. PETITIONS

To formally receive any petitions lodged by members of the council or the public which have been received in advance of the meeting in accordance with council assembly procedure rules.

### 2.2. PUBLIC QUESTION TIME

The deadline for public questions is 11.59pm, Thursday 17 March 2022. Questions can be emailed to [constitutional.team@southwark.gov.uk](mailto:constitutional.team@southwark.gov.uk).

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

## 3. THEMED DEBATE

### 3.1. COMMUNITY EVIDENCE

The deadline for community evidence on the theme is 11.59pm, Thursday 17 March 2022. Submissions can be emailed to [constitutional.team@southwark.gov.uk](mailto:constitutional.team@southwark.gov.uk).

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

### 3.2. MOTION ON THE THEME

12 - 15

The leader of the council to present the theme for the meeting.

## 4. DEPUTATIONS

The deadline for deputation requests is 11.59pm, Thursday 17 March 2022. Deputations can be emailed to [constitutional.team@southwark.gov.uk](mailto:constitutional.team@southwark.gov.uk).

Deputation requests will be distributed in a supplemental agenda.

## 5. ISSUES RAISED BY MEMBERS

### 5.1. MEMBERS' QUESTION TIME

16 - 21

To receive any questions from members of the council.

<b>Item No.</b>	<b>Title</b>	<b>Page No.</b>
<b>5.2.</b>	<b>MEMBERS' MOTIONS</b>	22 - 34
	To consider the following motions:	
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<b>6.</b>	<b>REPORTS FOR DECISION</b>	
<b>6.1.</b>	<b>MEMBER ALLOWANCES SCHEME 2022-2023</b>	35 - 61
<b>6.2.</b>	<b>PAY POLICY STATEMENT</b>	62 - 75
<b>6.3.</b>	<b>APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE)</b>	
	To follow	
<b>6.4.</b>	<b>THE GAMBLING ACT 2005: STATEMENT OF GAMBLING LICENSING POLICY 2022-2025</b>	76 - 155
<b>6.5.</b>	<b>COUNCIL ASSEMBLY DATES AND CALENDAR OF MEETINGS 2022-2023</b>	156 - 180
<b>6.6.</b>	<b>SPECIAL URGENCY AND URGENT IMPLEMENTATION DECISIONS - ANNUAL REPORT</b>	181 - 185
<b>7.</b>	<b>AMENDMENTS</b>	
	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.	
	<b>ANY OPEN ITEMS IDENTIFIED AS URGENT AT THE START OF THE MEETING</b>	



**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: 11 March 2022



## **Council Assembly (Budget and council tax setting meeting)**

MINUTES of the Council Assembly (Budget and council tax setting meeting) held on Wednesday 23 February 2022 at 7.00 pm at Council Offices, 160 Tooley Street, London SE1 2QH

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### **PRESENT:**

The Worshipful the Mayor for 2021-22, Councillor Barrie Hargrove (Chair)

Councillor Evelyn Akoto	Councillor Rebecca Lury
Councillor Humaira Ali	Councillor Eliza Mann
Councillor Jasmine Ali	Councillor James McAsh
Councillor Peter Babudu	Councillor Hamish McCallum
Councillor Maggie Browning	Councillor Darren Merrill
Councillor Jack Buck	Councillor Victoria Mills
Councillor Victor Chamberlain	Councillor Adele Morris
Councillor Sunil Chopra	Councillor Graham Neale
Councillor James Coldwell	Councillor Margy Newens
Councillor Stephanie Cryan	Councillor David Noakes
Councillor Helen Dennis	Councillor Damian O'Brien
Councillor Nick Dolezal	Councillor Jason Ochere
Councillor Gavin Edwards	Councillor Leo Pollak
Councillor Tom Flynn	Councillor Catherine Rose
Councillor Renata Hamvas	Councillor Jane Salmon
Councillor William Hougbo	Councillor Andy Simmons
Councillor Peter John OBE	Councillor Michael Situ
Councillor Nick Johnson	Councillor Charlie Smith
Councillor Eleanor Kerlake	Councillor Cleo Soanes
Councillor Sarah King	Councillor Leanne Werner
Councillor Sunny Lambe	Councillor Dan Whitehead
Councillor Richard Leeming	Councillor Kath Whittam
Councillor Maria Linforth-Hall	Councillor Kieron Williams
Councillor Richard Livingstone	Councillor Ian Wingfield

## 1. PRELIMINARY BUSINESS

### 1.1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anood Al-Samerai (on maternity leave), Dora Dixon-Fyle, Karl Eastham, Paul Fleming, Jon Hartley, Sirajul Islam, Lorraine Lauder (on long term sickness absence), Alice Macdonald, Victoria Olisa, Sandra Rhule, and Bill Williams. Apologies for lateness received from Councillor Vikki Mills.

### 1.2 ANNOUNCEMENTS FROM THE MAYOR, MEMBERS OF THE CABINET OR CHIEF EXECUTIVE

The Mayor announced that the deadline for nominations for civic awards was on Monday 28 February 2022, and encouraged all members to consider potential nominations for any members of the community who have supported Southwark and each other in the past year.

Councillor Helen Dennis, cabinet member for climate emergency and sustainable development, announced the council's commitment to managing climate change and dealing with the climate emergency.

### 1.3 NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE MAYOR DEEMS URGENT

The Mayor agreed to accept Item 2.1, Policy and resources strategy 2022-23, Item 2.2, Setting the council tax 2022-23, and Item 2.5, Appointment of local auditor as late and urgent.

At this juncture, the meeting agreed the programme motion.

That the meeting be conducted as follows:

Time	Business
7.00pm – 7.20pm	<b>1. Preliminary business and announcements</b>
7.20pm – 10.00pm	<p><b>Item 2.1. Policy and Resources Strategy 2022-23 - Revenue Budget</b></p> <p>1. Consideration of this item is not time limited but the meeting is subject to the guillotine.</p> <p>2. Debate to include:</p> <ul style="list-style-type: none"> <li>• Eight questions on the report</li> <li>• Councillor Rebecca Lury to present recommendations (10 minutes)</li> <li>• Councillor Whitehead to reply on behalf of opposition (5 minutes)</li> <li>• Three amendments to be moved and seconded</li> </ul>

	<ul style="list-style-type: none"> <li>• Report and amendments to be debated as a single debate (all speakers 3 minutes each)</li> <li>• Reply to the debate from Councillor Rebecca Lury (3 minutes)</li> <li>• Separate vote on each amendment</li> <li>• Recorded vote on substantive motion.</li> </ul> <p>Members can only speak once, except for Councillor Rebecca Lury, who will reply to the single debate.</p> <p>This report has a legal requirement to take a recorded vote on the substantive motion.</p>
	<p><b>Item 2.2. Setting the Council Tax 2022-23</b></p> <p>This report has a legal requirement to take a recorded vote on the substantive motion.</p>
	<p><b>Item 2.3. Capital Strategy and Treasury Management Strategy 2022-23</b></p> <p>To be considered as normal.</p>
	<p><b>Item 2.4. Adoption of the Southwark Plan</b></p> <p>To be considered as normal.</p>
	<p><b>Item 2.5. Appointment of the Local Auditor</b></p> <p>To be considered as normal.</p>

## Item 2 Reports for decision

Each report to have a single debate, subject to the guillotine.

### Item 2.1 Policy and Resources Strategy 2022-23 - Revenue Budget

Amendment B: To vary the mover and seconder of Amendment B to:

**Mover:** Councillor Victor Chamberlain

**Secunder:** Councillor Maria Linforth-Hall

### Item 2.2 Setting the Council Tax 2022-23

Council assembly to agree a minor amendment to the council tax figures as set out below:

2022-23 council tax band F	Southwark (excl ASC)	Southwark (inc ASC)	Council tax total
Previous value	1,527.19	1,731.82	2,303.23
Actual value	1,527.18	1,731.81	2,303.22
Reference	Appendix B	Appendix A (3j), B, C	Appendix A (5), C

#### 1.4 DISCLOSURE OF INTERESTS AND DISPENSATIONS

The Mayor announced that all councillors had been granted a dispensation by the monitoring officer to vote on Item 2.2: Setting the council tax 2022-23.

#### 1.5 MINUTES

The minutes of the council assembly meeting held on 24 November 2021 were agreed as a correct record.

### 2. ISSUES RAISED BY MEMBERS

#### 2.1 POLICY AND RESOURCES STRATEGY 2022-23 - REVENUE BUDGET

There were eight questions on the report, the written responses to which were circulated at the meeting. There were eight supplemental questions.

There were three amendments to this report.

In accordance with council assembly procedure rule 1.14.9, Councillor Rebecca Lury, cabinet member for finance, performance and democracy, moved the report.

In accordance with council assembly procedure rule 1.14.9, Councillor Dan Whitehead responded to the cabinet member's statement.

Councillor Peter Babudu, seconded by Councillor Leanne Werner, moved Amendment A.

Councillor Victor Chamberlain, seconded by Councillor Maria Linforth-Hall, moved Amendment B.

Councillor Humaira Ali, seconded by Councillor Nick Johnson, moved Amendment C.

Following debate (Councillors Catherine Rose, Jasmine Ali, Jane Salmon, Richard Livingstone, Evelyn Akoto, Graham Neale, William Hougbo, Michael Situ, James Coldwell, Damian O'Brien, Eliza Mann, Eleanor Kerlake, David Noakes, Jack Buck, Hamish McCallum, Gavin Edwards, Stephanie Cryan, Kieron Williams, Nick Dolezal) Councillor Rebecca Lury exercised her right of reply.

Amendment A – Carried

Amendment B – Lost

Amendment C – Lost

At this juncture the clerk explained that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which had come into force on 25 February 2014, required a recorded vote on key budget decisions by local authorities. The regulations required a recorded vote on decisions only. Therefore in accordance with council assembly procedure rule 1.16(4) (a roll call recorded vote), an announcement was made at the beginning and end of one minute, after which the vote was taken.

The substantive motion was put to the vote, and the votes having been recorded, the Mayor declared the result as follows:

In favour of the substantive motion (36):

Councillors Evelyn Akoto, Jasmine Ali, Peter Babudu, Maggie Browning, Jack Buck, Sunil Chopra, James Coldwell, Stephanie Cryan, Helen Dennis, Nick Dolezal, Gavin Edwards, Tom Flynn, Renata Hamvas, Barrie Hargrove, Peter John, Eleanor Kerlake, Sarah King, Sunny Lambe, Richard Leeming, Richard Livingstone, Rebecca Lury, James McAsh, Darren Merrill, Vicky Mills, Margy Newens, Jason Ochere, Leo Pollak, Catherine Rose, Andy Simmons, Michael Situ, Charlie Smith, Cleo Soanes, Leanne Werner, Kath Whittam, Kieron Williams and Ian Wingfield.

Abstained (13):

Councillors Humaira Ali, Victor Chamberlain, William Hougbo, Nick Johnson, Maria Linforth-Hall, Eliza Mann, Hamish McCallum, Adele Morris, Graham Neale, David Noakes, Damian O'Brien, Jane Salmon and Dan Whitehead.

Absent (13):

Councillors Anood Al-Samerai, Radha Burgess, Dora Dixon-Fyle, Karl Eastham, Paul Fleming, Sirajul Islam, Lorraine Lauder, Alice Macdonald, Victoria Olisa, Sandra Rhule, Martin Seaton, and Bill Williams.

The Mayor declared that the substantive motion was carried.

## **RESOLVED:**

### ***That Council Assembly:***

1. Agreed to increase the Southwark local council tax for 2022-23 by 1.99%.
2. Agreed to use the flexibility offered by government to support Adult Social Care through a precept of 1% of council tax on the basis that these additional funds will be used exclusively for adult social care.
3. Agreed to the recommendations of the 1 February 2022 cabinet.

4. Agreed to the updated position (paragraphs 12-16 of the original report), summarised below, which incorporates the changes between the provisional and final local government finance settlements:
  - £2.3m additional S.31 grant for changes to inflation
  - £27k additional grant funding as a result of minor formula adjustments
  - £519k additional ring-fenced Public health grant
5. Noted the announcement from the Chancellor of the Exchequer regarding the Energy Bills Rebate of £150 for most households and that this will be administered by the council.

#### **Anti-social Behaviour Taskforce**

6. The Council will launch a new taskforce to provide a highly visible presence to tackle crime and anti-social behaviour hotspots, including more community safety wardens. The taskforce will work collaboratively with other agencies such as the Police and the Multi-agency Safeguarding Hub (MASH), as well as the community, to identify and tackle hotspots. The taskforce will aim to:
  - Improve the lives of those living in areas where anti-social behaviour persists.
  - Free up capacity of the current wardens, so they do not spend a disproportionate amount of time on a few areas or estates.
  - Further strengthen the Council's partnerships with other agencies and the community.
7. The Council will commit £529,000 per year over the course of the next four years, totalling £2,116,000. The funding for the new taskforce will be found from additional money allocated from central government through the local government financial settlement.

Council assembly noted:

8. The council is committed to ensuring that Southwark is a safe place for all residents
9. The council's wardens have done an excellent job throughout the pandemic, performing knife sweeps, fly-tipping reinforcement and tackling anti-social behaviour (ASB). Over the course of the past two years, the wardens have worked in very challenging circumstances to enforce COVID-19 rules.
10. There are particular locations in the borough which have higher levels of crime and ASB, which take up a disproportionate amount resource
11. The Council has faced £146m of budget cuts since 2010. Despite these significant cuts, the Council has been able to retain a warden service. Additional resource, focused in hotspots to free up existing wardens to work across the borough, would improve the service across Southwark.

Council assembly further noted that:

12. Tackling crime and disorder is, primarily the role of the police. The number of police officers in London has fallen from 4.1 per thousand Londoners in 2010 to 3.3 per

thousand in 2018. The amount spent on policing per person fell 20 per cent in London between 2013 and 2017, compared to an average drop of 6 per cent across the country.

13. That the Joint Enforcement Model, where Community Wardens and Local Policing teams perform joint controls and tasking, has helped but has not made up for the implications of both council and policing cuts.

Council assembly therefore resolved to:

14. Commit £529,000 per year, over the course of the next four years, towards a Community Warden Taskforce to tackle anti-social behaviour hotspots.
15. Commit to partnership working, including with our communities to tackle anti-social behaviour.

### **Cost of living**

16. The Council will commit £471,000 to support residents hit by the Cost of Living Crisis. This money will come from additional money allocated from central government through the local government financial settlement.

Council assembly noted that:

17. Southwark Council is committed to supporting its residents in financial hardship, as demonstrated by the extraordinary effort helping residents through the pandemic delivered in partnership with the local voluntary and community sector. This includes tripping our emergency support fund for residents facing a crisis who need help.
18. The rising cost of living is hitting Southwark residents hard. Energy prices are rapidly increasing by £700, the Bank of England expects inflation to reach 7% and a 1.25% rise in national insurance will come into effect in April. The number of residents claiming Universal Credit has more than doubled during the pandemic and the government's decision to cut Universal Credit (UC) by £20 per week has been another blow to residents claiming UC.
19. The challenges listed above will hit those on lowest incomes the most. In particular, energy prices for those on a meter (most likely to be those who do not own their own home) are likely to see prices rise by more than £700.
20. The government has announced a loan of £200 in the form of a bill credit on all energy bills, and a cash payment of £150 for those living within a Band A-D property. However, the gap between the cost of living increases and support provided by the government remains unobtainable for many low earners in Southwark.

Council assembly therefore resolved to:

21. Set up a £471,000 fund to support residents through the Cost of Living Crisis, including increasing emergency support for people who may be tipped into crisis through no fault of their own, providing support to minimise inflation hikes, and launching an energy saving service so people on low incomes can access the best



advice to keep your gas and electricity bills down. Ensuring the whole fund is distributed to those who need help the most.

22. Work in partnership with the local voluntary and community sector to ensure we reach the residents who need this support the most.

Chief Finance Officer assurance on robustness of budget estimates

23. The Strategic Director of Finance and Governance, as the statutory section 151 officer, has confirmed that these proposals are lawful and implementable and overall do not impact on the total budget requirement for 2022/23. The Strategic Director of Finance and Governance has confirmed that, subject to the agreement to this amendment by Council Assembly, plans will need to be put in place to implement the proposals as early as practicable in 2022-23.

## 2.2 SETTING THE COUNCIL TAX 2022-23

At this juncture the clerk explained that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, which had come into force on 25 February 2014, required a recorded vote on key budget decisions by local authorities. The regulations required a recorded vote on decisions only. Therefore in accordance with council assembly procedure rule 1.16(4) (a roll call recorded vote), an announcement was made at the beginning and end of one minute, after which the vote was taken.

The substantive motion was put to the vote, and the votes having been recorded, the Mayor declared the result as follows:

In favour of the substantive motion (49):

Councillors Evelyn Akoto, Humaira Ali, Jasmine Ali, Peter Babudu, Maggie Browning, Jack Buck, Victor Chamberlain, Sunil Chopra, James Coldwell, Stephanie Cryan, Helen Dennis, Nick Dolezal, Gavin Edwards, Tom Flynn, Renata Hamvas, Barrie Hargrove, William Hougbo, Peter John, Nick Johnson, Eleanor Kerlake, Sarah King, Sunny Lambe, Richard Leeming, Maria Linforth-Hall, Richard Livingstone, Rebecca Lury, Eliza Mann, James McAsh, Hamish McCallum, Darren Merrill, Vicky Mills, Adele Morris, Graham Neale, Margy Newens, David Noakes, Damian O'Brien, Jason Ochere, Leo Pollak, Catherine Rose, Jane Salmon, Andy Simmons, Michael Situ, Charlie Smith, Cleo Soanes, Leanne Werner, Dan Whitehead, Kath Whittam, Kieron Williams and Ian Wingfield.

Absent (13):

Councillors Anood Al-Samerai, Radha Burgess, Dora Dixon-Fyle, Karl Eastham, Paul Fleming, Sirajul Islam, Lorraine Lauder, Alice Macdonald, Victoria Olisa, Sandra Rhule, Martin Seaton, and Bill Williams.

The Mayor declared that the substantive motion was carried.

**RESOLVED:**

1. That the 2022-23 Southwark element of the council tax for band D properties in Southwark, including an increase of 2.99% be set at **£1,198.95** (appendix B).
2. That the 2022-23 formal resolution for Southwark council taxes in 2022-23 be approved (appendix A).
3. That no discount be applied to properties in the former parish of St Mary Newington for 2022-23.
4. That no discount be applied to properties in the former parish of St Saviour's for 2022-23.
5. That council assembly noted the Greater London Authority (GLA) proposal to set a precept level of **£395.59** at band D, which the GLA will consider on 24 February 2022 (appendix C).
6. That the existing local war disability and war widow/widowers' schemes for housing benefit be continued in 2022-23.
7. That council assembly established a council tax setting committee, to set the council tax for the year 2022-23, in accordance with section 67(3) of the Local Government Finance Act 1992, and agrees the role and functions, matters reserved and political composition (appendix D).
8. That council assembly appointed Councillors Rebecca Lury, Jasmine Ali, Stephanie Cryan, William Hougbo, Jason Ochere, Catherine Rose and Jane Salmon to serve on the council tax setting committee.
9. That council assembly appoints Councillor Rebeca Lury as the chair and Councillor Jane Salmon as the vice-chair of the council tax setting committee.
10. That the special council tax setting committee will meet on Friday 25 February 2022. This will allow council tax notices to be issued in line with the normal statutory timetable.

**2.3 CAPITAL STRATEGY AND TREASURY MANAGEMENT STRATEGY 2022-23**

Councillor Rebecca Lury, cabinet member for finance, performance and democracy, formally moved the report.

Following debate (Councillor Jasmine Ali spoke to the report) the recommendations

contained within the report were put to the vote and declared to be carried.

**RESOLVED:**

That council assembly noted:

1. That the council continues to invest in an ambitious long-term capital programme that provides significant ongoing benefits throughout the Borough, and revenue streams to support council services.

That council assembly approved:

2. The Capital Strategy 2022-23 at Appendix A of the report
3. The Treasury Management Strategy Statement 2022-23 at Appendix B of the report
4. The Investment Management Strategy 2022-23 at Appendix C of the report
5. The Minimum Revenue Provision Statement 2022-23 at Appendix D of the report
6. The Prudential Indicators for 2022-25 at Appendix E of the report.

**2.4 ADOPTION OF THE SOUTHWARK PLAN 2022**

Councillor Helen Dennis, cabinet member for climate emergency and sustainable development, formally moved the report.

Following debate (Councillors Adele Morris, Richard Leeming, Nick Dolezal, Charlie Smith, Kieron Williams, Stephanie Cryan, Humaira Ali, and Hamish McCallum spoke to the report) the recommendations contained within the report were put to the vote and declared to be carried.

**RESOLVED:**

That Council Assembly:

1. Adopted the Southwark Plan 2022 at Appendix A of the report;
2. Rescinded the Southwark Plan 2007, the Core Strategy 2011, the Aylesbury Area Action Plan (2010), the Peckham and Nunhead Area Action Plan (2014) and the Canada Water Area Action Plan (2015);
3. Noted the Inspector's Report to the Southwark Plan 2022 at Appendix B of the report and the Main Modifications (and appendices) at Appendix C of the report.
4. Noted the Consultation Report on the Main Modifications provided at

Appendix D of the report.

5. Noted the Integrated Impact Assessment (Appendix E of the report), Equalities Impact Assessment (Appendix F of the report) and Habitats Regulations Assessment (Appendix G of the report) which support the adoption of the plan.

## 2.5 APPOINTMENT OF LOCAL AUDITOR

This item was formally moved.

The recommendations contained within the report were put to the vote and declared to be carried.

### RESOLVED:

1. That council assembly approved the invitation to opt into the Public Sector Audit Appointments Ltd (PSAA) sector-led option for the appointment of external auditors for five financial years from 1 April 2023.

## 3. AMENDMENTS

Amendments are set out in supplemental agenda no. 3.

The meeting closed at 10.00 pm.

**CHAIR:**

**DATED:**

<b>Item No.</b> 3.2	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Motion on the Theme: Taking Southwark forward: a fairer and greener borough for all	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Proper Constitutional Officer	

## BACKGROUND INFORMATION

The theme for this meeting is Taking Southwark forward: a fairer and greener borough for all.

The relevant cabinet member shall submit a motion on the theme. All other political groups on the council are allowed to submit one amendment to the motion. The cabinet member’s motion and the amendments do not need to be seconded. The cabinet member will present the motion to the meeting, followed by the lead opposition spokesperson’s response and moving of their amendment, if any. Following this, the subject matter of the theme will be open to debate. Amendment(s) from other opposition groups on the council can be moved during this part of the meeting.

### Motion from Councillor Kieron Williams, Leader of the Council

#### For a Fairer, Greener, Safer Borough

1. Council Assembly welcomes the huge progress that the council has made since Labour came to power in 2010, delivering a fairer, greener and safer future for all, building on Southwark Labour’s vision for the borough. This includes:
  - a. Supporting 12,000 people into work since 2010, including 5,500 people supported into work since 2018 despite the significant challenge posed by the pandemic.
  - b. Creating 4,000 apprenticeships, the most of any London borough in the UK.
  - c. Halving the council’s carbon emissions since 2018, delivering on a climate strategy independently ranked in the top 2 of 32 London boroughs.
  - d. Delivering on our pledge to plant over 10,000 trees
  - e. Achieving Green Flag status for 22 additional parks since 2010
  - f. On track to build and start 2,500 new council homes by May since 2014 and agreed a new Southwark Plan which will deliver 40,000 new homes by 2036.
  - g. Improving our schools so that 95% are now ranked good or outstanding by OFSTED.

- h. Guaranteed an education, training or employment opportunity for every young person leaving our care
  - i. Provided a free mental health drop in service for all children and young people
  - j. Opened five new libraries since 2010.
  - k. Retained the eighth lowest council tax in London.
2. Council Assembly also notes that the Council has been on your side supporting residents through the Covid-19 pandemic through some of the most challenging times local government has faced in recent years. This has included:
- a. Supporting over 73,000 vulnerable residents through Covid
  - b. Distributing over £250m of grants and business rate relief to local businesses
  - c. Helping 450 rough sleepers into emergency accommodation
  - d. Getting £20m of support to community groups to tackle the impact of Covid
  - e. Providing 1,700 laptops to school children who needed them the most.
3. Council Assembly notes its appreciation to officers, our voluntary and community groups, local businesses, statutory partners such as the NHS and the Police and, importantly, residents and local resident groups for the role that they have played in these achievements, and for the role that they will play in ensuring another decade of improvements for the people of Southwark.
4. Council Assembly notes that this has been achieved despite the Liberal Democrats' and Conservatives' opposition to progress which has included:
- a. Overseeing an austerity programme in government which has seen the Council's funding from central government cut by two thirds in real terms since 2010
  - b. Failing to recognise the huge improvements to council services since 2010 despite significantly higher levels of funding for local government under the previous Labour government
  - c. Abstaining on funding for a new anti-social behaviour taskforce and support for residents to tackle the cost of living crisis in this year's Budget
  - d. Failing to acknowledge the hard work and dedication of the council's frontline workers who have done an incredible job continuing to deliver services throughout the pandemic.
5. Council Assembly therefore notes that only Southwark Labour can be trusted to deliver for residents, while the Southwark Liberal Democrats will only let residents down. It therefore resolves to call upon cabinet to bring forward a substantial policy programme including a refreshed Borough Plan for the next four years that will include Southwark Labour's plan to deliver a fairer, greener and safer future for residents including:

- a. Achieve a stronger economy building upon Southwark Labour's achievement of creating good jobs. The new Borough Plan should look to create more jobs and apprenticeships in high growth industries that can give back to our borough and our planet, and put in place measures to support Southwark's high streets
  - b. Tackle the climate emergency, cutting carbon emissions again with greener buildings, more parks, nature sites, cycle hangers and electric vehicle charging points to maintain momentum in making Southwark carbon neutral by 2030
  - c. Deliver safer streets and estates investing £2m in a taskforce to tackle anti-social behaviour hotspots, upgrade street lighting across the borough and install more CCTV cameras
  - d. Build more council homes and deliver more homes of different tenures for the benefit of all Southwark residents
  - e. Support our families by tackling health inequalities, particularly through mental health challenges.
6. Although this represents an ambitious set of pledges for Southwark, Council Assembly acknowledges that more can be achieved with greater financial resources. Therefore, Council Assembly also resolves to campaign for a fairer financial settlement from central government that does not ignore the wide disparities that still exist in London, with those on the lowest incomes more likely to suffer from health problems, squalid living conditions with no prospect of owning their own home and often insecure employment in the form of zero hour contracts.
7. Council Assembly also acknowledges that the cost of living crisis is having a significant impact on our residents' finances, with a pronounced impact on those on the lowest incomes. Government has compounded these issues by cutting Universal Credit by £20 a week for those most in need of government support, as well as increasing national insurance which will hit people on the lowest incomes. Council Assembly therefore calls upon Cabinet to:
- a. Set up a cost of living fund to support Southwark's most vulnerable residents
  - b. Support the national Labour Party's plan for a more comprehensive package of measures and sustain a campaign for more support for the borough's residents.
8. Levelling up has also been described as a key pillar of the government's strategy to tackle inequality, however in reality there is very little for London boroughs, where the gap between rich and poor is the largest. Council Assembly acknowledges that the Council has made great improvements including lowering health disparities across the borough, building 2,500 new council homes since 2014 and cutting the council's carbon emissions since 2018, however without government support it will be impossible for the council to close the gap completely. Therefore, council assembly calls upon cabinet to write to the Secretary of State for Levelling Up, Housing and Communities expressing its support for the London Councils position that states that levelling up the UK does not

mean levelling down London, and campaign for a fair share of the levelling up fund.

## BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Cabinet members Motion	Constitutional Team 160 Tooley Street London SE1 2QH	Constitutional Team <a href="mailto:Constitutional.Team@southwark.gov.uk">Constitutional.Team@southwark.gov.uk</a>

## AUDIT TRAIL

<b>Lead Officer</b>	Chidilim Agada, Head of Constitutional Services
<b>Report Author</b>	Virginia Wynn-Jones, Principal Constitutional Officer
<b>Version</b>	Final
<b>Dated</b>	8 March 2022



<b>Item No.</b> 5.1	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Members' Question Time	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		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.

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 also be rotated. The order of portfolios will be rotated at each meeting such that the cabinet member answering questions immediately after the leader will be the second to last cabinet member to answer any questions at the next meeting of council assembly. The rotation is in line with decisions of council assembly in July 2014 and rotations circulated by the proper constitutional officer.

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

Responses to members' questions will be circulated 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.

**1. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR VICTOR CHAMBERLAIN**

Has the council commenced a review into its pension fund's investments into Russian firms, in light of the Ukraine war? If so, could it provide a breakdown of what investments the pension fund has in Russian companies? Does the council have a contract with Russian firm Gazprom Energy in any capacity?

**2. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR SANDRA RHULE**

Could the Leader explain how the climate jury's recommendations will be fed into our climate change action plan?

**3. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR JANE SALMON**

Could the leader provide a breakdown of the amount of households in each band of the council homes waiting list, by year, since 2010? For each band, in 2021-22, what was the breakdown of the bedrooms required on each bid? What is the average length of time that people stay on the list in each band?

**4. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR SARAH KING**

Could the Leader update me on the Council's progress on creating jobs and apprenticeships?

**5. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR HUMAIRA ALI**

In a time when the reputation of politicians is on the floor due to the bad behaviour of those who are supposed to be leading this country, it is imperative that, as elected representatives, we uphold ourselves to the highest standards of public service. In recent times Council Assembly has passed motions relating to equality, diversity and standing against racial injustice. Does the council leader agree that we should denounce racist language such as the reported racist language used by a Southwark MP in a Westminster bar? Does the council leader also agree that there is no place in this council for members who do not maintain the high standards expected of our elected role?

**6. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR JAMES MCASH**

Could the Leader explain how the council is working to mitigate the impact of the cost of living on the borough's residents?

**7. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR ANOOD AL-SAMERAI**

Please could the leader provide an update on Maydew House, including by when he believes it will be occupied, if ever?

**8. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR SIRAJUL ISLAM**

Could the Leader explain how the council has managed to increase the number of libraries across the borough despite the financial challenges it has faced?

**9. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR HAMISH MCCALLUM**

How much income does the council expect to make from the MIK K-Pop event and what percentage of that income will go toward the Cultural Celebrations Fund? What is the average attendance of the Bermondsey Carnival, by year, since 2010? How much funding has Southwark Council provided for the Bermondsey Carnival in each of the last 10 years?

**10. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR LEO POLLAK**

Can the Leader detail how the council has helped residents across the borough through the covid pandemic and is the Leader concerned about the risk of ending free covid tests and isolation periods?

**11. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR DAMIAN O'BRIEN**

What plans are in place to mitigate the impact of the potential closure of the Rotherhithe tunnel for repairs?

**12. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR RADHA BURGESS**

Could the Leader advise me how the community warden taskforce will be tasked to tackle anti-social behaviour?

**13. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR DAN WHITEHEAD**

How many Southwark Council buildings have now been identified as having building safety defects? What is the average cost that leaseholders are facing in each building for remediation and surveys of these building safety defects? If the law or funding situation changes and results in a reduction or eradication of how much leaseholders will have to pay for such defects, will the council accordingly refund its leaseholders that have already paid for remediation and surveys?

**14. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR MARIA LINFORTH-HALL**

There are numerous litter issues in my ward. Why has the council not increased the amount of bins it can strategically place in such hotspots for dumped refuse?

**15. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR GRAHAM NEALE**

Could the council leader provide an update on the amount of electric car charging points installed in the borough? Could this be broken down by ward? Could you provide an update on the total amount of requests left in the borough for electric car charging points?

**16. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR ELIZA MANN**

Will the council commit to providing funding to a new inscription at the King's Stairs Gardens jubilee stone to celebrate the Queen's platinum anniversary?

**17. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR NICK JOHNSON**

Could the leader provide a breakdown of how much money the council accumulated through fines in 2021-22 from each low traffic neighbourhood (LTN)? Which LTNs will the council monitor in 2022-23 for fining purposes?

**18. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR ADELE MORRIS**

Now that most COVID restrictions have been lifted, please can the Cabinet member say what the plans are for young people's provision at the Mint St Adventure Playground Building? How are the local community members that were instrumental in getting it built, including throughout the design process, going to be involved in the management of it going forward?

**19. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR WILLIAM HOUNGBO**

Could the cabinet member provide a list of the number of unfilled primary school places by ward?

**20. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR ANDY SIMMONS**

Could the Deputy Leader update me on how demand for school places has changed since 2018?

**21. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR CLEO SOANES**

Experts say that children from deprived backgrounds could take up to 7 years to recover from the loss of face-to-face education. Can the Deputy Leader advise on what action the council is taking to narrow the attainment gap between children with better off backgrounds and those without?

**22. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR KARL EASTHAM**

Could the Deputy Leader explain how the Youth New Deal has made an impact in young people's lives?

**23. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR DAVID NOAKES**

How many young people have been using Southwark Council youth services, by year, since 2010? What funding has Southwark Council contributed to youth services, by year, since 2010?

**24. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR VIKKI MILLS**

The current system for funding free school meals can mean that eligible children don't always benefit from the full amount they are entitled to. Southwark Council will likely pay a flat rate per child but any unspent funds at the end of the day could be kept by the meal providers rather than the eligible child. This may include schools but it often includes private companies where meal provision is outsourced. This problem is most acute in secondary schools where a greater range of meals and snacks mean there is more variability in the amount a child spends each day and payment for food is usually done through systems like Parent Pay. Rather than deducting any remaining credit at the end of the day, meal providers could ensure change remains as credit on a child's account.

Would the cabinet member investigate and report back on the details of who provides catering in each Southwark secondary school, where any unused free school meal funding paid to schools will currently end up, and if any schools have already committed to ring-fencing all free school meal funding so that it is spend on the eligible child?

**25. QUESTION TO THE DEPUTY LEADER AND CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND EDUCATION FROM COUNCILLOR KATH WHITTAM**

Could the Deputy Leader advise what specialist provision is there in Southwark for children with Special Educational Needs?

**26. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES AND HOMELESSNESS FROM COUNCILLOR MICHAEL SITU**

Can the cabinet member explain what the Council is doing to ensure that our homes are safe and meeting the updated requirements as per the Building Safety Bill?

**27. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES AND HOMELESSNESS FROM COUNCILLOR ELEANOR KERSLAKE**

Would the cabinet member agree with me that our delivery of 2,500 new council homes either built or started on site is a terrific achievement and will help support those in housing need?

**28. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES AND HOMELESSNESS FROM COUNCILLOR BILL WILLIAMS**

Can the cabinet member inform me on the action the council has taken to prevent residents from becoming homeless and how rough sleepers are being supported?

<b>Item No.</b> 5.2	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Members' Motions	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		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 minutes<sup>1</sup>. 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.

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<sup>1</sup> Council assembly procedure rule 1.14 (9)

**1. MOTION FROM COUNCILLOR MARGY NEWENS (Seconded by Councillor James McAsh)**

**Royal Mail**

1. Council assembly notes that:
  - a. The SE22 sorting office was closed on September 17 2018, despite opposition from residents, ward councillors and the local MP, which has significantly impacted the quality of service received in Dulwich.
  - b. Royal Mail provides an essential service to residents throughout the borough, however residents have experienced significant disruption to their post service with letters arriving up to six weeks later than normal.
  - c. This has had a significant negative impact on residents, risking them missing important mail such as NHS appointments, benefits and pensions letters.
  - d. Covid-19 has exacerbated these delays to the service, and despite the challenges Royal Mail staff have faced as a result of the pandemic it appears that contingency plans have not been put in place, leaving residents without regular mail. It is also clear from the closure of the Sylvester Road office in 2018 that these issues predate the pandemic.
  - e. The Communication Workers' Union (CWU) has reported that 'managerial capacity issues' are in part to blame for service issues.
  - f. Royal Mail workers have worked exceptionally hard in difficult circumstances to keep services running.
  
2. Council assembly further notes that:
  - a. Despite ward councillors' and the local MP's efforts and discussions with Royal Mail, there has been no action taken to improve the service. This was compounded during the Christmas period when chaos at the sorting office meant that people were receiving post sent before Christmas well into the New Year.
  - b. That Royal Mail was part-privatised in 2013 with Liberal Democrat MP Vince Cable as the Minister overseeing the privatisation, and fully privatised in 2015. Royal Mail finances since have deteriorated, leading to 2,000 job losses by June 2020 with a further 700 job losses announced. This has only exacerbated the issues that Southwark residents have been facing.
  - c. Furthermore, the Liberal Democrats in coalition with the Conservatives botched the privatisation with the Business,



Innovation and Skills committee reporting that this cost the taxpayer approximately £1bn. A private Royal Mail has gone on to asset strip, with the sale of Sylvester Road amongst many others with no regard to the impact this has had on service users.

3. Council assembly therefore resolves to:
  - a. Lobby Royal Mail to reopen a delivery office in the SE22 area.
  - b. Campaign to bring Royal Mail back into public ownership, with the Leader writing to the Chancellor to this effect.

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

**2. MOTION FROM COUNCILLOR ANOOD AL-SAMERAI (Seconded by Councillor Hamish McCallum)**

**Saving the Bermondsey Carnival**

1. Council assembly notes that:
  - a. Southwark, like many parts of the world, has suffered from the covid-19 pandemic with social activity and outdoor leisure severely limited in recent years.
2. Council assembly observes that:
  - a. The Bermondsey Carnival is an institutional event in Southwark, which stretches back to 1900. It is, unfortunately, facing funding issues.
3. Council assembly calls on cabinet to:
  - a. Fund a full return of the Bermondsey Carnival this year in an attempt to revive Southwark's spirit following a difficult few years.

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

**3. MOTION FROM COUNCILLOR PETER BABUDU (Seconded by Councillor Cleo Soanes)**

**Right to food**

1. Council assembly notes that:
  - a. We are seeing a crisis of food poverty borne out of political choices and systemic failings from successive governments since austerity began in 2010;

- b. Food poverty should never be seen as inevitable, and notes that from 1997 to 2010 poverty reduced significantly (for instance the Institute for Fiscal Studies notes that the number of children in relative poverty fell by over 1.1 million from 1997-2010), showing that with sufficient political willpower these issues can be tackled;
  - c. After a decade of government-imposed austerity, child poverty and hunger has increased significantly, and led to a precarious situation for many, even before the pandemic struck;
  - d. The pandemic has exacerbated problems and pushed more people into food poverty, with perhaps the worst yet to come. We know that in Southwark:
    - i. over 10,000 children are currently eligible for Free School Meals and therefore at risk of going hungry during the school holidays, with this number rising; and
    - ii. foodbank use in Southwark has increased four-fold since March 2020 when the coronavirus crisis took hold
  - e. The Government cut Universal Credit by £20 per week, which came into effect in October 2021 and has had a significant impact, noting the following:
    - i. the Joseph Rowntree Foundation - a charity which researches poverty - states millions of households will face an income loss equivalent to £1,040 a year;
    - ii. the charity Citizens Advice has warned that a third of people on Universal Credit will end up in debt due to the reduction, which will inevitably lead to more people being reliant on food banks; and the 5-week wait for Universal Credit impacts people's ability to pay bills and buy food, and believes that this wait is wholly unjustifiable and should be scrapped;
  - f. Tackling food poverty requires a borough-wide effort, across the Council and public services, the voluntary and community sector, communities and business, with a long term, structural approach to find lasting solutions and that, as such, the Council should continue to build on and update its borough-wide Food Access Plan
2. Council assembly notes the work that has already been done, including:
- a. A Food Security action plan has brought together the statutory and voluntary community sectors. The Southwark Food Action Alliance (SFAA) are focused on improving access to support for people with food insecurity, improve education and learning about sustainable food and improved access to healthy and affordable food for all.

- b. Supported the development of community fridge, pantry and neighbourhood food models to help provide more dignity and community food resilience.
- c. Implemented completing cultural foods audits which help ensure the cultural appropriateness of food provided by hubs
- d. Implemented a Good Food retail programme that works with convenience stores to improve their healthy, culturally appropriate affordable food offer.
- e. Supported over 16,000 children through food security interventions,
- f. Offered food vouchers to families of all free school meal eligible children, delivering 162,674 meals to over 4,000 children, taking action in advance of the government's shameful U-turn on free school meals during Covid.
- g. Provided over 29,500 food parcels to those who needed them the most during the pandemic.
- h. As a result of Covid, refreshed and extended our current Food Security action plan until April 2022, prioritising resilience, access to affordable food and sustainability.
- i. Being recognised as a Sustainable Food Place and developed a sustainable food strategy to replace current food security strategy post April 2022
- j. Working collaboratively with over 60 organisations locally.

3. Council assembly therefore resolves to:

- a. Give its support to The Right to Food campaign, a national campaign which argues that the 11 million people in food poverty should be central to this strategy, and that 'Right to Food' should be enshrined into law - clarifying government's obligations on food poverty and introducing legal avenues to hold government bodies accountable for violations.
- b. Call for the Unite and Co-op backed 'Right to Food' to be incorporated into the National Food Strategy as well as call for a reversal to the £20 cut to universal credit, and asks the Leader of the Council to write to the Government to make this case.
- c. Build upon its action plan to increase household food security to ensure that no household goes hungry.

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

**4. MOTION FROM COUNCILLOR ELIZA MANN (Seconded by Councillor Eleanor Kerslake)**

**Tamil Heritage Month**

1. Council assembly observes that:
  - a. The London Assembly in December unanimously passed a motion declaring support for Tamil Heritage Month in January.
  - b. Multiple councils celebrate the Tamil community. Harrow Council declared January Tamil Heritage Month in 2020. While, Kingston Council unveiled a plaque dedicated to its twin city, Jaffna in northern Sri Lanka, earlier this year.
  - c. January is significant for the Tamil community as it is also when they celebrate their Harvest Festival, Pongal.
  - d. The Tamil community has made an incredible contribution to the UK. The London Assembly has quoted estimates that 15,000 Tamil doctors, nurses and front-line health professionals work for NHS England. Many of them will have risked their safety by working during the covid-19 pandemic.
  - e. The community has also played a part in a range of fields such as in education and in the business sector. Their role in our society is evident in Southwark, as well.
  - f. Tamil people have encountered devastating violence outside of Britain. This includes the Sri Lankan civil conflict for which the UN opened an investigation into for alleged war crimes.
2. Council assembly resolves to:
  - a. Recognise the contribution of this community by declaring January as Tamil Heritage Month in the borough of Southwark for future years.

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

**5. MOTION FROM COUNCILLOR ALICE MACDONALD (Seconded by Councillor Victor Chamberlain)**

**Southwark's support for Ukraine**

1. Council assembly strongly condemns Russia's invasion of Ukraine, and expresses our solidarity with the people of Ukraine. Council assembly:
  - a. Notes that over 1 million Ukrainians have been forced to leave the country fleeing the conflict, and that those people who have remained in the country are facing a humanitarian crisis.
  - b. Stands in solidarity with Ukraine and the Ukrainian people against Putin's illegal invasion, their friends and relatives here in Southwark, as well as Russian citizens who are bravely protesting against the war despite the serious risk to their own lives and safety.
  - c. Notes Southwark's commitment to being a borough of sanctuary, and that the council has a proud record of supporting refugees fleeing from Afghanistan, Syria and many other conflicts, helping them to settle in the borough.
  - d. Thanks Southwark residents and organisations who have already made generous donations to support Ukrainian refugees.
  
2. Council assembly also notes that there is much more the government can and should do, including:
  - a. A humanitarian response to the refugee crisis by opening more routes for Ukrainian nationals to come to the UK, equivalent to those already offered by other European countries.
  - b. Working with local authorities to adequately resource and plan for the potential resettlement of people from Ukraine in order to provide crucial services for refugees including access to housing, employment, education, social care and mental health support.
  - c. Continuing to send crucial aid to Ukraine.
  - d. Making sure that oligarchs in the UK who are linked to the Putin regime have their assets seized before they have the opportunity to sell them.
  
3. Council assembly therefore calls on the cabinet to:
  - a. Support Ukrainian refugees, working in collaboration with the local voluntary and community sector as part of the council's pledge as a borough of sanctuary for those fleeing conflict.
  - b. Lobby the government to do more to open safe routes for refugees fleeing Ukraine to come to the UK, and to provide resources for councils to support refugees
  - c. Use the council's channels to promote information and resources to support Ukrainian residents and anyone impacted by the conflict, and signpost how residents can help with the effort.

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

**6. MOTION FROM COUNCILLOR VICTOR CHAMBERLAIN (Seconded by Councillor Maria Linforth-Hall)**

**Supporting Our Communities in Borough and Bankside, and St George's**

1. Council assembly observes that Borough and Bankside councillors:
  - a. Supported residents with the impacts of noise on their homes, such as those generated from busking, licensing and construction activities
  - b. Campaigned for more on-site affordable housing and more council housing to be built in the ward, supporting Styles House residents with their plans for new homes on their estate
  - c. Successfully lobbied for Community Infrastructure Levy (CIL) money that is generated in Borough and Bankside to be spent in Borough and Bankside.
  - d. Led the campaign to save the RV1 zero-emission hydrogen bus and to take polluting traffic off local roads.
  - e. Pushed the council to protect its LGBTQ+ spaces and led the campaign for new LGBTQ+ spaces to open in Bankside.
  - f. Proposed applying for UNESCO World Heritage status for the area, in order to promote more sustainable tourism for residents and our business recovery.
  - g. Launched a successful campaign to install a permanent memorial to the London Bridge and Borough Market terror attack victims.
2. Council assembly notes that St George's councillors:
  - a. Created a one-way traffic system in and around Morley Street. St George's ward councillors also supported the Lancaster Street and Brook Drive traffic changes.
  - b. Found shelter for people sleeping rough by the Imperial War Museum over Christmas 2019.
  - c. Stopped an event and licencing application in 2021 to hold weekly bowling lawn events at Geraldine Mary Harmsworth Park, which would have included live music and food sales.
  - d. With the help from Southwark's enforcement team, successfully closed an unlicensed burger take-away in the Lancaster Estate.

- e. Helped local residents to present their views and concerns at numerous licensing and planning meetings, including the successful 'Stop The Blocks' campaign in Dugard Way, Lambeth.
  - f. During Covid-19 lockdowns, distributed food to residents and arranged collection of prescriptions from pharmacies. Councillors also made weekly phone calls to elderly residents.
  - g. Established the first councillors' weekly online advice surgery in the UK, now with more than 100 Saturday morning meetings. Councillors also set up local WhatsApp groups and used social media as a mechanism for residents to report local issues to ward councillors.
3. Council assembly calls on the cabinet to do the following for St George's ward:
- a. Open a community centre to replace the facility lost in Elephant and Castle. It would provide a range of activities that reflects the diversity of residents in or near St George's ward and can also operate as a face-to-face contact site for council customer service. The centre would help empower the community.
  - b. Use our links with institutions such as the Imperial War Museum, London South Bank University and University of the Arts London to help residents into work.
  - c. Assist residents in setting up a Friends of St Mary's Churchyard group.
  - d. Formally protect green spaces such as those found in West Square, Dodson and Amigo Estate, Lancaster Estate and Elliott's Row Pocket Park.
4. Council assembly calls on the cabinet to do the following for Borough and Bankside ward:
- a. Better protect the amenity of residents, due to the number and scale of planning applications, by dedicating an officer to bring residents and applicants together, particularly on major schemes, and by creating an enforcement team for the ward.
  - b. Work with Transport for London (TfL) to bring in a zero-emission community bus for the ward (by exploring the potential to work with cultural venues in South Bank and Bankside to create a route like the RV1 that serves tourists and local residents). This remedies Labour's broken 2018 manifesto pledge regarding the RV1 bus

- c. Keep all of the ward's CIL money locally, uncapped. This would allow councillors to use it to protect or enhance our green and open spaces and other community facilities in the ward.
- d. Begin a resident consultation for a new Borough Square. This new town square for Borough would be formed by pedestrianising Union St, Flat Iron Square and O'Meara St. This would also help support the Asset of Community Value (ACV) application to preserve the open space at Flat Iron Square.
- e. Extend the lease of the pop-up London LGBTQ+ Community Centre, which was only set to be open for six months under Labour arrangements.
- f. Introduce a new licensing policy to prevent any new licenced premises from opening in a defined area surrounding Borough Market, and better enforce the Licensing Cumulative Impact Area in the rest of the ward.
- g. Follow the lead of other councils and lobby the government to change rules so that landlords using AirBnB and other short-term lets pay business rates and pay for business waste disposal.

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

**7. MOTION FROM COUNCILLOR HUMAIRA ALI (Seconded by Councillor Anood Al-Samerai)**

**Representing our Residents: A Vibrant, Greener and Safer Bermondsey**

- 1. Council assembly notes that Liberal Democrat Bermondsey councillors:
  - a. Played an integral part in helping make Maltby Street Market Southwark's first clean air market.
  - b. Founded the Greener Bermondsey group, which aims to lower the area's carbon footprint. One project led to the planting of 10,000 tulip bulbs in memory of Ada Salter.
  - c. Fought to stop Southwark Park being privatised and closed off to residents with long-running events such as Alice in Winterland and the MIK K-pop music festival.
  - d. Campaigned for the council to reduce air pollution on the congested Jamaica Road. This resulted in cycle hire stands and greening on the road.



- e. Renewed street lighting, improved road safety and supported Butler's Wharf Riverside Trust in Shad Thames.
  - f. Ensured that the residential nature of Shad Thames is considered in licensing policy.
2. Council assembly calls on the cabinet to do the following in Bermondsey:
- a. Invest into opening a lido in or near Southwark Park.
  - b. Heavily green the Low Line, with a view to clean associated tunnels more thoroughly and to promote a healthier, friendlier and more inclusive cultural atmosphere for residents and visitors whilst reducing anti-social behaviour around the "Beer Mile."
  - c. Open up a full co-design process with residents around the Bermondsey Street area to properly assess and tackle the issues that are currently poorly dealt with through a road block.
  - d. Make The Blue a hub for residents and shops.
  - e. Fully re-open the Blue Youth Club and support Bermondsey's brilliant voluntary-sector-run youth clubs.
  - f. Agree both a minimum operating standard for all businesses operating late and night-time hours, and ensure businesses provide combined plans for streets such as Druid Street and Enid Street. This includes security industry authorities (SIAs) and street marshals, a street management plan for off sales and crowd control at busy times of the day, and agreed operating hours to ensure residents are not losing sleep (due to issues such as timing for refuse collections).
  - g. Re-open the allotments on Reverdy Road.
  - h. Endorse the resident-led Bermondsey park strategy to prepare for climate change whilst creating links to join Tanner St Park, Leathermarket Gardens and Guy Street park.
  - i. Campaign to rezone Bermondsey tube station to zone one/two in order to help residents with travel costs.
  - j. Refurbish and re-occupy Maydew House urgently, after over a decade of Labour dither and delay.
  - k. Make the ground floor space at the council's Tooley Street office available for residents to work from should they wish and provide opportunities for collaboration.
  - l. Work to protect the identity and heritage of Shad Thames.

- m. Provide entry doors for blocks, where wanted, to improve community safety, following the council's announcement that it will invest into a community warden taskforce.

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

**8. MOTION FROM COUNCILLOR JANE SALMON (Seconded by Councillor Dan Whitehead)**

**Protecting and Improving Surrey Docks**

1. Council assembly observes that Surrey Docks councillors:
  - a. Have invested their time in protecting and improving the ward, with pride in the residents they represent.
  - b. Funded a variety of charitable initiatives on behalf of constituents, including: the Millwall Community Trust's free football training camps for local children and Ballers Academy.
  - c. Battled to have a roll-out of fibre broadband to the Rotherhithe peninsula, with the project set to finalise this year.
  - d. Pushed Southwark Council to vow its support to making a Marine Centre of Excellence around the South Dock Marina and Greenland Dock.
2. Council assembly notes that Surrey Docks councillors:
  - a. Will always protect Surrey Docks Farm and the Russia Dock Woodland.
  - b. Pledge to continue funding important youth initiatives in the ward, which will also be done partially to deter anti-social behaviour.
  - c. Vow to continue providing support to football teams that use St Paul's Sports Ground, with the view to give discounted or free sessions to young residents in the ward.
  - d. Will continue to install more street lighting, bollards and signage to deter anti-social behaviour in the ward.
  - e. Will dedicate more money to the repair and updating of the finger signs in Surrey Docks where needed.
3. Council assembly calls on the cabinet to:

- a. Campaign with ward councillors for the Labour London Mayor to expand public bus provision in the Surrey Docks area.
- b. Immediately investigate how to provide a shuttle bus service to improve transport options in the Surrey Docks ward.
- c. Fund a boat-lifting crane for the South Dock Marina and Greenland Dock.
- d. Install extra streetlights and CCTV cameras in crime hotspot areas in Surrey Docks.

**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	Constitutional Team <a href="mailto:Constitutional.Team@southwark.gov.uk">Constitutional.Team@southwark.gov.uk</a>

## AUDIT TRAIL

<b>Lead Officer</b>	Chidilim Agada, Head of Constitutional Services
<b>Report Author</b>	Virginia Wynn-Jones, Principal Constitutional Officer
<b>Version</b>	Final
<b>Dated</b>	8 March 2022

<b>Item No.</b> 6.1	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Member Allowances Scheme 2022-2023	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Constitutional Steering Panel	

## RECOMMENDATIONS

1. That council assembly approve the member allowances scheme for 2022-2023 with effect from 1 April 2022, having regard to the advice of the London Councils Independent Remuneration Panel Report 2022 (see Appendix 1).

## BACKGROUND INFORMATION

### Legal background

2. Under Section 18 of the Local Government and Housing Act 1989, the Secretary of State may make regulations authorising or requiring councils to make a scheme providing for the payment of allowances to members.
3. The council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) to agree on an annual basis a schedule of Allowances payable to members for the following financial year. Under the regulations, when making or amending a scheme, the council is required to have regard to the recommendations of an Independent Remuneration Panel (section 19 of the Regulations).
4. The council is required, if it wishes to pay such allowances, to adopt a Member Allowances Scheme on an annual basis with effect from 1 April each year.
5. The council must publish its scheme of members' allowances, dealing with basic allowances and special responsibility allowances. Payments to members of the council may only be made in accordance with this.

### Current scheme and process for review

6. Southwark's member allowances scheme (see Appendix 2) is comprehensive and includes basic allowances, special responsibility allowances (for posts which carry specific responsibilities) and other allowances and expenses that may be claimed.
7. The proposed member allowances scheme for 2022-2023 is based on the current scheme, which was adopted by council assembly on 24 March 2021 for 2021-2022. The council agreed its scheme, having considered the recommendations of the constitutional steering panel and having taken into account the London Councils Independent Remuneration Panel's 2022 report.

8. The proposed Member Allowances Scheme for 2022-2023 does not change the allowance rates previously agreed. This includes the following:
- On 12 July 2017, council assembly agreed a revision to the Member Allowances Scheme with regard to arrangements for payment and leave made during periods of absence for members in receipt of special responsibility allowances.
  - On 16 March 2016, council assembly agreed an addition to the Member Allowances Scheme to include payment to cabinet members for loss of office. This was amended in March 2019 to capture the spirit and intent of the provisions.
  - On 21 January 2015, council assembly agreed the following:
    - i) That the basic allowance and special responsibility allowances be increased in accordance with the Independent Remuneration Panel recommendation for allowances to be adjusted in line with the local government officer pay settlement and that the licensing sub-committee payment and co-opted member's allowance be increased on the same basis.
    - ii) That the member allowances scheme be amended so in future years the level of the childcare and dependent carers allowances for councillors is automatically reviewed in line with changes in the London Living Wage.
9. The constitutional steering panel and council assembly are under a statutory duty to have regard to the advice of the London Councils Independent Remuneration Panel Report when considering the council's own scheme for member allowances.
10. In Southwark, the constitutional steering panel considers and recommends any changes to the member allowances scheme to council assembly for final adoption. The approval of the scheme and the setting of allowances are matters reserved for decision by council assembly.

## **KEY ISSUES FOR CONSIDERATION**

### **London Councils Independent Remuneration Panel Report 2022**

11. The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the panel') was established and reported in 2001, 2003, 2006, 2010, 2014, 2018 and 2022. The regulations require a review of the scheme every four years as a minimum. The 2022 report is the current review. A full copy of the report is set out in Appendix 1.

### **Basic and special responsibility allowances**

12. The principle of pegging the basic allowance and special responsibility allowances (SRA) in line with the annual local government pay settlement is already recognised in the council's Member Allowances Scheme following the council assembly decision of 21 January 2015. The Licensing Sub-Committee meeting payments and co-opted member allowance will be increased on the same basis.
13. The member allowances scheme, paragraph 36, provides that allowances will be adjusted in line with the national local government officer pay settlement and allowances for officers<sup>1</sup>. This includes basic allowance, SRA levels, licensing payments and co-opted member allowances
14. The outcome of the 2021-22 local government pay settlement is for a 1.75% increase for most staff payable from 1 April 2021 to 31 March 2022, which has just been announced. In accordance with Southwark's member allowance scheme, allowances will be increased in line with the agreed outcome (back dated from 1 April 2021).
15. The 2022-23 local government pay settlement has not yet been negotiated. In accordance with Southwark's member allowance scheme, allowances will be increased in line with any agreed outcome.
16. The scheme has been drafted on the basis that the council still wishes to pay the current basic and special responsibility allowances.

### **Proposed changes to current scheme**

17. It is proposed that the only changes to the current scheme be those agreed in line with the local government pay settlement 2021-22 and 2022-23, if any. Any changes will be backdated to April 2022 if agreement is achieved after this date.

### **Policy framework implications**

18. This report is not considered to have direct policy implications.

### **Community, equalities (including socio-economic) and health impacts**

19. No significant changes are currently proposed to the member allowances scheme. SRAs are paid to compensate members for their special responsibilities in addition to their role as ward councillors (for which a separate basic allowance is payable). SRAs are not deemed as salary, as members are not employees of the Council. This report is not considered to have direct community, equalities (including socio-economic) and health impacts.

### **Climate change implications**

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<sup>1</sup> Index linking is to the general settlement rather than any special provision for particular groups of staff such as the low paid.

20. There are no immediate climate change implications arising from this report.

### Legal implications

21. The council is under a duty to adopt a scheme of members' allowances by virtue of section 18 of the Local Government and Housing Act 1989 and relevant regulations. It may only pay allowances in accordance with such a scheme. Members are reminded of the need to have regard to the guidance issued in relation to members' allowance, which is referred to in the report of the London Councils Remuneration Panel attached (Appendix 1).
22. There is a general rule that members may not usually vote on matters in which they have a disclosable pecuniary interest. However, decisions relating to the member allowances scheme are an exception to this general principle, and members may vote on this issue. The monitoring officer has granted a dispensation.

### Financial implications

23. The member expenditure budget makes provision for the basic allowance and special responsibility allowances. There is no proposed increase in allowances.

### Consultation

24. Consultation is undertaken with the Group whips.

## BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Member Allowances Scheme, Southwark Constitution: <a href="https://moderngov.southwark.gov.uk/documents/s100490/Members%20Allowances%20Scheme_October%202020.pdf">https://moderngov.southwark.gov.uk/documents/s100490/Members%20Allowances%20Scheme_October%202020.pdf</a>	Constitutional Team 160 Tooley Street, London SE1 2QH	Constitutional Team constitutional.team@southwark.gov.uk 020 7525 7055

## APPENDICES

Appendix	Title
Appendix 1	London Council Remuneration Panel Report 2022
Appendix 2	Southwark's Member Allowances Scheme

**AUDIT TRAIL**

<b>Lead Officer</b>	Doreen Forrester-Brown, Director of Law and Governance	
<b>Report Authors</b>	Chidilim Agada, Head of Constitutional Services	
<b>Version</b>	Final	
<b>Dated</b>	10 March 2022	
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<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Governance	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	10 March 2022	



# The Remuneration of Councillors in London 2022

Report of the Independent Panel



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## Summary

At the time of writing this report the country is still responding to the shock of the tragic death of Sir David Amess MP. It is a sad reminder of the vital role that all elected representatives play in the life of our country and how your roles are at the heart of our democratic and civic society. It is also a reminder of the risks that are linked to your roles. It is vital that we have a system of support in place that recognises the full scale of the responsibilities of councillors and one that supports residents in both wanting to come forward to undertake these roles and then when they are elected enables them to be effective. Our work as an independent remuneration panel can play a part in that endeavour.

The report below details our position as the output for the 2021 review. In short, we are very conscious about the huge changes that have taken place as a society during the last few years. Our residents, businesses and communities have been dealing with, and continue to deal with, major challenges. The feedback we have received supports our view that this has had a major impact on the demands placed on all councillors and of those councillors charged with special responsibilities. There is now greater than ever demands for time spent on wider partnership working, the situations faced by many residents are ever more challenging and complex, the ease of access afforded by technology has increased expectations for almost constant access and rapid responses. The burden of responsibility for effective government at a local level is extremely significant.

At the same time, many aspects of the current situation are still relatively recent. It remains rather unclear how these recent patterns of demands and increased expectations will play out and settle over time. With this level of uncertainty, we do not believe that at the current time we have the evidence available to recommend any significant changes in the remuneration of councillors.

However, given the wider background, we have concluded that, instead of waiting four years to undertake the next review, it would be preferable to undertake a review commencing in the summer of 2022 with the aim of concluding it in the latter half of 2023. As well as enabling us to re-assess the situation, this timescale would enable us to undertake more detailed consultations and seek wider views as part of the evidence gathering that will be needed.

As well as the substantive recommendations in the report, we therefore recommend that we undertake a further review of the remuneration of councillors during 2022-23.

## Background

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the Panel') was established and reported in 2001, 2003, 2006, 2010, 2014 and 2018. It now comprises Mike Cooke (Chair), Sir Rodney Brooke CBE DL and Anne Watts CBE.

The Regulations require a review of the scheme every four years as a minimum. The current Panel has therefore completed a review of remuneration for councillors in London. We present our findings and recommendations in this report.

As a preparation for our work, we invited all London boroughs to give their views on the operation of the existing scheme. We are grateful for the feedback, which confirms that the existing London scheme of members' allowances is still fit for purpose. We make recommendations accordingly. However, where issues have arisen from the comments we received, we have addressed them in this report.

## The role of elected members

In our previous reports we reflected on the importance of the role of elected members. We repeat at Appendix B the 'job profile' for councillors which we originally included in our 2010 report.

Our last report reflected on research that identified that councillors oversee million-pound budgets, balancing complex financial pressures at a time of severe cutbacks in local authority spending, making decisions which will affect their areas for decades to come. These challenges continue and have been exacerbated by the impact of the Covid-19

## **Pandemic and the continuing recovery effort from it.**

In London, each borough is responsible for services crucial to its residents. Each has a revenue budget of up to £1.4bn as well as a substantial capital programme. The scale of their turnover and other financial activities are in many instances comparable with those of large publicly quoted companies.

Councillors are faced with difficult choices. Demand for local authority services continues to grow. In particular there is rapid growth in the number of old people with a corresponding increase in demand for social care. London itself faces acute housing problems coupled with higher levels of homelessness than other parts of the country. Councillors have an increased responsibility for local and place-based health outcomes. Thus, the strain on and competition for resources increase the demands made on elected members.

The feedback we received is that the workload and responsibilities of councillors continues to increase and that their role has become more complex, and not only in the areas of social care and housing. There has been a growth in other public sector activities including community safety with increasing engagement with the Police, increasing expectations for closer working with health services, and in some boroughs more involvement with joint venture partnerships and local authority trading companies. Since the start of the Pandemic, there has been an important and significant role for councillors in local welfare support and greater liaison with the voluntary sector. This all requires the commitment and time of leaders, cabinet members and front-line councillors. The Pandemic has also heightened the significant role of councillors as a point contact for information, advice and reassurance for communities.

While valuable to democracy, the growth in digital connectivity and the availability and use of social media and other forms of messaging applications adds to the pressure on councillors by increasing demands from their constituents in several different ways. Communication with councillors is not only easier but immediate. The public expects a speedy response, so that it is now more difficult for councillors to deal with concerns as quickly as voters expect. Not only does social media make it easier for their constituents to access councillors, but they also enable an isolated concern to become an organised campaign. The expectations of the public continue to rise.

## **Recruitment of councillors**

We received feedback that it continues to be challenging to recruit candidates generally but also from a diverse background and of a high enough calibre who are prepared to stand for office as councillors. Though financial deterrents were cited amongst a number of reasons for this, a major disincentive is the time commitment required of a councillor. Time pressures (as well as finance) can make it difficult to combine the role with a job and caring responsibilities. As was pointed out in the responses we received, the problem is exacerbated in London, where councillors are on the whole younger than in other parts of the country and often in employment. They also face substantially higher costs of living which are continuing to rise.

Though the time commitment may be the main disincentive to service as a councillor, it is important that, as far as reasonably possible, financial loss does not prevent people from becoming councillors. Allowances are not shown by polls to be something which influences councillors to take on the role, though they are instrumental in making it possible for some people to do so. Allowances should be set at a level that enables people to undertake the role of councillor, while not acting as an incentive to do so. If it is important that there are no financial incentives to being a councillor, it is equally important that there should not be a financial disincentive. It is clearly desirable that service as a councillor is not confined to those who have retired or with independent means.

In 2014 the Government removed the possibility of councillors joining the local government pension scheme. Almost half of the responses we received cited the lack of pension provision as a factor that influences people whether to run for council office. Access to the pension scheme can be an important factor in making service as a councillor financially possible for a wider range of people. It is particularly significant for those who, like elected mayors, leaders and portfolio holders, give most or all of their time to service in local government and lose the opportunity for advancement in their particular profession and to contribute to a pension scheme elsewhere. In view of the importance this could have for recruiting a diverse range of councillors in future and to wider issues for local democracy, the Panel intends to look at lobbying opportunities on this issue as part of its further review in 2022-23.

## The current financial climate

Because of the financial climate over the last decade, the local government pay settlement over much of this period has been either frozen or severely limited. Since our last report there have been modest increases from 2% in 2018-19 to 2.75% last year.

Acutely sensitive to the ongoing financial austerity, our recent reports have made no recommendations for increasing the levels of members' allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement.

Our recommendations have led to some convergence of members' allowances across London. There is now considerable congruity in the basic allowance made by London boroughs.

However, most London boroughs have not adopted our recommendations in their entirety and there remain substantial differences in the amount of special responsibility allowances.

In reaching our views this year, we have been acutely conscious of the continuing financial challenges to council budgets including the impact from the Covid-19 Pandemic. This adds to the view that now is not the time to contemplate a general increase in councillors' allowances.

## Level of Basic Allowance

In our last report we recommended that there should be a Basic Allowance paid to every councillor of £11,045. Updated for the local government staff pay awards since then (and including an indicative 1.75% award for 2021-22 which is still the subject of negotiation), the figure is now £12,014. Given all the circumstances including growth in the volume and complexity of the work of councillors and the limited increase in the Basic Allowance since our last report, we believe that there is a strong case for looking again at the level of the allowance. The basic allowance is now less than the allowances paid by many similar authorities outside London. In our last report we highlighted that in Wales, for example, the government-appointed commission set the basic allowance at £13,400 for members of local authorities with populations which are generally substantially lower than those of London boroughs. In its most recent report, published in February 2021, this had increased to £14,368.

However, the wider context is one of considerable uncertainty including whether trends in demands will be sustained. If they are so, as seems likely, the consequences of the changing patterns of work remains unclear added to which is the current financial climate. All this suggests to us that now is not the right moment to recommend major changes to the current allowances (beyond the annual updating). Linking the allowances to an annual increase to staff pay awards will ensure that councillors can receive annual increases which are in line with those received by staff. We therefore recommend that the Basic Allowance be set at £12,014 pending the outcome of the 2021-22 award. We believe that it remains sensible to frame recommendations which are common across London.

## Special Responsibility Allowances

Given the extent of the responsibilities of leaders of London boroughs, the Panel's first report in 2001 recommended that their remuneration should equate to that of a Member of Parliament. [Our recommendations for other special responsibility allowances are related to that recommended for leaders.]

Since then, the increase in the remuneration of Members of Parliament has substantially exceeded the annual local government pay increase to which we tied the special responsibility allowance for the leader of a London borough. At the time of our last report an MP received a salary of £76,011 while our recommendation for a borough leader (increases having been restricted to the local government staff pay increases) was for a total remuneration of £68,130, a difference of £7,881. Updated for the local government pay awards (and indicative 2021-22 award), our recommendation for the current total remuneration of a London borough leader would be £74,106. Meanwhile the salary of MPs has increased to £81,932, a difference of £7,826. Moreover, MPs continue to be entitled to a pension as well as to other benefits (such as termination payments) which are not available to leaders.

In our current consultation we enquired whether the remuneration of an MP remains a sound comparator to fix the remuneration of a borough leader. In general, the responses suggested that the comparator was appropriate with some feedback noting that the Leaders of London boroughs warranted a higher remuneration than an MP, because they had greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed, a couple of respondent authorities suggested that the direct responsibilities of a Leader should command the salary of a junior minister.

We sympathise with the responses. Certainly, the way in which MPs' remuneration has progressed compared to that of leaders could be argued to warrant a review of the Leaders' allowances.

We are also aware of the very significant expectations on leaders and leading members to participate in wider cross borough, pan-London and partnership working, the demands of which (both in terms of time commitments but importantly in terms of responsibility and significance) appear to have increased dramatically over the last 18 months. Our report makes no recommendations in respect of remuneration for these roles at this stage but we propose to return to this issue as part of the further review that is proposed.

However, for the same reasons which prompt us to maintain the current Basic Allowance, (namely a significant uncertainty over the long term implications of the changes we have been witnessing in the last 18 months, combined with the financial challenges faced at this time) we recommend that the special responsibility allowance for a Leader should be in accordance with our former recommendation, plus the subsequent local government staff pay awards (including an indicative uplift of 1.75% for 2021-22 which is still the subject of negotiation), ie £62,092. We recommend the maintenance of its relation to other special responsibility allowances, as set out in the Appendix to this report.

However, we believe that it is important to undertake a more detailed review, along with the Basic Allowances, of the special responsibility allowances having allowed further time for the new patterns of demands and expectations to become even clearer. We envisage beginning this review in the summer of 2022 and concluding the review during the latter half of 2023.

## Training and support

The responsibilities of councillors are substantial, extensive and complex. We have mentioned the increased role that councillors have delivered particularly during the Pandemic. The Pandemic has also resulted in an acceleration of more flexible ways of working including greater use of digital technology. While this has provided a range of benefits including less travelling for work it has required councillors to have the necessary digital skills. Additionally, the move to audio-visual conferencing has resulted in a growth in meetings for many contributing to an overall increase in 'screen time'. Training and development is beyond the direct remit of our Panel but is an important part of ensuring that residents can step forward and become successful and effective elected local representatives. Addressing the financial aspects but not the support aspects would be counter-productive. For this reason, we believe that every borough should have an ongoing programme of member training and development and that members should be provided with the logistical and clerical support and the appropriate IT equipment to help them deal with their workload.

## Barriers to being a councillor

It is important that obstacles to becoming a councillor should be removed wherever possible. Care costs can be a significant deterrent to service as a councillor. Our strong view is that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents. The dependents' carers' allowance should be set at the London living wage but (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.

One respondent authority stressed that member allowances schemes present an opportunity to better support councillors by providing not just remuneration but wider support packages. Our view is that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies).

## Travel and Subsistence allowances

The Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

## Allowances for Mayor or Civic Head

Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However, these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (ss 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

## Update for inflation

We continue to recommend that all allowances should be updated annually in accordance with the headline figure in the annual local government pay settlement.

We have been asked whether it is necessary for the annual updating to be formally authorised by the council each year. The Regulations do seem to make this obligatory.

**Mike Cooke**

**Sir Rodney Brooke CBE DL**

**Anne Watts CBE**

London, 6 January 2022

## Appendix A

### Basic allowance £12,014

Special responsibilities – beyond the basic allowance

#### The case for special allowances

The reasons for payment of additional special responsibility allowances should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

#### Calculation of special allowances

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below. We believe that the SRA, which the previous panel recommended for the leader of a London council (updated), continues to be appropriate.

#### Categories of special allowances

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating executive arrangements
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

#### Local discretion

It is for the councils locally to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. They must have regard to our recommendations. We believe these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.

### BAND ONE

The posts we envisage falling within band one, include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group



- Service spokesperson for first opposition group
- Group secretary (or equivalent) of majority group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums or community leaders
- Cabinet assistant
- Leadership of a strategic major topic
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

### Remuneration

We propose that band one special responsibility allowances should be on a sliding scale of between 20 – 30 per cent of the remuneration package for a council leader.

This would be made up as follows:

**Basic allowance: £12,014**

**Band One allowance: £2,807 to £10,218**

**Total: £14,821 to £22,232**

### BAND TWO

The types of office we contemplate being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

### Remuneration

We propose that band two allowances should be on a sliding scale between 40 – 60 per cent, pro rata of the remuneration package for a council leader.

**This is made up as follows:**

**Basic allowance £12,014**

**Band two allowances: £17,628 to £32,450**

**Total: £29,642 to £44,464**

## BAND THREE

We see this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

### Remuneration:

We propose that band three allowances should be between 70 – 80 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

**Basic allowance: £12,014**

**Band three allowance: £39,860 to £47,271**

**Total: £51,874, to £59,285**

## BAND FOUR

Leader of cabinet

This is a full-time job, involving a high level of responsibility and includes the exercise of executive responsibilities. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service.

### Remuneration:

We propose that the remuneration package for a council leader under band four of our scheme should be £74,106.

This is made up as follows:

**Basic allowance: £12,014**

**Band four allowance: £62,092.**

**Total: £74,106**

## BAND FIVE

Directly elected mayor

A directly elected mayor has a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However, we believe this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. We believe that the distinction is paramount and this should be reflected in the salary level.

### Remuneration:

**We propose that a directly elected mayor should receive a remuneration package of 25 per cent higher than that recommended for a council leader and that it should be a salary set at £92,633.**

## Appendix B

### On behalf of the community – a job profile for councillors

#### Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

#### Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations including, where required, acting as a liaison between the constituent and the local authority and where appropriate other public service providers.
10. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
11. To participate in the activities of any political group of which the councillor is a member.
12. To undertake necessary training and development programmes as agreed by the authority.
13. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

## Appendix C

### The independent panel members

#### **Mike Cooke**

Mike Cooke was the Chief Executive of the London Borough of Camden for seven years, where he had also been Director of Housing and Adult Social Care and HR Director. He has extensive experience of partnership working across London including as the CELC lead on children and chairing the London Safeguarding Children Board. Mike also has worked for seven years in financial services where he developed an expertise in remuneration.

Until November 2020 Mike had been a Non-Executive Director of the Central and North West London NHS Foundation Trust where he was chair of the HR Committee. Mike's current role is the independent Chair of the North Central London Integrated Health and Care System.

#### **Sir Rodney Brooke CBE, DL**

Sir Rodney Brooke has a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities.

He was knighted in 2007 for his contribution to public service.

#### **Dr Anne Watts CBE**

Anne Watts has an extensive career in governance, diversity and inclusion spanning commercial, public and voluntary sectors. She has held executive roles for HSBC and Business in the Community and was chair of the Appointments Commission. She has carried out reviews of Government departments and the Army. In addition she has been a member of Government Pay review bodies and Deputy Chair, University of Surrey where she chaired Remuneration Committee and the new Vet School.

She is a non-exec of Newable (previously Greater London Enterprise) where she chairs ESG Committee and is a non-exec of Newflex subsidiary. In addition she continues to sit on the Race and Gender Equality Leadership teams for Business in the Community.



## MEMBER ALLOWANCES SCHEME

### Introduction

1. The Local Government and Housing Act 1989 and the Local Authorities (Members' Allowances) (England) Regulations 2003 require authorities to make a scheme for payment of allowances to councillors. The regulations do not limit the amount that can be paid.
2. Before making, amending or reworking its allowance scheme, the council is required to have regard to the recommendations of an independent remuneration panel. The council is not, however, bound to adopt all or any of the panel's recommendations provided it has given them due consideration and is satisfied that it has justifiable reasons for not doing so. For this authority, the relevant independent panel is the London Councils Panel.
3. The annual local government pay settlement rate applicable from 1 April 2020 is 2.75% increase covering the year for 2020-21.

### Basic allowance

4. Each member of the council is entitled to receive the annual basic allowance of £11,813. This is paid on a monthly basis rather than as a lump sum.

### Special responsibility allowance

5. The council has decided to pay special responsibility allowances (SRAs) to those members whom it considers to have special responsibilities for the discharge of the council's functions. This allowance is in addition to the basic allowance. No member may receive more than one SRA.

Where the leader of the council has appointed two members to the cabinet in a job share, the SRA is split between the members with 50% payable to each member.

The list of SRAs payable is set out below:

<b>Band 1a</b>	<b>SRA</b>
Chair audit & governance committee	£3,088
Deputy leader majority opposition	£3,088
Leader minority opposition	£3,088
Opposition whip	£3,088
Vice-chair overview & scrutiny committee	£3,088
Deputy cabinet member	£3,088

<b>Band 1b</b>	<b>SRA</b>
Community champion	£8,067

<b>Band 1c</b>	<b>SRA</b>
Deputy Mayor	£9,314

<b>Band 1c</b>	<b>SRA</b>
Scrutiny commission chair	£9,314
Planning sub-committee chair	£9,314

<b>Band 2a</b>	<b>SRA</b>
Chair planning committee	£16,106
Chair licensing committee	£16,106
Chief whip	£16,106
Leader majority opposition	£16,106

<b>Band 2b</b>	<b>SRA</b>
Mayor	£25,223
Chair overview & scrutiny committee	£25,223

<b>Band 3</b>	<b>SRA</b>
Cabinet member	£37,451
Deputy leader	£37,451

<b>Band 4</b>	<b>SRA</b>
Leader	£55,797

6. The level of allowance paid to a band 3 or band 4 member is dependent on the average number of hours per week the member is employed elsewhere, as set out below:
- less than 11 hours elsewhere, full SRA
  - 11 to 24 hours elsewhere, two thirds SRA
  - more than 24 hours elsewhere, one third SRA.

Where cabinet members are appointed in a job share, the average number of hours employed elsewhere are doubled.

### **Licensing committee**

7. Ordinary members of a licensing sub-committee will receive a payment of £130.40 per meeting attended.

Members will be selected to attend the sub-committee in accordance with a system of rotation agreed by members of the licensing committee, which ensures all members have an equal opportunity to attend.

Where a sub-committee is cancelled, ordinary members summonsed to sub-committee meetings will be eligible for the attendance payment unless a cancellation notice is sent by 10.00am on the second working day prior to the date of the meeting, thereby giving one clear working day's notice.

Ordinary members attending the licensing committee will not be eligible for the attendance payment.

### **Travel allowance**

8. Councillors (and co-optees receiving a special responsibility allowance) may only claim travel expenses necessarily incurred in carrying out their approved duties outside the borough, subject to the following exceptions:

- Members with mobility difficulties are able to claim the cost of travel when on council business
- Members are able to claim for taxis home after council meetings ending after 9.00pm in summer (BST) and 7.00pm in winter (GMT)
- It is noted that when undertaking civic duties, the Mayor and the Deputy Mayor may be required to use taxis when other forms of transport are unavailable. Similarly cabinet members may on occasions need to take taxis to allow them to efficiently and effectively perform their approved duties, e.g. to enable them to attend back to back meetings.
- Non statutory co-optees (who do not receive an allowance) can claim their travel expenses.

A full list of approved duties is set out in paragraph 27 below.

9. Members cannot reclaim expenses they have incurred due to:
  - a) congestion charges, including fines or penalties
  - b) parking/clamping fines.
10. For public transport, receipts must be produced in respect of all claims. Members using their own transport may submit mileage claims. The maximum rates per mile are set out below.
11. The following is a summary of the conditions, and has been excerpted and adapted from those which apply to officers.

#### **Car users**

12. Casual car users allowances – general conditions:
  - Public transport must be used on all appropriate occasions, e.g. where more economic, timely etc
  - Members should not use their own cars when there is room in one of the local authority's cars or in the car of another member making the same journey on the same business. As far as possible journeys over the same route should be arranged so as to synchronise
  - All official mileage has to be recorded
  - Members shall have included and maintain in their insurance policy a clause indemnifying the local authority against all third party claims (including those concerning passengers) arising out of the use of the vehicle on official business
  - Members must ensure that the car they are travelling in has current insurance and MOT certificates and are encouraged to ensure that their car has passed emission checks:
    - For cars less than three years old, annually
    - For cars three years and above, twice yearly.
13. The national joint council reviews the rates payable to staff on an annual basis. The current rates are set out below. There are three bands of allowance according to the cubic capacity of the car: 451-999 cc; 1000-1199 cc; 1200 cc and above.

<b>Casual Users</b>	<b>451-999 cc</b>	<b>1000-1199 cc</b>	<b>1200 cc and above</b>
Per mile-first 8,500 miles	46.9 pence	52.2 pence	65.0 pence
Per mile-after 8,500 miles	13.7 pence	14.4 pence	16.4 pence



### Motorcycles and mopeds

There are five bands of allowance according to the engine size of the motorcycle: the rates are set out below:

Engine Size (cc)	
Up to 150	9 pence per mile
151 – 244	14 pence per mile
245 – 500	17 pence per mile
501 – 999	23 pence per mile
1000+	27 pence per mile

### Pedal cycles

A monthly cycle allowance is payable to councillors, independent and co-opted members who use their own cycles in connection with their official duties. The rate is currently £20 per month. Members must notify the proper constitutional officer of their intention to claim this allowance, as unlike other travel allowances it is not paid as an expense. Except in circumstances agreed by the proper constitutional officer members in receipt of the cycle allowance may not claim other travel allowances. Except in circumstances agreed by the proper constitutional officer members who have taken advantage of the Bikes4Work scheme are required to use their cycle for normal council business whether they claim the cycle allowance or not and will not be eligible to claim other travel allowances.

### Subsistence allowance

14. Subsistence allowance may be claimed in respect of approved duties, except where food is provided, if they involve an absence from the normal place of residence exceeding four hours in total, which includes one hour travelling time.
15. Claims are subject to the following maximum, which are the same for members as they are for officers:

Breakfast	£6.05
Lunch	£8.34
Evening Meal	£10.30

16. The amount to be reimbursed in respect of approved duties is the actual amount spent subject to the maximum figures quoted above. Receipts must be produced in respect of all claims.

### Child-care and dependant carers allowance scheme

17. Members may claim this allowance against any costs they incur in arranging carers to look after dependants who cannot be left by themselves by reason of age or other special needs. The allowance may only be claimed in respect of approved duties and is subject to tax and national insurance deductions at personal rates.
18. The maximum rate claimable shall be set at the level of the London living wage rate set annually by the Living Wage Foundation and calculated by the Greater London Authority. The rate shall be reviewed annually so it keeps in line with changes to the London Living Wage and be reported to the chief executive.

19. The following criteria also apply:

- payment is claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required
- the allowance is not payable to a member of the claimant's own household
- the carer must be 18 or over (and not a spouse or partner/co-habitee of the member or a relative living at the same address)
- the claim shall cover the time spent at the meeting plus up to one hour for travel to and from the meeting
- the allowance will be paid upon submission of the claim form and accompanied by relevant receipts
- claims must be submitted within two months of the duty undertaken
- any dispute as to entitlement and any allegation of abuse will be referred to the audit, governance and standards sub-committee for adjudication.

### **Co-opted members**

20. The following allowances are payable to co-opted members:

- a) All statutory co-optees (i.e. statutory co-optees to the education committee) should receive an annual allowance; this is £1,182
  - b) No statutory co-optees may receive more than one allowance under (a) above
  - c) That statutory co-optees should be subject to the same travel and subsistence claim regime as councillors, i.e. not able to claim for intra borough travel and subsistence except where one of the exceptions applies
  - d) Non-statutory co-optees should be able to claim reimbursement of travelling and subsistence expenses.
21. Co-optees may, in writing to the proper constitutional officer, elect not to receive allowances.
22. The allowance to education co-optees should be payable from the date of appointment.
23. Co-optees allowances are subject to the same index linking as members' allowances generally.
24. Co-optees do not receive the basic allowance.
25. If a co-opted member does not serve for the whole of the 12 month period, or become disqualified, they will only be entitled to pro-rata payments for the period(s) during which they were actually a serving co-opted member.
26. Both statutory and non-statutory co-opted members are entitled to claim dependant carer's allowance as set out in paragraphs 17 - 19.

### **Approved duties**

27. For a member, an approved duty for the purpose of travel, subsistence and childcare and dependant carers allowances means:

- a) attendance at a meeting of the council or of any committee or sub-committee of the council
  - b) attendance at a meeting of a body to which the member has been nominated by the council or of any committee or sub-committee of such a body, provided they are a member of the body concerned
  - c) attendance at any other meeting, the holding of which is authorised by the council, or a committee or sub-committee of the council or a joint committee of the council, or a sub committee of such a joint committee, provided that it is a meeting to which members of at least two political groups have been invited
  - d) attendance at a meeting of any association of authorities of which the council is a member
  - e) attendance at a meeting of the cabinet or of any of its committees
  - f) performance of any duty in connection with the discharge of a function of the authority empowering or requiring the inspection of premises
  - g) performance of any duty in connection with arrangements made by the authority for the attendance of pupils at special schools
  - h) any other duty approved by the council for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees
  - i) any duty for the purpose of or in connection with the discharge of the functions of the cabinet
  - j) attendance at neighbourhood forums that fall within the member's ward
  - k) attendance at tenants' council and leaseholders' council
  - l) attendance at licensing or planning committees as a ward representative.
28. No allowances can be claimed in respect of political group meetings, members' surgeries or attendance at college or school governing bodies.

### **Entitlement to allowances**

29. Allowances are paid automatically in equal monthly instalments. If a member of the council does not serve for the whole of the year, becomes disqualified or ceases to be entitled to a special responsibility allowance (SRA), they will only be entitled to payments for the proportion of the number of days served in that year. Overpayment of SRAs for continuing members will be automatically deducted from the basic allowance. Other overpayments must be repaid to the authority. If the scheme is amended to affect entitlement, any variation will be paid from an agreed date only. Retrospective payments will not be made to members who are no longer serving.

### **Waiving right to receive allowances**

30. Members do not have to take their allowance(s) – if a member wishes to waive their right to receive a basic allowance, SRA, any other allowance, or part thereof, they must notify the proper constitutional officer in writing.

### **Claiming allowances**

31. Claims for travel, subsistence, child-care and independent carers allowances must be submitted within two months of the duty undertaken and accompanied by relevant receipts. Claims submitted outside of the two month period may be put forward to the audit, governance and standards sub-committee for consideration.

### **Taxation and allowances**

32. Allowances are not salaries but are subject to tax and national insurance as any allowance is considered as income. Any such deductions are subject to personal circumstances. Members should note that the council is unable to deal with personal tax enquiries on their behalf and should inform their tax office of any change in circumstances.

### **Publication of allowances**

33. In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, the council is required to publish details of any basic and special responsibility allowances paid to councillors for the previous financial year, along with details of the allowances scheme which applied at that time. This statutory notice also includes details of subsistence, travel and carer's allowance. In addition, the council publishes further information regarding members' expenses. Any payments to cabinet members for loss of office will also be published.

### **Withholding allowances**

34. The audit, governance and standards sub-committee may withdraw allowances from individual members (including co-opted members) in whole or in part for non-attendance at meetings, or, for elected members only, for failure to attend required training. Withheld allowances are not repayable / recoverable.
35. Audit, governance and standards sub-committee may also consider the withdrawal of allowances for a member given approval by council assembly for a failure to attend, subject to a referral being made by council assembly.

### **Amendments to the allowances scheme**

36. Allowances will be adjusted in line with the national local government officer pay settlement and allowances for officers<sup>1</sup>. This includes basic allowance, SRA levels, licensing payments and co-opted member allowances.
37. Travel and subsistence allowances will be amended in line with changes to allowances for officers.
38. Dependant carer's allowance shall be set at the level of the London living wage rate set annually by the Living Wage Foundation and calculated by the Greater London Authority. The rate shall be reviewed annually so it keeps in line with changes to the London Living Wage and be reported to the chief executive.

### **Special leave arrangements**

39. The special leave arrangement for members applies to all recipients of special responsibility allowances. Where SRAs are paid at a reduced level, that level will apply during any special leave absence. Where members have elected not to receive their allowance no special leave payment will be made.

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<sup>1</sup> Index linking is to the general settlement rather than any special provision for particular groups of staff such as the low paid.

40. Where a period of special leave includes the annual meeting of council assembly and the member is not reappointed to a post attracting an SRA, the special leave allowance will cease on the day following council assembly.

**Maternity leave**

41. The maternity leave arrangement will be for up to three months on full allowance. No additional allowance will be paid for absence beyond three months. Antenatal care is part of the normal arrangements for short term absence and is not affected by special leave arrangements.
42. Members are not eligible for Statutory Maternity Pay (SMP) if they are not employed elsewhere. The council cannot pay SMP.

**Adoption leave**

43. The adoption leave arrangement will be for up to three months on full allowance. No additional allowance will be paid for absence beyond three months.

**Paternity leave**

44. The paternity leave arrangement will be for ten days paid absence and parental support absence of up to 13 weeks with no allowance.

**Sick leave**

45. The sick leave arrangement will be for up to six months full allowance in any 12 months.

**Other special leave**

46. Normal leave arrangements and emergency situations do not affect SRAs. Extended absence e.g. service abroad in the Territorial Army or jury service to be in line with officer guidelines.

**Other arrangements**

47. During any period for which special leave arrangements are in place any member who is appointed to deputise for the absent member who is not a member of the cabinet will be eligible for the full SRA payments due in the same period.
48. During any period for which special leave arrangements are in place any member who is appointed to deputise for an absent cabinet member will be eligible for a proportion of the SRA payments due in the same period, not exceeding nine tenths of the full SRA payment.

**Payment to cabinet members for loss of office**

49. Members entitled to a full band 3 or full band 4 SRA will be entitled to a payment for loss of office when they cease to be eligible for a full band 3 or 4 allowance except if it is the last year of their term and they are not seeking re-election.
50. Members must have served at least one year in cabinet to claim a payment for loss of office. Members are eligible to claim a payment for loss of office no more than once in any 4-year council term.

51. The level of payment is set at 4 weeks of the full band 3 or band 4 SRA plus 1 week for every year in continuous full time service. The maximum level any member can receive is 13 weeks of the full band 3 or band 4 SRA. Where a member has not served for a years' continuous full time service, the plus 1 week will be on a pro rata basis.
52. The audit, governance and standards committee (or its relevant sub-committee) will adjudicate on any dispute as to entitlement and any allegation of abuse, and shall be authorised to determine any reduction or withholding of a loss of office payment.

<b>Item No.</b> 6.2	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Pay Policy Statement	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Chief Executive	

**RECOMMENDATION**

1. That the council’s pay policy statement, as set out in Appendix 1, is approved.

**BACKGROUND INFORMATION**

2. The Localism Act 2011 (“the Act”) 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 policy statements must be published and thus open to public scrutiny. Under the 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 and Housing Act 1989, these being:
  - The head of the authority’s paid service designated under section 4(1) of that 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 policy 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. Additionally the Local Government Transparency Code 2015 requires that councils publish the pay

multiplier, defined as the ratio between the highest paid taxable earnings for the given year and the median taxable earnings figure of the whole of the authority's workforce. As per the regulations this will coincide with reporting at the end of the financial year and will be published on the council's website. An assessment, using salary information from January 2022, shows that the ratio between the top earner and median earnings is 5.78 to 1. As shown in the table below this ratio has varied slightly from year to year, but represents a reduction compared to 2021.

<b>Year</b>	<b>Ratio</b>
2016	6.02
2017	6.03
2018	6.19
2019	6.19
2020	6.03
2021	6.03
<b>2022</b>	<b>5.78</b>

7. Our ratio is comparable to that reported by most other London boroughs. Information is available from 22 other London councils; 16 have a ratio of 5.9 or lower, 3 have a ratio that is between 6.0 and 6.9 to 1, and 3 have a ratio higher than 7 to 1.
8. For the purpose of this report Appendix 3 provides the council's salary and grading structure for the current year (1 April 2021 to 31 March 2022). Southwark uses the pay spines set by the National Joint Council (NJC) for Local Authorities as adjusted by the Greater London Provisional Council (GLPC) for inner London. These pay spinal points incorporate London Living Wage. *Please note, this is subject to National Pay Award Agreement. At the time of development of this document National Negotiations were in process. This Pay Policy Statement will be updated in line with outcome of negotiations.*

### **Senior managers**

9. The pay policy statement is primarily concerned with the salary arrangements of chief officers as defined in the Local Government and Housing Act 1989 (as above).
10. Performance is rewarded through award of incremental progression based on clear achievement.

### **New employees**

11. Members will note that the proposed pay policy statement also makes specific reference to the salary package for staff newly appointed to senior management posts. The Act amended section 112 Local Government Act 1972 (appointment of staff) to provide:

"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)".

12. Elected members have a special role in the appointment of chief officers and deputy chief officers as defined, whereby they are notified of the offer of



appointment and given the opportunity to raise any well founded and material objection to the proposals for this appointment. To meet requirements under “the Act”, notification of an appointment includes confirmation of the salary package which attaches to the post and accordance with the council’s pay policy statement.

### **Leaving the Council**

13. The government put in place regulations to bring into force a £95,000 exit pay cap on local authorities in November 2020. However, on 12 February 2021 HMG (Treasury) confirmed that the regulations were to be dis-applied with immediate effect.
14. As a result, the regulations are not included in the Pay Policy Statement. The Pay Policy Statement instead records the Council’s requirement for Full Council to approve any termination packages for members of staff that exceed £100,000, in line with the supplementary guidance issued by The Department of Communities and Local Government in February 2013. The requirement is as per previous iterations of the Council Pay Policy Statement prior to the government’s consultation on the introduction of a public sector wide pay cap which began in 2015.

### **Lowest paid employees**

15. 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.
16. 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 maintains a strong commitment to paying all employees the London Living Wage and its current pay spine incorporates the London Living Wage on all spinal column points. The minimum Southwark NJC rate of pay as of 1 April 2021 exceeded the London Living Wage. The Council is committed to ensuring all employees continue receive London Living Wage, even if future regional pay arrangements were not to incorporate this. The latest London Living Wage rate was announced in November 2021, as part of “Living Wage” week. The hourly rate was set at £11.05 per hour. This rate is independently calculated by the Resolution Foundation and overseen by the Living Wage Commission. It is reviewed annually. The Council’s NJC minimum rate of pay continues to exceed the current London Living Wage.

### **Policy implications**

17. The statement is used as a method to articulate the council’s existing policy on remuneration, with specific details on senior manager posts in particular. As such it does not amend or introduce new policy. Should any current arrangements need amending as a consequence of the development of this statement; the policy implications and contractual implications would require review by cabinet.
18. Publication of the pay statement as presented in Appendix 1 does not create conflict with the General Data Protection Regulation and the Data Protection Act 2018 as it does not contain information relating to a particular individual.

### **Community equality impact statement**

19. 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 level pay.
20. 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.
21. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 introduced mandatory gender pay gap reporting for public sector employers. The council publishes data as required.

### **Resource implications**

22. 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.

### **Financial implications**

23. There are no immediate financial implications for the council arising from this report. However, if any relevant expenditure requirements emerge from the implementation of recommendation of this report, they will be managed within existing agreed budgets for the council's general fund and housing revenue account.

### **Consultation**

24. 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.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Law and Governance**

25. Section 38 of the Act requires a relevant authority (which includes a London Borough) to prepare a pay policy statement for each financial year, by 31 March of the year immediately preceding that to which the pay policy statement relates. The pay policy statement must be approved by a resolution of the authority, and it is a matter reserved to Council Assembly.
26. 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.

27. 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
  - The publication of and access to information relating to remuneration of chief officers.
28. In complying with its duties relating to pay policy statements, regard must be had to Department of Communities and Local Government ('DCLG') guidance Openness and accountability in local pay: Guidance under section 40 of the Act in 2012 and supplementary guidance (February 2013). The guidance sets out the key policy principles that underpin the pay accountability provisions. Paragraph 2 confirms this guidance was taken into account in preparing this statement.
29. 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 2022. Once approved 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 also by resolution by Council Assembly.
30. The draft pay policy statement in Appendix 1 will enable the council to discharge its obligations under sections 38 to 43 of the Act.
31. The Director of Law & Democracy notes the requirement under the Local Government Data Transparency Code 2015, as given effect by the Local Government (Transparency Requirements) (England) Regulations 2015 to publish pay multiplier information, (see paragraph 6) and the mandatory reporting of the gender pay gap for public sector employers introduced by the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.
32. When exercising any of its functions, section 149 Equality Act 2010 requires the authority to have due regard to the need to eliminate discrimination and other prohibited conduct and advance equality of opportunity and foster good relations between people who share a relevant protected characteristic and those who do not. Information about the consideration given to equalities issues is set out in paragraphs 19 to 21 and Appendix 2 of the report.

#### **Strategic Director of Finance and Governance (CE20/088)**

33. This report is requesting the Council Assembly to approve the council's pay policy statement, as set out in Appendix 1, be agreed.

34. The strategic director of finance and governance notes that there are no immediate financial implications arising from this report. Any future expenditure due to the implementation of these recommendation will be expected to be met from the exiting revenue budgets across the Council.
35. It is also noted that staffing and any other related costs will be contained within existing departmental revenue budgets

## BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Communities & Local Government: Openness and accountability in local pay	Human Resources Southwark Council 160 Tooley Street London SE1 2QH	Melanie Medley 020 7525 0472
Localism Act – Sections 38 – 43	Human Resources Southwark Council 160 Tooley Street London SE1 2QH	Melanie Medley 020 7525 0472
Local Government Data Transparency Code 2015, as given effect by the Local Government (Transparency Requirements) (England) Regulations 2015	Human Resources Southwark Council 160 Tooley Street London SE1 2QH	Melanie Medley 020 7525 0472
Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017	Human Resources Southwark Council 160 Tooley Street London SE1 2QH	Melanie Medley 020 7525 0472
Supplementary guidance issued by The Department of Communities and Local Government in February 2013	Human Resources Southwark Council 160 Tooley Street London SE1 2QH	Melanie Medley 020 7525 0472

## APPENDICES

No.	Title
Appendix 1	Southwark Council – Pay Policy Statement
Appendix 2	Equality Analysis
Appendix 3	Salary & Grading Structure (please note the 2021 pay awards have not yet been agreed)

## AUDIT TRAIL

<b>Lead Officer</b>	Eleanor Kelly, Chief Executive	
<b>Report Author</b>	Melanie Medley, Head of Human Resources	
<b>Version</b>	Final	
<b>Dated</b>	11 March 2022	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Director of Law and Governance	Yes	Yes
Strategic Director for Finance and Governance	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	11 March 2022	

## Southwark Council – Pay Policy Statement

### 1. Introduction

- 1.1 The Localism Act 2011 requires the council to publish a pay policy statement for each financial year.
- 1.2 This statement relates to year 2022-23 and it is approved by Council Assembly.

### 2. Scope of Pay Scope

- 2.1 The statement describes our policies towards the pay of senior managers (referred to in the Act as “chief officers”) and our approach to the pay of our lowest paid employees.
- 2.2 Provisions in the Act do not apply to the staff of local authority schools.
- 2.3 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.
- 2.4 In Southwark, this applies to the Chief Executive, Strategic Directors and Directors. These positions are considered as our senior managers.

### 3. Remuneration

- 3.1 For existing senior managers the term remuneration is used to describe salary, expenses and other monetary allowances or benefits.
- 3.2 The council does not employ senior managers under a contract for services (people who are self-employed or work through a limited company), and therefore remuneration for such arrangements is not described. All senior managers are paid via the council's payroll with appropriate tax and National Insurance deductions made in accordance with HMRC regulations.

### 4. Current Pay Structures and arrangements

- 4.1 The Council currently operates
- The Joint National Council (JNC) for LA Chief Executives, and JNC for LA Chief Officers pay agreements and arrangement
  - The National Joint Council (NJC) Greater London Provincial Council (GLPC) Inner London pay agreement for most posts across the authority
  - There are a small number of posts under different national schemes such as Soulbury, Teachers, Public Health (Agenda for Change), & Craft Workers.

## 5. Salary

- 5.1 In Southwark posts, including senior managers, are job evaluated using a single system (the Korn Ferry Group methodology) to determine the job size. The job evaluation results for senior managers are verified by independent experts at the Korn Ferry Group.
- 5.2 The job size determines a job's placement against the pay spine, through an established grading structure.
- 5.3 Grades are linked to the salary scale. Staff have the potential to move through the grade by incremental progression, based on performance.
- 5.4 The pay spine is increased in accordance with pay award settlements determined by the National Joint Council for Local Authorities Services (and regionally varied for inner London by the GLPC) (or other national negotiating bodies where relevant for other terms and conditions).
- 5.5 The Greater London Provincial Council introduced new pay spines that took effect from 1 April 2019. As the council moved away from the standard GLPC grades in 1999 and introduced a Southwark specific grading structure, an interim grading structure based around the GLPC pay spine is currently in place. A review of the Council's grading structure is due to be undertaken by the organization. This approach is supported by our recognised trade unions.
- 5.6 Southwark has introduced special arrangements for its lowest paid workers, as described below. Where there are any amendments, which are determined by the National Joint Council for Local Authorities Services as regionally varied by the GLPC, these will be applied to all relevant employees without further referral to council assembly.
- 5.7 Individual staff are paid within the grade. Employees may move through the grade range by incremental progression; in accordance with a performance management framework.
- 5.8 There is an element of flexibility that allows the payment of non-consolidated market factor supplements to specific roles that are recognised as "hard to fill". Payment is subject to justification against external data and with periodic review.
- 5.9 For posts at JNC level (grade 14 and above), specific benefits up to a financial cap may be taken in kind (e.g. season ticket purchase, addition pension contributions, health plan) or paid as an addition to salary. For senior managers the annual financial value of such benefits currently ranges from £2,724 up to £6,190, dependent on grade.

## 6. Other Payments & Expenses

- 6.1 With the exception of standby payments made to a limited number of posts, no additional allowances are paid to senior managers (as defined in section 2 above).
- 6.2 Senior 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 senior 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”; senior managers do not receive enhancements nor shift allowances which other staff on NJC conditions for Local Authorities Services may be entitled.

6.3 Senior 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.

6.4 For non-senior managers, appropriate terms and conditions, e.g. shift allowances, reflect the duties and obligations of posts in accordance with the NJC for Local Authorities Services. Bonus payments are only a feature of a small number of Craft Worker terms and conditions, otherwise 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 Conditions of Service.

## **7. Fees for election duties**

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

7.2 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.

## **8. Recruitment of Senior Managers**

8.1 Vacant senior management positions 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.

8.2 Senior 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 the prevailing market, or to recognise experience and skills to secure engagement. No staff are paid above the grade maximum.
- Do not receive any lump sum payments on joining.
- May receive expenses relating to their home relocation where this is necessary to secure engagement.



8.3 Members have the opportunity to question all salary packages to be offered as part of the recruitment to senior management posts.

## **9. Leaving the Organisation & Pensioners**

9.1 All staff leaving the council (including senior managers) on a voluntary resignation basis do not receive a severance payment.

9.2 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 un-worked, leave not taken), plus redundancy element, in accordance with the statutory table. 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 in the event of redundancy or efficiency; any costs accruing to the Council for pension payments are capital costs based on an actuarial calculation linked to service and age. Entitlements are not discretionary to an individual once a redundancy situation arises.

9.3 For senior 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).

9.4 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 when 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 finalization.

9.5 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.

9.6 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.

## **10. Lowest Paid Staff**

10.1 The Council maintains a strong commitment to paying all employees the London Living Wage and the Council's current pay spine incorporates the

London Living Wage on all spinal column points – as set by the NJC and varied regionally by the GLPC.

- 10.2 The latest London Living Wage rate was announced in November 2021, as part of “Living Wage” week. The hourly rate was set at £11.05 per hour. This rate is independently calculated by the Resolution Foundation and overseen by the Living Wage Commission. It is reviewed annually. The Council’s NJC & GLPC minimum rate of pay continues to exceed the current London Living Wage.

## 11. Other Information

- 11.1 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](http://www.Southwark.gov.uk)). This includes:-

- The council’s grading structure and salary scales.
- The annual statement of accounts. This includes the numbers of people earning £50,000 per year or more in £5,000 bandings. 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.

- 11.2 In accordance with the Local Government Transparency Code 2015; to coincide with the reporting at the end of the financial year, the council publishes the ratio between the highest paid taxable earnings for the given year and the median earnings figure of the whole of the authority’s workforce. In January 2022 the ratio between the top earner and median earnings was 5.78 to 1.

## 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.

5. The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 introduce mandatory gender pay gap reporting for public sector employers. The council has published data as required.

## APPENDIX 3

## SALARY &amp; WAGES SCALES as at 1 April 2021

Inner London	
wef 01.04.2021	
1	£22,416
2	£22,599
3	£23,004
4	£23,421
5	£23,838
6	£24,270
7	£24,705
8	£25,152
9	£25,602
10	£26,064
11	£26,535
12	£27,009
13	£27,498
14	£27,993
15	£28,497
16	£29,010
17	£29,532
18	£30,063
19	£30,606
20	£31,155
21	£31,716
22	£32,289
23	£32,868
24	£33,459
25	£34,062
26	£34,671
27	£35,298
28	£35,932
29	£36,579
30	£37,260
31	£38,148
32	£39,117
33	£40,155
34	£41,346
35	£42,336
36	£43,356
37	£44,364
38	£45,381
39	£46,392
40	£47,352
41	£48,402
42	£49,428
43	£50,451
44	£51,444
45	£52,470
46	£53,490
47	£54,513
48	£55,554

01	02	03	04	05
				6 £24,270
				7 £24,705
			4 £23,421	8 £25,152
		2 £22,599	5 £23,838	9 £25,602
	1 £22,416	3 £23,004	6 £24,270	10 £26,064
	2 £22,599	4 £23,421	7 £24,705	11 £26,535
1 £22,416	3 £23,004	5 £23,838	8 £25,152	12 £27,009
2 £22,599	4 £23,421	6 £24,270	9 £25,602	13 £27,498

06	06a	07	07a	08
9 £25,602	15 £28,497	14 £27,993	20 £31,155	20 £31,155
10 £26,064	16 £29,010	15 £28,497	21 £31,716	21 £31,716
11 £26,535	17 £29,532	16 £29,010	22 £32,289	22 £32,289
12 £27,009	18 £30,063	17 £29,532	23 £32,868	23 £32,868
13 £27,498	19 £30,606	18 £30,063	24 £33,459	24 £33,459
14 £27,993		19 £30,606	25 £34,062	25 £34,062
15 £28,497		20 £31,155		26 £34,671
16 £29,010		21 £31,716		27 £35,298

08a	09	10	11	12
26 £34,671	27 £35,298	31 £38,148	35 £42,336	39 £46,392
27 £35,298	28 £35,932	32 £39,117	36 £43,356	40 £47,352
28 £35,932	29 £36,579	33 £40,155	37 £44,364	41 £48,402
29 £36,579	30 £37,260	34 £41,346	38 £45,381	42 £49,428
30 £37,260	31 £38,148	35 £42,336	39 £46,392	43 £50,451
	32 £39,117	36 £43,356	40 £47,352	44 £51,444
	33 £40,155	37 £44,364	41 £48,402	45 £52,470
	34 £41,346	38 £45,381	42 £49,428	46 £53,490

14	15	16	17	18
2 £52,440	7 £61,587	12s £77,217	17 £90,948	22 £107,271
3 £54,150	8 £63,615	13s £79,764	18 £93,996	23 £110,871
4 £55,917	9 £65,697	14s £82,428	19 £97,137	24 £114,624
5 £57,735	10 £67,869	15 £85,161	20 £100,392	25 £118,497
6 £59,634	11 £70,113	16 £88,023	21 £103,770	26 £122,496
7 £61,587	12 £72,435	17 £90,948	22 £107,271	27 £126,645
8 £63,615	13 £74,823	18 £93,996	23 £110,871	28 £130,923
9 £65,697	14 £77,322	19 £97,137	24 £114,624	29 £135,384

Chief Officer	Chief Executive
31 £149,340	38 £188,895
32 £154,434	39 £195,030
33 £159,690	40 £201,366
34 £165,135	41 £207,915
35 £170,760	42 £214,671
36 £176,589	
37 £182,634	
38 £188,895	

Planned Overtime per hr	
grade 9	£ 21.78
grade 10/11	£ 23.53
grade 12	£ 25.53

sleeping in	unit standby
£37.72	£9.63

Standard grades are prefixed LBS-0.  
Grades prefixed LBS-1 are for weekend work where +2 SCP apply.

Grades 6a, 7a and 8a are temporary.

JNC	
wef 01.04.2021	
2	£52,440
3	£54,150
4	£55,917
5	£57,735
6	£59,634
7	£61,587
8	£63,615
9	£65,697
10	£67,869
11	£70,113
12	£72,435
12a	£77,217
13	£74,823
13a	£79,764
14	£77,322
14a	£82,428
15	£85,161
16	£88,023
17	£90,948
18	£93,996
19	£97,137
20	£100,392
21	£103,770
22	£107,271
23	£110,871
24	£114,624
25	£118,497
26	£122,496
27	£126,645
28	£130,923
29	£135,384
30	
31	£149,340
32	£154,434
33	£159,690
34	£165,135
35	£170,760
36	£176,589
37	£182,634
38	£188,895
39	£195,030
40	£201,366
41	£207,915
42	£214,671

<b>Item No.</b> 6.4	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		The Gambling Act 2005: Statement of Gambling Licensing Policy 2022-2025	
<b>Ward(s) or groups affected:</b>		All wards	
<b>From:</b>		Strategic Director of Environment and Leisure	

## RECOMMENDATIONS

1. That the Council Assembly:
  - a. Considers the recommendation from the Licensing Committee to approve the Southwark Statement of Gambling Policy 2022-2025 provided at Appendix A to this report.
  - b. Approves the Southwark Statement of Gambling Policy 2022-2025 for publication.

## BACKGROUND INFORMATION

2. The Gambling Act 2005 introduced a licensing regime for gaming and betting administered through a combination of the Gambling Commission and local licensing authorities.
3. The Act regulates the following sectors:
  - Arcades
  - Betting
  - Bingo
  - Casinos
  - Gambling software
  - Gaming machines
  - Lotteries
  - Remote (online) gaming.
4. The Gambling Commission is responsible for licensing operators and individuals involved in providing the above activities.
5. Licensing authorities are responsible for:
  - Issuing gambling operators with premises licences

- Issuing gambling operators with permits (which allow low stakes gambling in venues which are primarily not for gambling)
  - Registering societies – allowing them to hold small lotteries
  - Compliance and enforcement of the Act locally.
6. Licensing authorities are required under section 349 of the Gambling Act 2005 to prepare and publish, every three years, a statement of the principles which they propose to apply when exercising their licensing functions. The Act requires that before the licensing authority publishes its statement of licensing principles it must carry out a public consultation exercise.
  7. Section 153 of the Act provides that licensing authorities shall aim to permit the use of premises for gambling in so far as they think it:
    - In accordance with relevant codes of practice
    - In accordance with the guidance for licensing authorities issued by the Gambling Commission
    - Reasonably consistent with the licensing objectives
    - In accordance with the authority's statement of licensing policy.
  8. Gambling premises in Southwark are declining, from 90 in 2013 to 55 in 2022, due to a combination of issues such as an increase in online gambling which is more easily accessible to gamblers from mobile phones and tablets and a reduction in prizes for category B machines in betting premises.
  9. The Council does not licence online Gambling, it is licensed nationally by the Gambling Commission.

## **KEY ISSUES FOR CONSIDERATION**

### **Draft Policy**

10. The Licensing Committee recommends that Council Assembly approves the Southwark Statement of Gambling Policy 2022-2025 for publication.
11. The proposed policy has been consulted on for the six week period from 17<sup>th</sup> January 2022 until 27 February 2022.
12. It is not intended to make any major changes to the policy on this renewal as there has been no significant recent changes to gambling legislation or statutory guidance. No issues have been raised with regards to the policy during the last three year period, the number of applications received by the council is very low and the number of gambling premises have fallen significantly, see paragraph 8.
13. The changes that have been made to the policy are:

- To update Section 2 – All about Southwark.
14. No responses were received during the consultation period for the licensing policy from residents, the gambling industry or their representatives.
  15. Any amendments made by the licensing committee will be incorporated into the draft policy and presented to council assembly on 23 March 2019.
  16. Once the Statement of Gambling Policy is approved it is required to be published on the licensing authority's website and be made available at reasonable times for inspection by members of the public at one or more public buildings.
  17. The Policy must be published at least four weeks before it takes effect.

## **COMMUNITY, EQUALITIES (INCLUDING SOCIO-ECONOMIC) AND HEALTH IMPACTS**

### **Community impact statement**

18. The Southwark statement of gambling licensing policy recognises that as long as gaming and betting premises are well run and premises management acknowledges the value of working together with the local community, they can make a significant contribution toward building community cohesion and cultural development.
19. The policy equally recognises that negative impacts can also occur if good management practices are not followed. Potential negative impacts may arise in the form of noise, nuisance, disturbance and crime and disorder problems. With gaming and betting establishments there are also risks of individual gambling addiction.
20. The policy seeks to provide the necessary balance between responsible business operators contributing toward a thriving business and late night economy whilst ensuring that the quality of life of those who live and work in the Borough is protected and enhanced through the licensing system. We believe these aims are achievable if all parties concerned work together.
21. Central to this, is a licensing process which aims to be inclusive and ensures that local community concerns are understood, debated and resolved. This is supported by offering broad support to licensees, through the range of involved authorities, to establish best practice management, and by a strong directed enforcement resource.

### **Equalities (including socio-economic) impact statement**

22. Equality impact assessments are an essential tool to assist councils to comply with the equalities duties and to make decisions fairly. Equalities and human rights impact assessments that are carried out should be mindful of the protected characteristics under the Equality Act 2010.
23. An assessment was carried out before the revision of the amendments were made to Section 2 – All about Southwark of the policy. Members will need to consider whether there are any potential negative impacts on the protected characteristics as outlined in the assessment at the committee hearing. A further assessment has carried out following the public and statutory consultation in preparation for returning to the licensing committee. The current assessment is available in Appendix B. Any decision made by members of the committee will also have to hold this in mind.
24. The Gambling Act 2005 requires that each revision of the licensing authorities statement of policy is subject to consultation which is required to take place with
  - Chief officer of police for the authority's area
  - One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority's area
  - One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions.
25. The statutory consultees were notified of the review and consultation of the gambling policy and how to respond. The consultation has also been advertised in the at the council's offices in Tooley street and on the council's website. The draft policy has been available for comment for a six week period on the council website.

### **Health impact statement**

26. The Gambling Act 2005 does not include health as a licensing objective except in the extend of the second licensing objective which is:
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
27. In promoting this objective, operators of licensed premises are required to comply with licensing conditions and codes of practice issued by the Gambling Commission aimed at reducing risks associated with gambling to children or vulnerable adults



28. Section 153 of the Act requires licensing authorities, in exercising their functions, to have regard to any code of practice issued by the Commission. A full version of the Commission's licence conditions and codes of practice (LCCP) is available on the Commission's website:  
<https://www.gamblingcommission.gov.uk/licensees-and-businesses/lccp/online>.

### **Climate change implications**

29. Following council assembly on 14 July 2021, the council has committed to considering the climate change implications of any decisions.
30. The impact on climate change has been considered. As licensed gambling premises are usually small premises catering for local patrons the operation of the premises under the licence is not considered to have a significant effect on climate change.
31. Decisions on gambling licences must be in line with the licensing objectives, however as gambling premises require planning consent, climate change can be addressed as part of the planning process.

### **Resource implications**

32. This extension of the Southwark statement of gambling licensing policy 2022-2025 does not have any resource issues in itself.
33. The resource costs of managing this process may be borne within the current licensing budget.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Law and Governance**

34. The Gambling Act 2005 ("the 2003 Act") requires the council, as the licensing authority, to prepare and publish a statement of its gambling licensing policy every three years.
35. In determining its policy, the council is exercising a licensing function and as such must have regard to with codes of practice issued under section 24, the guidance issued by the Secretary of State under section 25 of the 2005 Act. It must also give appropriate weight to the views of those persons/bodies listed in the Act which it is required to consult before determining its policy.
36. Although the guidance represents best practice, it is not binding on the council. As long as the guidance has been properly and carefully understood and considered, licensing authorities may depart from it if they have reason

to do so. In this event they will need to give full reasons for their decisions, which must be consistent with the objectives of the 2003 Act.

37. The council is required to have regard to the statement of licensing policy and make decisions in accordance with it. Licensing authorities may depart from their policy if the individual circumstances of any case merit such a decision in the interests of promoting the licensing objectives. In this event it is important that full reasons are given for departing from the published statement of licensing policy.
38. Members should note that the 2005 Act imposes a duty on the council, as the licensing authority, to carry out its functions under the Act with a view to promoting the three licensing objectives, namely:
  - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - Ensuring that gambling is conducted in a fair and open way
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.
39. Each of these objectives is of paramount and equal importance. There are no other licensing objectives and therefore the council cannot reject an application for a licence or impose conditions on a licence for any purpose unrelated to the promotion of these objectives.
40. The statement of gambling licensing policy cannot seek to impose blanket conditions. Each application must be considered on its own merits. Conditions can only be imposed on a licence if they are necessary to promote the licensing objectives in relation to the specific premises and are a proportionate response to the specific situation to be addressed. The guidance provides that if the situation the condition is intended to address is already addressed by a provision in the 2005 Act or any other legislation then the condition cannot be said to be 'necessary'.
41. The licensing is about regulating the carrying on of gambling activities within the terms of the 2005 Act. The statement of gambling policy should make it clear that gambling law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are beyond the direct control of the individual, club or business carrying on gambling activities. However, the guidance also states that gambling law is a key aspect of such control and should always be part of a holistic approach to the management of the evening and night-time economy. It is therefore desirable that the statement of licensing policy is in line with the council's wider objectives and consistent with other policies.

42. Members should note that the statement of gambling policy must not be inconsistent with the provisions of the 2005 Act and must not override the rights of any individual as provided for in that Act. Nor must the statement of gambling policy be inconsistent with obligations placed on the council under any other legislation, including human rights legislation. Members should also note that the council has a duty under section 17 of the Crime and Disorder Act 1998, when carrying out its functions as a licensing authority under the 2005 Act, to do all it reasonably can to prevent crime and disorder within the borough.
43. Positive equalities obligations are placed on local authorities, sometimes described as equalities duties, with regard to race, disability and gender. Race equality duties were introduced by the Race Relations Amendment Act 2000 which amended the Race Relations Act 1976. Gender equalities duties were introduced by the Equality Act 2006, which amended the Sex Discrimination Act 1975. Disability equality duties were introduced by the Disability Discrimination Act 2005 which amended the Disability Act 1995.
44. Equality impact assessments are an essential tool to assist councils to comply with our equalities duties and to make decisions fairly and equalities and human rights impact assessments that are carried out should be mindful of the protected characteristics under the Equality Act 2010.
45. Under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, decisions relating to licensing matters cannot be the responsibility of an authority's executive. The 2005 Act provides that whilst the majority of the functions of the licensing authority, are to be taken or carried out by its licensing committee, decisions relating to the statement of licensing policy cannot be delegated in such a way. The decision on whether to adopt the statement of gambling licensing policy must therefore be taken by council assembly.

#### **Strategic Director of Finance and Governance (E&L/15/016)**

46. The Strategic Director of Finance and Governance notes the recommendations for the continuation of the Southwark statement of gambling licensing policy for 2013-2016 pending a full review and that the head of service has confirmed that the cost implications of this updated policy will be contained within the existing licensing revenue budget for the division.

**BACKGROUND DOCUMENTS**

Background Papers	Held At	Contact
The Gambling Act 2005 plus secondary regulations <a href="https://www.legislation.gov.uk/ukpga/2005/19/contents">https://www.legislation.gov.uk/ukpga/2005/19/contents</a>	The Licensing Service, Southwark Council C/O PO BOX 64529 London SE1P 5LX	Mrs Kirtikula Read Phone number: 020 7525 5748
The Gambling Commission Guidance to Local Licensing Authorities <a href="https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities">https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities</a>		

**APPENDICES**

No.	Title
Appendix A	Draft Southwark Statement of Licensing Policy 2022-2025
Appendix B	Equalities Impact Assessment

**AUDIT TRAIL**

<b>Lead Officer</b>	Caroline Bruce, Strategic Director of Environment and Leisure	
<b>Report Author</b>	David Franklin, Neighbourhood Nuisance Service Manager	
<b>Version</b>	Final	
<b>Dated</b>	11 March 2022	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Director of Law and Governance	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	11 March 2022	

**THE SOUTHWARK  
STATEMENT OF  
GAMBLING  
LICENSING POLICY  
2022 – 2025**

**March 2022**

## LEGAL BACKGROUND TO THIS DOCUMENT

The Gambling Act 2005 (the Act) received royal assent on 7 April 2005. It repealed the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968 and the Lotteries and Amusement Act 1976 and provided a new regulatory system to govern the provision of all gambling in Great Britain other than the national lottery and spread betting.

The Act introduced a new unified regulator for gambling in Great Britain, the Gambling Commission. The commission replaced the gaming board of Great Britain.

The Act came into effect in 2007. Since 2007 the commission has been responsible for granting operating and personal licences for commercial gambling operators and personnel working in the industry. It also regulates certain lottery managers and promoters.

Licensing authorities have responsibility for licensing gambling premises in their area, as well as undertaking functions in relation to lower stake gaming machines and clubs and miners' welfare institutes.

Licensing authorities are required by under section 349 of the Gambling Act 2005 to consult upon and publish a statement of the principles, which they propose to apply when exercising their functions under the act. This statement must be published at least every three years and be reviewed from "time to time". Any amendments must be subject of further consultation.

Southwark Council's original statement of licensing policy was first published on 3 January 2007, following approval by Council Assembly on 6 December 2006. This revision of the policy was compiled in 2018. In producing this revision, this authority declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance to the licensing authorities issued by the Gambling Commission, and any responses from those consulted on the policy statement.

A list of those parties with whom the Council consulted directly is attached at appendix 1 to this document. It should be noted that unsolicited comments were received also.

The consultation followed the Revised Code of Practice (which came into effect in April 2004) and the cabinet office guidance on consultations by the public sector.

The full list of comments made and the consideration by the Council of those comments is available by request to

Licensing  
 Southwark Council Regulatory Services  
 Floor 3, Hub 1  
 PO BOX 64529  
 London  
 SE1P 5LX  
 Tel contact – The customer service centre on 020 7525 2000 or  
 Email – [licensing@southwark.gov.uk](mailto:licensing@southwark.gov.uk)

This policy was approved by the full Council assembly on 28 November 2018. Hard copies are available from the licensing service. Copies will be placed in the public libraries of the area as well as being available in the town hall.

Should you have any comments as regards this policy statement please send them via e-mail or letter to the address given above.

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## SECTION ONE – EXECUTIVE SUMMARY

This policy, alongside our complementary (alcohol, entertainment and late night refreshment) licensing policy recognises the change that is taking place within Southwark and how recent development and regeneration projects are adding to the growing value and importance of our Borough. It recognises also the extent of the contribution of the leisure and entertainments industry.

Southwark enjoys a widespread and diverse selection of licensed premises and venues. Some 1,200 premises are currently licensed for either the sale or supply of alcohol; the provision of regulated entertainment; and / or the provision of late night refreshment. These range from off-licences, shops and supermarkets; restaurants, cafes and take-away establishments; to pubs, bars, members clubs, night clubs, theatres, cinemas and indoor sports facilities. There are in excess of 100 additional gaming and betting facilities, comprising of bingo halls, amusement arcades, betting offices and gambling machines in clubs and bars. Together they combine to provide a wide-range of leisure and cultural opportunities; support tourism; provide employment; and make a significant economic contribution to the local community.

As long as premises are well run and premises management acknowledges the value of working together with the local community, they can make a significant contribution toward building community cohesion and cultural development.

Of course, negative impacts can also occur if good management practices are not followed. Potential negative impacts may arise in the form of noise, nuisance, disturbance and crime and disorder problems. With gaming and betting establishments there are also risks of individual gambling addiction.

Our policy seeks to provide the necessary balance between responsible business operators contributing toward a thriving business and late night economy whilst ensuring that the quality of life of those who live and work in the Borough is protected and enhanced through the licensing system. We believe these aims are achievable if all parties concerned work together.

The opening sections of this policy help establish how we set out to address our licensing responsibilities under the Act. Section two of our policy provides an introduction to our Borough and our Council, while section three sets out the purpose and scope of the policy. Section four covers our administrative arrangements for determining applications (including consultations), confirming the bodies the authority recognises as competent to advise on issues of child protection and protection of vulnerable adults; and the principles this Authority will apply in determining whether someone qualifies as an interested party.

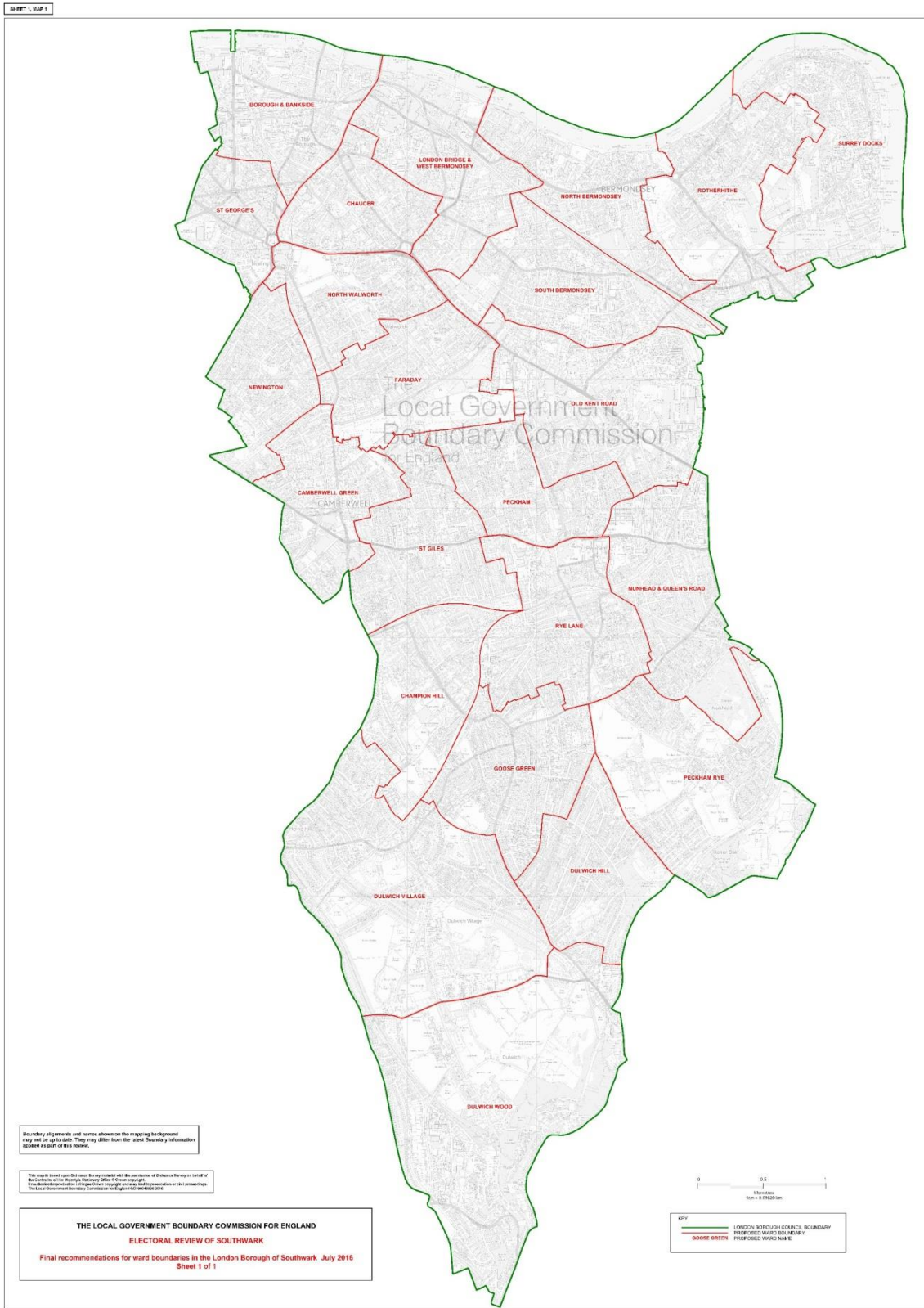
Section five deals with premises licences in some detail and applicants for such licences are urged to carefully read this section in particular. It provides advice on the provision of gambling activities, definitions of premises and helps clarify the position on provisional statements. It goes on to examine issues relevant to the three licensing objectives (with particular consideration given to the third objective of preventing harm to children and vulnerable people) and, importantly, gives advice and information of the expectations of the licensing authority and the other responsible authorities around these objectives. This includes access arrangements, age identification schemes, restrictions on advertising and social responsibility. Section five also sets out this Authority's policy on the location of licensed premises. This section also covers issues around social responsibility and sets out requirements for access arrangements across categories of premises.

Section six of this policy provides a statement of the principles this Authority will consider when considering applications for permits, temporary and occasional use notices. Section seven of the document deals with small society lotteries.

Section eight of our policy sets out our approach to regulation, examining how we aim to ensure that our enforcement actions are targeted where they are needed most and co-ordinated together with our partners. It also sets out how we aim to ensure that our enforcement actions are carried out in a fair, consistent and transparent manner.

This policy will be regularly reviewed and will be subject of public consultation at least every three years. We welcome your thoughts on its content and the manner in which we undertake our responsibilities under it.

**SECTION TWO – ALL ABOUT SOUTHWARK**



1. Southwark is London's most historic Borough. It has witnessed and participated in a wide variety of important events over the centuries, playing a crucial role not only in London's history but shaping the very world we live in today.
2. Southwark is made up of eight very distinctive neighbourhoods that extend along the river Thames and down into southeast London. The Borough encompasses some of London's top attractions (e.g. Tate Modern, the Globe Theatre and the London Dungeons); creative hotspots (e.g. Camberwell College of Arts and the Design Museum); and acclaimed green spaces (e.g. Peckham Rye and Dulwich Park).
3. Southwark also offers a wide-range of leisure and cultural opportunities, including a vibrant late night-economy; which makes a significant economic and employment contribution to the local community. The north of the Borough, with considerable development currently taking place (e.g. the London Bridge and Blackfriars Station redevelopments; the Shard; and More London) is recognised as one of London's fastest growing tourist quarters and a thriving business location.
4. Home to over 312,000 people, Southwark is a patchwork of communities: from leafy Dulwich in the south, to bustling Peckham and Camberwell, and the rapidly changing Rotherhithe peninsula. Towards the north, Borough and Bankside are thriving with high levels of private investment and development. While there has been a marked improvement in many socio-economic and health outcomes in recent years, these can mask the significant inequalities that exist, with many communities affected by high levels of deprivation and poor health. This is particularly evident in neighbourhoods stretching from Elephant & Castle, through to Camberwell and across to Peckham.
5. Southwark is a young and culturally diverse Borough with large numbers of young adults and residents from a wide range of ethnic backgrounds. The median age in Southwark is 32.9 years; seven years younger than the England average and two years younger than the London average. This stems not from a large number of children, but from a large number of young working age residents: over 40% of the Southwark population is aged 20 to 39, compared to just 34% in the rest of London. In terms of ethnicity, just over half of Southwark's residents are White, a quarter Black and a quarter Asian, mixed or other ethnicities. The ethnic diversity of the Borough varies markedly across age groups and the population under 20 is much more diverse than other age groups, with a similar proportion of young people from White and Black ethnic backgrounds. According to the 2011 census, 39% of Southwark residents were born outside the UK, showing that Southwark is both ethnically and culturally diverse.
6. The population of Southwark is growing rapidly, with projections suggesting there will be an additional 63,000 people in the Borough by 2026. Over the coming decade our population is predicated to grow older, with the largest relative increase in those aged 60-69. Population growth is set to take place across almost all parts of the Borough, but the largest increases are expected in redevelopment areas around Old Kent Road, South Bermondsey and Elephant and Castle. Urban redevelopment is an opportunity for shaping place to improve health and wellbeing by influencing the built and social environment. It is a process in which local authorities are strategic leaders, working with partners towards a shared vision for health through place-shaping that accounts for local health needs and is critical to helping tackle the wider social determinants of health.

7. While there has been significant regeneration in Southwark in recent years, the Borough remains one of the most deprived in the country. As a whole, Southwark is the 40th most deprived of 326 local authorities in England and ninth most deprived out of 32 local authorities in London. Two in five Southwark residents live in communities ranked in the 20% most deprived areas nationally. By contrast, only two in one hundred residents live in communities considered the least deprived nationally. Deprivation has an important impact on health, which is clearly exemplified by the differences in life expectancy across the Borough. Women living in the most deprived areas in Southwark live on average 5.5 years less than their least deprived neighbours. For men the discrepancy is even larger at 9.5 years and this gap has been widening over time. There have been a number of significant improvements in health outcomes in Southwark as life expectancy continues to increase and the rate of premature mortality falls, with levels of cardiovascular mortality more than halving since 2001. Levels of teenage pregnancy in Southwark are at their lowest levels since monitoring began, with over 200 conceptions per year fewer than 1998. While there have been improvements in many areas, challenges remain, particularly in relation to sexual health, childhood obesity and mental health.

### **Leading Southwark**

8. The London Borough of Southwark is made up of 23 wards consisting of 63 Councillors. The Labour party currently has 49 Councillors; the Liberal Democrat party has 14; and there are no Conservative party Councillors. These Councillors sit on the Council Assembly, which is the “sovereign” body of the Council. The assembly is chaired by the Mayor of Southwark and is responsible for approving the budget and policy framework.
9. The Council operates a strong leader / cabinet model. The cabinet is headed by the leader and deputy leader. Ten members hold individual portfolios.
10. The Cabinet is responsible for leading the community planning and consultation process, drafting the budget and policy framework, and taking most decisions on resources and priorities.
11. Scrutiny Committees take a close look at Council decisions and activities and call for the Council to be open and accountable. They examine services provided by the Council and review the Council’s budget and policies. Scrutiny can look at, or ‘call- in’ decisions made by the cabinet and recommend decisions are changed or reconsidered.
12. A Licensing Committee is established to consider licensing policy with contested licence applications being considered by Sub-Committees of the main Committee as set down in table 1 in section 4 of this document.
13. Multi-ward forum areas - There are five multi-ward forum areas, each comprising four or five wards

#### North West area forum

- Borough and Bankside
- London Bridge and West Bermondsey
- Chaucer
- St Georges Wards

#### North East area forum

- North Bermondsey Ward

- South Bermondsey Ward
- Rotherhithe Ward
- Surrey Docks Ward

West Central area forum:

- North Walworth Ward
- Newington Ward
- Faraday Ward
- Camberwell Green Ward
- St Giles Ward

East Central area forum

- Old Kent Road Ward
- Peckham Ward
- Nunhead and Queens Road Ward
- Rye Lane Ward
- Peckham Rye Ward

South area forum

- Champion Hill Ward
- Goose Green Ward
- Dulwich Hill Ward
- Dulwich Village Ward
- Dulwich Wood Ward

### **Fairer future principles**

14. The Council recognises that in times of reduced funding from central government, there is a need to focus resources on the areas where the most impact can be made.
15. The Council plan identifies a number of principles that underpin our Fairer Future for all vision and guide the promises and commitments agreed through the plan. The five core principles are:
  - Treating residents as if they were a valued member of our own family;
  - Being open, honest and accountable;
  - Spending money as if it were from our own pocket;
  - Working for everyone to realise their own potential;
  - Making Southwark a place to be proud of.

## SECTION THREE – PURPOSE AND SCOPE OF THE POLICY

### **Purpose of the policy**

16. This policy has four main objectives

- To reinforce to elected members on the Licensing Committee, the boundaries and power of the local authority as licensing authority and provide the parameters under which these licence decisions are made
- To inform licence applicants of the parameters under which this authority will make licence decisions and how a licensed premises is likely to be able to operate within an area
- To inform residents and businesses of the parameters under which licence decisions will be made and how their needs will be addressed
- To support licensing decisions that may be challenged in a court of law

### **Scope of the policy**

17. This policy covers matters arising from the range of functions and duties falling to the licensing authority under the Gambling Act 2005.

18. The main functions of the licensing authority are to:

- Licence premises for gambling activities (including betting shops and adult gaming centres);
- Consider notices given for the temporary use of premises for gambling;
- Grant permits for gaming and gambling machines in clubs and miners' welfare institutes;
- Regulate gaming and gaming machines in alcohol-licensed premises;
- Grant permits to family entertainment centres (FECs) for the use of certain lower stake gaming machines;
- Grant permits for prize gaming;
- Consider occasional use notices for betting at tracks; and
- Register small societies' lotteries.

19. The authority also has an obligation to provide information to the Gambling Commission, including details of licences, permits and registrations issued.

### **Definitions**

20. "Gambling" is defined in the Act as either gaming, betting, or taking part in a lottery.

- Gaming means playing a game of chance for a prize;
- Betting means making or accepting a bet on the outcome of a race, competition, or any other event; the likelihood of anything occurring or not occurring; or whether anything is true or not; and
- A lottery is where persons are required to pay in order to take part in an arrangement, during the course of which one or more prizes are allocated by a process, which relies on chance.



## Principles to be applied

### The licensing objectives

21. In exercising most of their functions under the Gambling Act 2005, the licensing authority must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:
- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
  - Ensuring that gambling is conducted in a fair and open way; and
  - Protecting children and other vulnerable persons from being harmed or exploited by gambling.

### Other considerations

22. This Licensing Authority also understands that, in carrying out its functions under the Act, it must have regard to the guidance issued by the Gambling Commission. This general principle applies to a number of the authority's functions, including considering temporary use notices and occasional use notices and issuing permits. 'Must have regard' does not mean that the authority must always follow the Guidance to the letter; however, the expectation is that there should be strong and defensible reasons for departing from it.
23. However, the Guidance has a particular role and significance in the context of the principles that must be applied by licensing authorities when exercising their functions in relation to Part 8 of the Act, including premises licences. Section 153 of the Act provides that licensing authorities shall aim to permit the use of premises for gambling in so far as they think it:
- In accordance with any relevant code of practice under section 24;
  - In accordance with any relevant guidance issued by the gambling commission under section 25;
  - Reasonably consistent with the licensing objectives; and
  - In accordance with the authority's own statement of licensing policy.
24. Thereby a licensing authority has no discretion in exercising its function under Part 8 of the Act to grant premises licences where that would mean taking a course which it did not think accorded with the Guidance provided by the Gambling Commission, any relevant code of practice or its own statement of policy; or be consistent with the licensing objectives. In reaching a view that a grant would be in accordance with such Guidance, code of practice or statement of policy, the authority is obliged to act fairly and rationally.
25. The authority may depart from its own policy if the individual circumstances of a case merit such decision in promoting the licensing objectives. Where such a decision is taken, full reasons for the departure from the policy will be given.
26. While this statement sets out the Council's general approach to the making of licensing decisions, nothing in this statement overrides the right of any person to make an application; make representations about an application; or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

**'Demand' for gaming premises**

27. Previous legislation required that the grant of certain gambling permissions should take account of whether there is unfulfilled demand for the facilities. Section 153 of the Act makes it clear that unmet demand is not a criterion for licensing authorities in considering applications for premises licences.

**Duplication**

28. This Authority gives a firm commitment to avoid duplication with other regulatory regimes, as far as is possible. For instance, this Authority recognises that a range of general duties are imposed on the self-employed, employers and operators of gambling premises, both in respect of employees and of the general public, by legislation governing health and safety at work and fire safety. Therefore, such requirements need not be covered in this statement of policy.

**Human Rights Act 1998**

29. In considering applications and taking enforcement actions under the Act, this authority will bear in mind that it is subject to the Human Rights Act and, in particular:

- Article 1, Protocol 1 – Peaceful enjoyment of possessions. A licence is considered a possession in law and people should not be deprived of their possessions except in the public interest;
- Article 6 – The right to a fair hearing;
- Article 8 – Respect for private and family life. In particular, removal or restriction of a licence may affect a person's private life; and
- Article 10 – Right to freedom of expression.

30. When applying this licensing policy this Authority will consider whether, in the light of relevant representations made to it, exceptions to these policies should be made in any particular case. In deciding to reject any application this authority shall rely on reasons that demonstrate that the licensing objectives are not being met, or are unlikely to be, met. Moral or ethical reasons are not valid reasons to reject applications for premises licences.

## SECTION FOUR – ADMINISTRATION, EXERCISE AND DELEGATION OF THE FUNCTION

31. The ability to provide gaming and betting facilities is dependent upon a range of licences and consents being obtained from the gambling commission and the local licensing authority. This document does not set out to deal with the circumstances under which any one of the available licences or consents may be required, nor does it attempt to set out the applications process.
32. Full information is provided on each of the licences and consents relevant to each individual gambling sector on the gambling commission web site at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) . All potential operators are referred to this information in the first instance.
33. Further advice on licences and consents issued by this authority may be obtained, together with copies of application forms, from our own web site at <http://www.southwark.gov.uk/business/licences> or from the licensing team (see contact details at the end of this document).

### **Applications – general**

34. Applications for any of the variety of licences and consents available from this authority must be made on the form prescribed in regulations laid down by the Secretary of State. Copies may be downloaded from our web site. Applications shall not be progressed until the form has been completed in full and this, together with the relevant fee, and all other required information has been received by the Licensing Authority. Applications will be progressed in accordance with the Act. Prospective applicants should refer to the relevant guidance document for further information.

### **Provision of scale plans**

35. Section 51 of the Act requires applicants to submit plans of the premises with their applications, in order to ensure that the licensing authority has the necessary information to make informed judgement about whether the premises are fit for gambling. The plan will also be used by the licensing authority to plan future premises inspection activity.
36. Applicants should note that this Council requires that current plans in scale 1:100 be submitted with all new applications for premises licences and for any application for a variation of a premises licence, unless otherwise agreed by this authority in writing. Plans need not be professionally drawn but must include all required detail.

### **Responsible authorities**

37. Responsible authorities are public bodies that must be notified of applications and that are entitled to make representations to the licensing authority in relation to applications for, and in relation to, premises licences. All representations made by responsible authorities are likely to be relevant representations if they relate to the licensing objectives. Section 157 of the Act identifies the bodies that are to be treated as responsible authorities. They are:

- Each licensing authority within whose area the premises is wholly or partly situated;

- The Gambling Commission;
  - The Commissioner of the Metropolitan Police Authority;
  - The Chief Officer of the London Fire and Emergency Planning Authority;
  - The local planning authority;
  - The local environmental health service;
  - The Southwark Childrens' Social Care Service (being the body designated in writing by this authority as being competent to advise about the protection of children from harm);
  - The Southwark Safeguarding Adults Partnership (being the body designated in writing by this authority as being competent to advise about the protection of vulnerable adults; and
  - HM Revenue & Customs.
38. The principles applied by this authority in exercising its powers under section 157(h) of the Act to designate, in writing, bodies competent to advise the authority about the protection of children and vulnerable adults from harm are:
- The need for the body to be responsible for an area covering the whole of Southwark; and
  - The need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc.
39. Section 211 (4) of the Act provides that in relation to a vessel, but no other premises, responsible authorities also include navigation authorities, that have statutory functions in relation to the waters where the vessel is usually moored or berthed, or any waters where it is proposed to be navigated at a time when used for licensable activities. This includes:
- The Environment Agency;
  - The British Waterways Board; and
  - The Secretary of State
40. The contact details of all the responsible bodies under the Gambling Act 2005 are provided at the end of this document.

### **Interested parties**

41. Interested parties are also entitled to make representations concerning applications for premises licences, or apply for a review of an existing licence. Interested parties are defined in the Act as follows:
42. "A person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person:
- Lives sufficiently close to the premises to be likely to be affected by the authorised activities;
  - Has business interests that might be affected by the authorised activities; or
  - Represents persons in either of these two groups."
43. This authority will consider whether a person is an interested party on a case by case basis, taking all relevant factors into account.

### **People living close to the premises**

44. The factors that this Authority will take into account when determining what 'sufficiently close to the premises' means will include:

- The size of the premises;
- The nature of the premises;
- The distance of the premises from the location of the person making the representation;
- The potential impact of the premises (number of customers, routes likely to be taken by those visiting the premises);
- The circumstances of the complainant. This is not to be taken as the personal characteristics of the complainant, but the interests of the complainant which may be relevant to the distance from the premises. For example, it may be reasonable to conclude that 'sufficiently close to be likely to be affected' could have a different meaning for (a) a private resident; (b) residential school for children with truanting problems; and (c) a residential home for vulnerable adults.

### **The nature and scope of business interests that could be affected**

45. When considering the matter of business interests, this Authority will give the term the widest possible interpretation and include such as partnerships, faith groups, educational establishments; and medical practices.

46. As to whether a person has business interests that might be affected by the premises under consideration, factors that are likely to be relevant will include:

- The size of the premises;
- The catchment area of the premises (that is how far people travel to visit the premises); and
- Whether the person making the representation making the representation has business interests in that catchment area that might be affected.

### **People representing those in the above categories**

47. Interested parties includes democratically elected representatives, including local ward Councillors; the Community Council; and MPs.

48. Any other relevant representation made on behalf of qualifying interested parties will also be considered for acceptance on a case by case basis with all relevant matters taken into account. The authority will generally require written evidence that the person / body concerned does represent the interested party or parties stated. In the case where a meeting has been convened at which the decision to raise a representation has been made a copy of the formal minute of the meeting should be supplied. For cases where a representation is to be submitted by a friend, family member, advocate or similar, a pro forma authorisation form is available on the licensing web site or upon request from the licensing office.

49. If individuals wish to approach Councillors to ask them to represent their views then care should be taken that the Councillors are not part of the licensing sub- committee dealing with the licence application. If there are any doubts then please contact the licensing service (see contact details provided at the end of this document).

### **Consultation arrangements**

50. This authority considers it important that the local community is fully aware of local licensing applications being made within its area. Requirements for applicants to advertise applications for new and varied premises licences by way of a public notice displayed at the premises and in the local press are laid down under statute. No applications for licences will be progressed by this Council unless all public consultation requirements are met in full. Checks will be made to ensure that notices at application premises are displayed, so as to be clearly seen by passers by and maintained in position for the length of the consultation period.
51. As an additional aide to community awareness the licensing service has established a public register at:  
<http://app.southwark.gov.uk/licensing/licenseregister.asp>  
 upon which detail of all current licence applications under consideration (alongside detail of currently licensed premises) will be maintained. It is open to any person who wishes to be kept abreast of the latest applications to subscribe to “licensing alerts”, by which e- mail notifications will be sent to those who have registered, when a new licence application is made within the relevant ward. Furthermore, the licensing service will ensure that local ward Councillors are informed of all new applications in their area.

### **Representations**

52. It is open to any “responsible authority” or “interested party”, to lodge representations in respect of an application for a premises licence during the set consultation period. A representation would only be “relevant” if it relates to one or more of the licensing objectives, or raises issues under the policy statement, or under the commission’s guidance or codes of practice.
53. The commission’s guidance for local authorities advises that “moral objections to gambling are not a valid reason to reject applications for premises licences” (except as regards any ‘no casino resolution’ see section on casinos) and also that unmet demand is not a criterion for a licensing authority.
54. It is also for the licensing authority to determine on its merits whether any representation by an interested party is “frivolous” or “vexatious”.
55. When considering whether any representation made to it is “frivolous” or “vexatious” the authority will consider matters such as:
- Who is making the representation, and whether there is a history of making representations that are not relevant;
  - Whether it raises a “relevant” issue” or
  - Whether it raises issues specifically to do with the premises that are the subject of the application.
56. Representations must be received in writing at the licensing service office by the last date for representations. Representations must be signed, dated, provide the grounds of representation in full and include the name and address of the person / body making the representation.
57. Where representations are being made by a trade association, trade union, residents’ and tenants’ association, or similar, information must be provided on the membership that live sufficiently close to the premises to be classed as interested parties.

### Determinations

58. Section 154 of the act provides that all decisions relating to premises licences are delegated to the licensing committee of the authority that has been established under section 6 of the Licensing Act 2003 except:
- A resolution not to issue casino licences;
  - Functions in relation to the three year licensing policy; and
  - Setting fees.
59. Decisions that are delegated to a Licensing Committee may be further delegated to a sub-committee of the Licensing Committee. The Council's Licensing Committee is established with provision for sub-committees of three members to be drawn from the overall pool of the main committee membership.
60. The Council intends to establish a speedy, efficient and cost-effective licensing system and, thereby, where the Act carries a presumption of grant for non-contentious applications, these matters will be delegated to officers. All such matters will be reported for information and comment only to the next full licensing committee meeting.
61. Where matters are subject of representations, this Council will normally attempt to reach a negotiated outcome through our conciliation process. Conciliation is offered as we recognise that the best solutions are normally ones that all concerned parties can sign up to and in order to attempt to save the time and costs associated with holding a public hearing. Conciliation will be attempted up until 24 hours before the arranged hearing date. Where it is not possible to reach agreement, the application and representations will be determined by the sub-committee.
62. The list below sets out the delegation of decisions and functions to licensing committee, sub-committees and officers. This form of delegation is without prejudice to the Council's right to redirect an application as appropriate in the circumstances of any particular case.
63. Matters to be dealt with by the Council Assembly:
- Final approval of the statement of licensing policy
  - Policy not to permit casinos
  - Fee setting (when appropriate)
64. Matters to be dealt with by the Licensing Sub-Committee:
- Application for premises licence where representations have been received and not withdrawn
  - Application for a variation to a premises licence where representations have been received and not withdrawn
  - Application for a transfer of a premises licence where representations have been received and not withdrawn
  - Application for a provisional statement where representations have been received and not withdrawn
  - Review of a premises licence
  - Application for a club gaming / club machine permit where objections have been made and not withdrawn
  - Cancellation of a club gaming / club machine permit
  - Decision to give a counter notice to a temporary use notice

## 65. Matters to be dealt with by Officers:

- Application for premises licence where no representations received or representations withdrawn
- Application for a variation to a premises licence where representations have been received and not withdrawn
- Application for a transfer of a premises licence where representations have been received and not withdrawn
- Application for a provisional statement where representations have been received and not withdrawn
- Application for a club gaming / club machine permit where objections have been made and not withdrawn
- Applications for other permits
- Cancellation of licensed premises gaming machine permits
- Consideration of temporary use notice

**Licence reviews**

66. Requests for a review of a premises licence can be made by interested parties or responsible authorities. Such applications must be submitted to the licensing authority in the prescribed form, stating the reasons why a review is being requested.
67. An application for a review may be rejected if this authority thinks that the grounds on which the review is requested:
- Are not relevant to the principles that must be applied by the licensing authority;
  - Are frivolous or vexatious;
  - Will certainly not cause the authority to revoke or suspend a licence or to remove, amend or attach conditions on the premises licence;
  - Are substantially the same as the grounds cited in a previous application relating to the same premises; or
  - Are substantially the same as representations made at the time the application for a premises licence was considered.
68. The licensing authority must carry out the review as soon as possible after the 28 day period for making representations has passed.
69. The purpose of the review will be to determine whether the licensing authority should take any action in relation to the licence. If action is justified, the options open to the licensing authority are:
- Add, remove or amend a licence condition imposed by the licensing authority;
  - Exclude a default condition imposed by the Secretary of State (e.g. opening hours) or remove or amend such an exclusion;
  - Suspend the premises licence for a period not exceeding three months; and
  - Revoke the premises licence.
70. In determining what action, if any, should be taken following a review, the licensing authority must have regard to the principles set out in section 153 of the Act, as well as any relevant representations.
71. In particular, the licensing authority may also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities



for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.

72. Once the review has been completed, the licensing authority must, as soon as possible, notify its decision to:
- The licence holder;
  - The applicant for review (if any);
  - The commission;
  - Any person who made representations;
  - The chief officer of police or chief constable; and
  - Her Majesty's Commissioners for Revenue and Customs
73. Further information, including an outline of the process that is followed at review hearings, can be found in the separate document "Guidance to the Hearing of Representations and Licence Reviews".

### **Exchange of Information**

74. Licensing authorities are required to include in their policy statement the principles to be applied by the authority in exercising the functions under sections 29 and 30 of the Act with respect to the exchange of information between it and the gambling commission, and the functions under section 350 of the Act with respect to the exchange of information between it and the other persons listed in Schedule 6 to the Act.
75. The principle that this licensing authority applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The licensing authority will also have regard to any guidance issued by the gambling commission on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.
76. Should any protocols be established as regards information exchange with other bodies then they will be made available.

## SECTION FIVE – PREMISES LICENCES

### **Introduction**

77. This section considers the licensing objectives and some of the matters that this licensing authority may consider when determining applications for premises licences under the Act. It also sets out this authorities approach to the setting of conditions on premises licences.
78. When considering matters in this section, the authority will have regard to any guidance or codes of practice issued by the Secretary of State and / or the Gambling Commission which may relate to a specific premises or category of premises.
79. In the interests of good practice, this licensing authority will expect applicants to offer their own measures to meet the licensing objectives based on a risk-assessment approach. However, advice may be obtained from any of the responsible bodies when preparing a licence application.
80. While this section sets out some of the expectations of the authority and the responsible bodies, the authority will, however, always treat each case on its own individual merits

### **Gaming machines in gambling premises**

81. Gaming machines may be made available for use in licensed gambling premises for betting and bingo where there are also substantive facilities for non-remote gambling, provided in reliance on this licence, available in the premises.
82. Facilities for gambling must only be offered in a manner which provides for appropriate supervision of those facilities by staff at all times.
83. Licensees must ensure that the function along with the internal and/or external presentation of the premises are such that a customer can reasonably be expected to recognise that it is a premises licensed for the purposes of providing non-machine facilities.

### **Definition of “premises”**

84. In the Act, “premises” is defined as “any place”.
85. Section 152 prevents more than one premises licence applying to any place. However, there is no reason in principle why a single building could not be subject to more than one premises licence, provided each licence is for a different part of the building and each part of the building can be reasonably regarded as being different premises. This approach allows large, multiple unit premises such as a pleasure parks, tracks or shopping malls to obtain discrete premises licences, where appropriate safeguards are in place. However, this authority will pay particular attention to issues around sub-division of a single building or plot and will ensure that mandatory conditions relating to access between premises are observed.
86. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will

clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing team. However, it should be noted that this authority does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can be properly regarded as different premises.

87. This authority also takes particular note of the Commission's guidance which states that: licensing authorities should take particular care in considering applications for multiple premises licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular they should be aware of the following:
- The third licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to, or closely observe gambling where they are prohibited from participating;
  - Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not "drift" into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit; and
  - Customers should be able to participate in the activity named on the premises licence.
88. Factors that this authority might consider in determining whether two or more premises are truly separate, include:
- Is a separate registration for business rates in place for the premises?
  - Is the neighbouring premises owned by the same person or someone else?
  - Can each of the premises be accessed from the street or a public passageway?
  - Can the premises only be accessed from any other gambling premises?

#### **Relationship between planning permission, building regulations and granting of a premises licence**

89. In determining applications the licensing authority has a duty to take into consideration all relevant matters and not to take into consideration any irrelevant matters, in effect those not related to gambling and the licensing objectives. One example of an irrelevant matter would be the likelihood of the applicant obtaining planning permission or building regulations approval for their proposal. Licensing authorities are advised to bear in mind that a premises licence, once it comes into effect, authorises premises to be used for gambling. Accordingly, a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use. This is why the Act allows a potential operator to apply for a provisional statement if construction of the premises is not yet complete, or they need alteration, or he does not yet have a right to occupy them.

90. As the Court has held in the case of *The Queen (on the application of) Betting Shop Services Ltd V Southend on Sea Borough Council* (2008), operators can apply for a premises licence in respect of premises which have still to be constructed or altered, and licensing authorities are required to determine any such applications on their merits. Such cases should be considered in a two stage process;
- Firstly, licensing authorities must decide whether, as a matter of substance after applying the principles in section 153 of the Act, the premises ought to be permitted to be used for gambling; and
  - Secondly, in deciding whether or not to grant the application a licensing authority will need to consider if appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place. An authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.
91. For example, where the operator has still to undertake final fitting out of the premises but can give a reasonably accurate statement as to when the necessary works will be completed, it may be sufficient to simply issue the licence with a future effective date. The application form allows the applicant to suggest a commencement date and the notice of grant allows the licensing authority to insert a date indicating when the premises licence comes into effect. In other cases, it may be appropriate to issue the licence subject to a condition that trading in reliance on it shall not commence until the premises have been completed in all respects in accordance with the scale plans that accompanied the licence application. If changes to the pre-grant plans are made, then parties who have made representations should be able to comment on the changes made.
92. If the plans submitted at the time of the application for a premises licence are changed in any material respect during the fitting out of the premises after the grant of the licence, then the applicant will be in breach of the licence. If the applicant wishes to change the proposed plans after grant then, in order to avoid breaching the licence, it will be necessary for the applicant to either make a fresh application under section 159 or seek an amendment to a detail of the licence under section 187 of the Act. If there are substantive changes to the plans, then this may render the premises different to those for which the licence was granted. In such a case, variation of the licence under section 187 is not possible. For this reason, and while this is a matter of judgement for the authority, we consider it would be more appropriate in the case of any material post grant change, for the applicant to make a fresh application under section 159 to preserve the rights of interested parties and responsible authorities to make representations in respect of the application. This authority will need to be satisfied in any individual case that the completed works comply with the original, or changed, plan attached to the premises licence. Depending upon circumstances, we consider that this could be achieved either through physical inspection of the premises or written confirmation from the applicant or surveyor that the condition has been satisfied.
93. Requiring the building to be complete before trading commences would ensure that the authority could, if considered necessary, inspect it fully, as could other responsible authorities with inspection rights under Part 15 of the Act. Inspection will allow authorities to check that gambling facilities comply with all necessary legal requirements. For example, category C and D machines in a licensed family entertainment centre must be situated so that people under 18 do not have access to the category C machines. The physical location of higher stake gaming

machines in premises to which children have access will be an important part of this, and inspection will allow the authority to check that the layout complies with the operator's proposals and the legal requirements.

94. If faced with an application in respect of uncompleted premises which it appears are not going to be ready to be used for gambling for a considerable period of time, this authority will consider whether, applying the two stage approach advocated above, it should grant a licence or whether the circumstances are more appropriate to a provisional statement application. For example, the latter would be the case if there was significant potential for circumstances to change before the premises opens for business. In such cases, the provisional statement route would ensure that the limited rights of responsible authorities and interested parties to make representations about matters arising from such changes of circumstance are protected.
95. When dealing with a premises licence application for finished buildings, the licensing authority should not take into account whether those buildings have to comply with the necessary planning or building consents. Nor should fire or health and safety risks be taken into account. Those matters should be dealt with under relevant planning control, building and other regulations, and must not form part of the consideration for the premises licence. Section 210 of the Act prevents licensing authorities taking into account the likelihood of the proposal by the applicant obtaining planning or building consent when considering a premises licence application. Equally, the grant of a gambling premises licence does not prejudice or prevent any action that may be appropriate under the law relating to planning or building.

#### **Provisional statements**

96. S204 of the Gambling Act provides for a person to make an application to the licensing authority for a provisional statement in respect of premises that he or she:
  - Expects to be constructed;
  - Expects to be altered; or
  - Expects to acquire a right to occupy.
97. Developers may wish to apply to this authority for provisional statements before they enter into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. It is also possible for an application to be made for premises that already have a premises licence (either for a different type of gambling or the same type).
98. Applicants for premises licences must fulfil certain criteria. They must hold or have applied for an operating licence from the Commission (except in the case of a track) and they must have the right to occupy the premises in respect of which their premises licence application is made. However, these restrictions do not apply in relation to an application for a provisional statement.
99. Once the premises are constructed, altered or acquired the holder of a provisional statement may then apply for a premises licence. The licensing authority will be constrained in the matters it can consider when an application for a premises licence is made subsequently in relation to the same premises. No further representations from relevant authorities or interested parties can be taken into account unless:
  - They concern matters which could not have been addressed at the

- provisional statement stage, or
  - They reflect a change in the applicant's circumstances
100. In addition, the authority may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- Which could not have been raised by objectors at the provisional statement stage;
  - Which in the authority's opinion reflect a change in the operator's circumstances; or
  - Where the premises has not been constructed in accordance with the plan and information submitted with the application. This must be a substantial change to the plan and this licensing authority notes that it can discuss any concerns it has with the applicant before making a decision.

### **The Licensing Objectives**

101. Premises licences granted must be reasonably consistent with the licensing objectives. With regard to these objectives, this licensing authority has considered the gambling commission's guidance to local authorities and some comments are made below.

#### **Objective 1 - Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

102. This licensing authority is aware that the gambling commission takes a leading role in preventing gambling from being a source of crime and that licensing authorities will not need to investigate the suitability of an applicant.
103. The commission's guidance does, however, envisage that licensing authorities may need to consider the location of premises in the context of this licensing objective. If an application for a licence or permit is received in relation to premises that are in an area noted for particular problems with organised crime, for example, this authority will consider what controls (if any) might be appropriate to prevent those premises being a source of crime.
104. Thereby, where representations are received to premises licence applications under the crime and disorder objective, this authority will give appropriate consideration to the location of the premises (see separate section below) and also to issues such as:
- The configuration, design and layout of the premises, paying particular attention to steps taken to "design out" crime;
  - Security arrangements within the premises, including whether CCTV is installed and, if so, the standard of the CCTV and the positioning of cash registers;
  - Training provided to staff around crime prevention measures
  - The level of staffing provided at the premises, including whether door supervisors are employed;
  - The arrangements in place to conduct age verification checks
  - Steps taken to redress the recurrence of any historical crime and disorder issues; and
  - The likelihood of any violence, public disorder or policing problems if the licence is granted.
  - It would be considered to be best practice for the Licensee to keep a

written record of all staff authorised to verify the age of customers, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised;

- It would also be considered to be best practice for the licensee to keep a register (Refusals Book) to contain details of time and date, description of under age persons entering the premises, and the name/signature of the sales person who verified that the person was under age and the Refusals Book to be kept on the licensed premises and made available for inspection

105. The above list is not exhaustive.

106. Where it is considered necessary for the promotion of the crime and disorder objective, this authority will impose appropriate conditions. In doing so, this licensing authority would note that it is aware of the distinction between disorder and nuisance in the case of gambling premises licences and that disorder is intended to mean activity that is more serious and disruptive than mere nuisance. Factors to consider in determining whether a disturbance was serious enough to constitute disorder would include whether police assistance was required and how threatening the behaviour was to those who could see or hear it.

**Objective 2 - Ensuring that gambling is conducted in a fair and open way**

107. This licensing authority has noted that the gambling commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.

**Objective 3 - Protecting children and other vulnerable persons from being harmed or exploited by gambling**

108. With limited exceptions, the intention of the Gambling Act is that children and young persons should not be permitted to gamble and be prevented from entering those gambling premises which are adult-only environments.

109. The third objective refers to protecting children from being harmed or exploited by gambling. That means preventing them from taking part in gambling and for there to be restrictions on advertising so that gambling products are not aimed at children in such a way that makes them attractive to children, excepting Category D machines.

110. This authority is aware that the Gambling Commission's general licence conditions and associated codes of practice under the Gambling Act 2005 (8 May 2015) include requirements made under operating licences that licensees must have and put into effect social responsibility policies and procedures designed to prevent underage gambling and monitor the effectiveness of these.

111. In order that this authority and the other responsible authorities are able to make a proper informed judgement as to the effectiveness of these policies and procedures, it is requested that copies of the relevant documents are submitted for consideration as part of the application for any new, varied or transferred premises licence. These will be considered upon their individual merits.

112. Where concerns are raised under the representation system, consideration will be given to whether specific measures are required at particular premises with regard to this licensing objective.

### **Preventing children from taking part in gambling**

113. It is noted that the Act allows children (under 16) and young persons (16 – 17) to take part in private and non-commercial betting and gaming, but places the following restrictions on the circumstances in which they may participate in gambling or be on premises where gambling is taking place:

- Casinos cannot admit anyone under 18;
- Regional casinos cannot permit under 18s into the gambling area;
- Betting shops cannot admit anyone under 18;
- Bingo clubs may admit those under 18 but must have policies to ensure they do not gamble, except on category D machines;
- Adult entertainment centres cannot admit those under 18;
- Family entertainment centres and premises with liquor licences (eg pubs) can admit under 18s, but they must not play category C machines which are restricted to those over 18;
- Clubs with a club premises certificate can admit under 18s, but they must have policies to ensure those under 18 do not play machines other than category D machines;
- Horse and dog tracks can admit under 18s and they may have access to gambling areas on race days only. Tracks will be required to have policies to ensure that under 18s do not participate in gambling other than on category D machines.
- It would be considered to be best practice for the Licensee to keep a written record of all staff authorised to verify the age of customers, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised;

114. Accordingly, this authority will wish to ensure that these restrictions are complied with.

115. This licensing authority will expect applicants to offer their own proposals to achieve the licensing objective. However, there are a range of measures and controls that this authority and the other responsible authorities would recommend that consideration is given to where appropriate:

- The use of proof of age schemes;
- It would be considered to be best practice for the Licensee to keep a written record of all staff authorised to verify the age of customers, the record to contain the full name, home address, date of birth and national insurance number of each person so authorised;
- Use of a refusal book (a requirement for operating licenses issued by the Gambling Commission but recommended for all permits) to contain details of time and date, description of under age persons entering the premises, and the name/signature of the sales person who verified that the person was under age and the Refusals Book to be kept on the licensed premises and made available for inspection;
- The installation of CCTV systems with the maintenance of a 31 day library of recordings;
- The supervision of entrances to the premises and / or machine areas;
- The physical separation of areas;
- Careful consideration as to the location of entrances;
- The provision of suitable notices / signage; and
- Setting of specific opening hours

116. This list is not mandatory, nor exhaustive, and is merely indicative of example measures.



117. As assistance to prospective licensees, the minimum expectations of this authority and the responsible bodies in relation to proof of age are given below with issues shown as being, in our view, either essential or desirable:

#### Essential issues

- For premises where under 18s are not allowed access, notices shall be displayed informing customers and staff that under 18s will not be admitted to the premises or will not be permitted to take part in gambling activities (as applicable) and that age identification will be required
- That a proof of age compliance scheme shall be established and maintained. The scheme shall require the production of evidence of age (comprising any PASS accredited card or passport or driving licence) from any person appearing to staff to be under the age of 18 and who is attempting to enter the premises or, where admission of under 18s is permitted, who is attempting to take part in gambling. Evidence of this scheme (in the form of documented procedures) shall be made available for inspection by authorised officers.
- That all staff shall be trained in the premises proof of age compliance scheme and records of such training shall be retained on the premises and made available for inspection by authorised officers.
- That an incident log shall be maintained and details of all age related refusals recorded. This book shall be reviewed monthly by the nominated responsible member of staff and any actions taken recorded in the book and signed off by that member of staff. This log shall be retained on the premises and made available for inspection by authorised officers.

#### Desirable issues

- That a “Challenge 25” or “Think 25” proof of age compliance scheme shall be established and maintained. The scheme shall require the production of evidence of age (comprising any PASS accredited card or passport or driving licence) from any person appearing to staff to be under the age of 25 and who is attempting to enter the premises or, where admission of under 18s is permitted, who is attempting to take part in gambling. “Think 25” or “Challenge 25” notices shall be displayed informing customers and staff that admission to the premises will not be given to anyone appearing to be under 25 unless they can prove they are 18 or over. Evidence of this scheme (in the form of documented procedures) shall be made available for inspection by authorised officers.
- That, if a CCTV recording system is installed inside the premises, it shall be so arranged as to monitor each entrance and exit and the gaming areas. A library of recordings taken by the system shall be maintained for 31 days and made available to authorised officers upon request.

#### **The proof of age London (PAL) card**

118. In order to assist businesses avoid illegal underage sales and gambling the Council’s trading standards service administers a local PASS approved proof of age card. PASS approved proof of age cards are supported by the Home Office

and ACPO (Association of Chief Police Officers).

119. The PAL card is available to 16-25 year olds by direct application or may be issued via their school or other educational establishment.
120. There are currently around 6,000 PAL cards in circulation and many of Southwark secondary schools and colleges have a process in place to make the card available to all students.
121. Further information on introducing a proof of age compliance scheme, and free in store signage, can be obtained by contacting the trading standards service - for contact details see section 9.
122. Note: In detailing the Council's recommended approach to underage sales, it is recognised that some sales may be made through intimidation or fear. Licensees experiencing such problems are advised to discuss their situation with licensing or trading standards officers. Furthermore, the Council's health and safety team offers conflict resolution training aimed at helping deal with the threat of violence and aggression in the workplace. For details please contact the licensing service - for contact details see section 9.

#### **Restriction to areas where category C or above machines are on offer**

123. This authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:
- All such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance; and
  - Only adults are admitted to the area where the machines are located; and
  - Access to the area where machines are located is supervised at all times, either by one or more persons whose responsibilities include ensuring that under 18s do not enter the area or by CCTV observed by one or more persons whose responsibilities include ensuring that under 18s do not enter the area; or
  - The areas where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
  - A notice stating that no person under the age of 18 is permitted to enter the area must be displayed in a prominent place at the entrance to the area.
124. These considerations, will apply to premises including buildings where multiple premises licences are applicable.

#### **Restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children**

125. The Gambling Act 2005 removed virtually all of the existing statutory restrictions on the advertising of lawful gambling conducted in Great Britain. Responsibility for the advertising by gambling operators will be shared by the Secretary of State, the Commission, and the advertising regulatory bodies. We note, however, that the commission's codes of practice require all advertising of gambling products to be undertaken in a socially responsible manner, consistent with the advertising codes of practice which apply to the form and media in which they advertise their gambling services. This authority understands that the following general principles apply:

- Not to encourage irresponsible or excessive gambling;
- Not to seek to harm or exploit children, the young, or other vulnerable persons;
- Not to direct advertisements at those under 18; and
- Only to feature in their advertisements people who are, and seem to be, over 25

126. This authority may accept that further conditions on this matter should not normally be necessary, but all issues of non-compliance with the code will be rigorously investigated and reported to the relevant authorities.

### **Protection of vulnerable people**

127. The Act does not seek to prohibit particular groups of adults from gambling in the same way that it prohibits children.

128. This authority notes that the Commission does not seek to define 'vulnerable people', but it does for regulatory purposes assume that this group includes people who gamble more than they want to; people who gamble beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to mental health needs learning disability or substance misuse relating to alcohol or drugs. This licensing authority will consider this licensing objective on a case by case basis.

129. This authority notes that the commission's codes of practice place general requirements on operators to put into effect policies and procedures which promote socially responsible gambling. In particular, the codes of practice place responsibilities upon licensees to make information available to their customers on how to gamble responsibly and how to access information about, and help in respect of, problem gambling. The information is required to cover:

- Any measures provided by the licensee to help individuals monitor or control their gambling, such as restricting the duration of a gambling session or the amount of money they can spend;
- Timers or other forms of reminders or reality checks where available;
- Self-exclusion options; and
- Information about the help of further help or advice.

130. Again, the codes of practice do not require an operator to inform the licensing authority and other responsible authorities of these policies and procedures when applying for the premises licence. However, in order that this authority and the other responsible authorities are able to make a proper informed judgement as to the suitability of these policies and procedures, this authority asks that copies of the relevant documents be submitted to the appropriate authorities for consideration as part of the application for any new, varied or transferred premises licence. These will be considered upon their individual merits. If concerns are raised under the representations system then, consideration will be given to additional relevant conditions.

131. This authority and the other responsible authorities would expect that:

- Self-exclusion schemes introduced are clearly publicised on licensed premises; and
- That information is made publically available about organisations that can

provide advice and support, both in relation to gambling itself and to debt, for example for gambling addiction - GamCare, Gamblers Anonymous, and the Gordon House Association; and for debt counselling Blackfriars Advice Service and National Debtline.

132. While the value of self-exclusion schemes is recognised, the authority would emphasise that these should not relieve responsibility from staff to be alert to any customers who are exhibiting signs of 'problem gambling' and from providing support where possible.

### **Location**

133. This licensing authority is aware that demand issues cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives are relevant to its decision-making. As per the Gambling Commission's guidance to licensing authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

134. In pursuit of these objectives, when determining applications for premises licences, this authority will have regard to the location of the premises. The authority will give special consideration in relation to the proximity of premises to

- Local schools, youth clubs, shops, parks, leisure and recreational establishments and any other similar premises directed at, or primarily used by children or families;
- Places where vulnerable people are housed or treated, including clinics, recovery centres, outpatients clinics and homes;
- Residential areas where there is a high concentration of children and young people or vulnerable people;
- Areas where there is a high level of organised crime;
- Places of worship, community facilities or public buildings which have a high usage by children

135. This list is not exhaustive.

136. It should be noted, however, that this policy does not preclude any application being made and each application will be decided upon its own merits, with the onus being on the applicant showing how potential concerns can be overcome.

137. Although this authority recognises that nuisance is not one of the three stated licensing objectives and that the guidance to the Act states that disorder is intended to mean activity that is more serious and disruptive than nuisance, this authority will receive information from the Council's environmental protection team on nuisance issues as being relevant to matters of location of premises.

### **Local area profiles**

138. The Gambling Commission Licence Conditions and Codes of Practice (LCCP) requires all applicants to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures to mitigate those risks. In undertaking their risk assessments, they must take into account relevant matters identified in the licensing authority's statement of policy.

139. To assist operators in conducting their risk assessments and Members of the Licensing Committee in determining contested application the Licensing

Authority has conducted a Local Area Profile.

140. In line with the current Gambling Commission statutory guidance for Local Authorities the Local Area Profile is available as a separate document attached to this Policy to enable the consultation on updating of the Local Area Profile to take place independently from a consultation to amend the full gambling policy.
141. The local area profiles will be key to identifying at risk areas within the Borough for gambling related harms. It is within these areas that more rigorous controls will be required. The 'high risk' areas and the associated restrictions the Council will enforce with regards to new gambling premises (assuming new premises will be permitted in these areas).
142. Appendix 2 to this policy contains "local area profiles for gambling premises in Southwark"; this analysis was conducted in March 2017. Licence holders and applicants for gambling premises licence are advised to ask the Licensing Authority for up to date area analysis of the location of the gambling premises, please contact the Licensing Authority.

### **Conditions generally**

143. This authority understands that mandatory conditions will be attached to all premises licences. The mandatory conditions specify the number of gaming machines of particular categories in each type of gambling premises (for further information on gaming machine categories, please see the Gambling Commission website). They also require that:
- The summary of the terms, conditions and restrictions of the premises licence issued by the licensing authority must be displayed in a prominent place on the premises;
  - The layout of the premises must be maintained in accordance with the plan that forms part of the premises licence;
  - Neither national lottery products nor tickets in a private or customer lottery may be sold on the premises; and
  - That, facilities for gambling must not be provided on Christmas Day.
144. Section 169 of the Act gives licensing authorities:
- The ability to exclude from premises licences any default conditions that have been imposed under s168; and
  - The power to impose additional conditions on the premises licences they issue
145. However, this authority understands that it has a duty to act in accordance with the principles set out in section 153 of the Act and that as it must aim to permit the use of premises for gambling, it may not attach conditions that limit the use of premises for gambling, except where that is necessary as a result of the requirement to act:
- In accordance with the guidance issued by the commission, the commission's codes of practice or its own licensing policy statement; and
  - In a way that is reasonably consistent with the licensing objectives.
146. This authority also understands that it should not turn down applications for premises licences where relevant objections can be dealt with through the use of conditions.

147. This authority also notes that it is the Commission's view that the conditions necessary for the general good conduct of gambling premises are those set as default and mandatory conditions by the Secretary of State.
148. This authority will attach individual additional conditions to licences, however, where there are specific, evidenced risks or problems associated with a particular locality, or specific premises, or class of premises.
149. This authority will aim to ensure that such conditions imposed upon premises licences will be proportionate to the circumstances it is sought to address. In particular, premises licence conditions should be:
- Relevant to the need to make the proposed building suitable as a gambling facility;
  - Directly related to the premises and the type of licence applied for;
  - Fairly and reasonably related to the scale and type of premises: and
  - Reasonable in all other respects.
150. This authority will take decisions on individual conditions on a case-by-case basis, against the background of the general policy set out in guidance and the statement of licensing policy.
151. It is noted that there are conditions which the licensing authority cannot attach to premises licences. These are:
- Any condition on the premises licence which makes it impossible to comply with an operating licence condition;
  - Conditions relating to gaming machine categories, numbers, or method of operation;
  - Conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
  - Conditions in relation to stakes, fees, winning or prizes.

### **Door supervisors**

152. Where this authority chooses to attach a condition to a premises licence in respect of for door supervision (i.e. a condition requiring someone to be responsible for guarding the premises against unauthorised access or occupation, against outbreaks of disorder or against damage) any requirement for that person to be licensed under the Private Security Industry Act 2001 must be treated as though it were a condition of the premises licence.
153. It is noted that door supervisors at casinos or bingo premises, who are directly employed by the casino or bingo premises operator, are not required to be licensed by the Security Industry Authority. However, it would be considered to be best practice for such door supervisors to have:
- a competency qualification of Level 2 for Door Supervision in the National Qualification Framework (NQF), or;
  - an equivalent qualification or training which would meet the criteria of the Security Industry Authority for the licensing of that person as a Door Supervisor by that Authority.

### **Casinos**

154. This licensing authority has not passed a 'no casino' resolution under section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should this licensing authority decide in the future to pass such a resolution, it will update this policy statement with details of that resolution. Any such decision will be taken by the full Council assembly. At the time of publication, Southwark did not have any licensed casino premises.

### **Adult gaming centres**

155. This authority notes that the following specific mandatory conditions must be added to each AGC premises licence:

- That a notice must be displayed at all entrances to AGCs stating that no person under the age of 18 years will be admitted to the premises;
- That there can be no direct access between an AGC and any other premises licensed under the Act or premises with a family entertainment centre, club gaming, club machine or licensed premises gaming machine permit;
- Any Automated Telling Machine (ATM) made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so; and
- The consumption of alcohol in AGCs is prohibited at any during which facilities for gambling are being provided on the premises. A notice stating this should be displayed in a prominent place at every entrance to the premises.

156. This authority will wish to have specific regard to the location of and entry to AGCs to minimise the opportunities for children to gain access. This may be of particular importance in areas where young people may be unsupervised for example, where an AGC is in a complex, such as a shopping centre.

157. All AGCs within the Borough are considered to be a potentially 'high risk' premises by their nature and are fully inspected on an annual basis by Licensing Enforcement Officers.

### **Bingo premises**

158. This authority notes that the following specific mandatory conditions must be attached to each bingo premises licence:

- That a notice stating that no person under the age of 18 years is permitted to play bingo on the premises shall be displayed in a prominent place at every entrance to the premises;
- That no customer shall be able to enter bingo premises direct from a casino, an adult gaming centre or betting premises;
- That over 18 areas within bingo halls that admit under 18s must be separated by a barrier with prominently displayed notices stating that under 18s are not allowed in that area and with adequate supervision in place to ensure that children and young people are not able to access these areas or the category B or C machines. Supervision may be done by placing the terminals within the line of sight of an official of the operator or via monitored CCTV;
- That any admission charges, the charges for playing bingo games and the rules of bingo must be displayed in a prominent position on the premises. Rule scan be displayed on a sign, by making available leaflets or other written materials containing the rules, or running an audio-visual guide to the rules prior to any bingo game being commenced; and

- That any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so.
159. This authority notes that the following default condition will be placed upon bingo premises licences unless this authority chooses to exclude it:
- That bingo facilities within bingo premises may not be offered between the hours of midnight and 0900. However, there are no restrictions on access to gaming machines in bingo premises.
160. This authority will need to satisfy itself that bingo can be played in any bingo premises for which it issues a premises licence. This is a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.
161. Children and young people are allowed into bingo premises, however, they are not permitted to participate in bingo and if category B or C machines are made available for use these must be separated from areas where children and young people are allowed.
162. All bingo premises within the Borough are considered to be a potentially 'high risk' premises by their nature and are fully inspected on an annual basis by Licensing Enforcement Officers.

### **Betting premises**

163. This authority notes that the following mandatory conditions must be attached to each betting premises licence (non-track):
- That a notice shall be displayed at all entrances to the betting premises stating that no person under the age of 18 years will be admitted. The notice should be clearly visible to people entering the premises;
  - There must be no access to betting premises from other premises that undertake a commercial activity (except from other premises with a betting premises licence including tracks). Except where it is from other licensed betting premises, the entrance to a betting shop should be from a street (defined as any bridge, road, lane, footway, subway, square, court, alley or passage – including passages through enclosed premises such as shopping centres – whether a thorough fare or not);
  - That any ATM made available for use on the premises shall be located in a place that requires any customer who wishes to use it to leave any gaming machine or betting machine in order to do so.
  - That no apparatus for making information or any other material available in the form of sounds or visual images may be used on the licensed premises, except where used to communicate:
    - Information about the coverage of sporting events, including information relating to betting on such events (and incidental information including advertisements); or
    - Information relating to betting (including results) on any event in connection with which bets may have been effected on the premises.
  - No music, dancing or other entertainment is permitted on betting premises;
  - The consumption of alcohol is prohibited;
  - The only publications that may be sold or made available on the premises are racing periodicals or specialist betting publications; and



- That a notice setting out the terms on which a bet may be placed must be displayed in a prominent position on the premises.
164. This authority notes that the following default condition will be placed upon bingo premises licences unless this authority chooses to exclude it:
- That gambling facilities may not be offered in betting premises between the hours of 2200 on one day and 0700 on the next day, or any day.
165. Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and circumstances in which they are made available by attaching a licence condition to betting premises licence. When considering whether to impose such condition, this authority will take into account, among other things, the size of the premises; the number of counter positions available for person to person transactions, and the ability of employees to monitor the use of the machines by children and young people or by vulnerable people.
166. This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure, for example, that under 18 year olds do not have access to the premises.
167. All betting premises (book makers) within the Borough are considered to be a potentially 'high risk' premises by their nature and are fully inspected on an annual basis by Licensing Enforcement Officers.

**(Licensed) family entertainment centres**

168. This authority notes that the following mandatory conditions must be attached to each family entertainment centre premises licence:
- The summary of the terms, conditions and restrictions of the premises licence issued by the licensing authority must be displayed in a prominent position within the premises;
  - The layout of the premises must be in accordance with the plan;
  - The premises must not be used for the sale of tickets in a private lottery or customer lottery, or the National Lottery;
  - No customer shall be able to enter the premises directly from a casino, an adult gaming centre or betting premises (other than a track);
  - Any ATM made available for use on the premises must be located in a place that requires any customer who wishes to use it to cease gambling at any gaming machine in order to do so;
  - Over 18 areas within FECs that admit under 18s must be separated by a barrier with prominently displayed notices at the entrance stating that under 18s are not allowed in that area and with adequate supervision in place to ensure that children and young persons are not able to access these areas or the category C machines. Supervision may be done by placing the terminals within the line of sight of an official of the operator or via monitored CCTV. And
  - The consumption of alcohol in licensed FECs is prohibited at any time during which facilities for gambling are being provided. A notice stating this should be displayed in a prominent position on the premises
169. This licensing authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect

the applicant to satisfy the authority, for example, that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.

170. Given that this category of premises is one to which children may properly have access, operators should also consider measures / training for staff on how to deal with suspected truant school children upon the premises.

<b>SECTION SIX – PERMITS / TEMPORARY &amp; OCCASIONAL USE NOTICES</b>
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**Introduction**

171. The following part of this policy considers the various permits that this licensing authority is responsible for issuing under the Act. These are:

- Family entertainment centre gaming permits;
- Club gaming permits and club machine permits;
- Prize gaming permits; and
- Notifications from holders of alcohol licences that they intend to exercise their automatic entitlement to two gaming machines.

172. Licensing authorities may only grant or reject an application for a permit. There is no provision to attach conditions.

**Unlicensed family entertainment centre gaming machine permits (statement of principles on permits – schedule 10 paragraph 7)**

173. Where a FEC does not hold a premises licence but wishes to provide gaming machines, it may apply to the licensing authority for a permit.

174. The licensing authority may grant or refuse an application for a permit, but cannot add conditions. An application for a permit may only be granted if the authority is satisfied that the premises will be used as an unlicensed FEC, and if the chief officer of police has been consulted. Applicants must show that the premises will be used wholly or mainly for making gaming machines available for use.

175. As unlicensed FECs are not subject to scrutiny by the commission, applicants will also be asked to demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- That the applicant has no relevant convictions; and
- That employees are trained to have a full understanding of the maximum stakes and prizes.

176. The Commission's guidance for local authorities also states that within its "statement of licensing policy a licensing authority may include a statement of principles that it proposes to apply when exercising its function in considering applications for permits. In particular, it may want to set out the matters that it will take into account in determining the suitability of the applicant. Given that the premises will particularly appeal to children and young persons, licensing authorities may want to give weight to matters relating to child protection issues."

177. This licensing authority has duly prepared a statement of principles, which is that each applicant will be expected to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits.

178. Copies of these policies and procedures must be submitted with any application for a permit. Applicants are advised that the minimum expectations of the local safeguarding children board are that policies and procedures will demonstrate:

- How employees or contracted agencies will be made aware of the company's / organisation's policy / statement on keeping children safe from harm;
- That recruitment processes for staff who may have to deal direct with children under the age of 18 seek to ensure, as best the company / organisation can, that the appointed applicant has not been known to have harmed children;
- That there will be clear expectations on staff with regard to their personal conduct in direct relations with children under 18 and guidance on what is appropriate in dealing with specific situations which may arise;
- That there are systems in place and that staff are aware of them for dealing with possible abuse or violence to children from other users of the licensed facility;
- That there are clear and accessible complaints systems for children to report if they have been harmed and that there are clear whistle- blowing procedures for staff who may have concerns about the welfare of children on the premises; and
- That all duty managers or staff in charge of the premises are aware of how to refer any concerns about the welfare of children to the local police, education authority or social services as necessary.

179. It is expected that policies and procedures will be consistent with the position set out in the London Safeguarding Children's Board 'Safeguarding Children Policy for Licensed Premises' which can be viewed using the link provided [https://www.londoncp.co.uk/sq\\_licensed.html#](https://www.londoncp.co.uk/sq_licensed.html#). All unlicensed family centre operators are asked to agree to display a copy of the procedure and accompanying poster available upon the premises. Policies and procedures may also include appropriate measures / training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on / around the premises.

**(Alcohol) Licensed premises gaming machine permits – (schedule 13 para 4(1))**

180. There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have 2 gaming machines, of categories C and / or D. In such cases the premises licence holder under the Licensing Act 2003 must give notice to the licensing authority of their intention to make the gaming machines available for use and pay the relevant fee.

181. This authority understands that it has no discretion to consider the notification or reject it. The licensing authority can remove the automatic authorisation in respect of any particular premises if:

- Provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- Gaming has taken place on the premises that breaches a condition of section 282 of the Act (for example that gaming machines have been made available in a way that does not comply with requirements in the

Commission's code of practice on the location and operation of gaming machines);

- The premises are mainly used for gaming; or
- An offence under the Gambling Act has been committed on the premises

### **Permit for 3 or more machines**

182. If a premises wishes to have more than 2 machines, then an application must be made for a permit and the licensing authority must consider that application based upon the licensing objectives; guidance issued by the gambling commission; and other matters considered relevant to the application.

183. This licensing authority considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machines.

184. Measures which will satisfy the authority may include:

- That adult machines are located within a bar or segregated area to which under 18s are not admitted; and
- That procedures are in place to ensure that under 18s are not admitted (see advice in section five of this policy); or
- That adult machines are situated in full sight of the bar staff, or other staff who will monitor that the machines are not being used by those under 18; and
- That procedures are in place that will ensure that under 18s are not able to play upon the machines (see advice in section 5 of this policy).
- Additionally, notices and signage may also be of help in both circumstances

185. Applicants should also see advice provided in s168 of this policy regarding the LCSB policy. As regards the protection of vulnerable persons applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

186. It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an adult gaming centre premises licence.

187. It should be noted that the licensing authority can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.

188. It should also be noted that the holder of a permit must comply with any code of practice issued by the gambling commission about the location and operation of the machine.

### **Prize gaming permits**

189. The Act states that a licensing authority should include a statement of the principles that it proposes to apply in considering applications for permits and, in particular, specify matters that the licensing authority proposes to consider in determining the suitability of the applicant for a permit. Given that the premises will particularly appeal to children and young persons, licensing authorities may

want to give weight to matters relating to child protection issues.

190. This licensing authority has prepared a statement of principles, which is that each applicant will be expected to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits. Prospective applicants are directed toward the information contained in sections 161 and 162 of this statement.
191. This licensing authority has prepared a statement of principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:
- That they understand the limits to stakes and prizes that are set out in regulations;
  - That the gaming offered is within the law; and
  - Clear policies that outline the steps to be taken to protect children from harm.
192. In making its decision on an application for this permit the licensing authority does not need to have regard to the licensing objectives but must have regard to any gambling commission guidance.
193. It should be noted that there are conditions in the Gambling Act 2005 with which the permit holder must comply, but that the licensing authority cannot attach conditions. The conditions in the Act are:
- The limits on participation fees, as set out in regulations, must be complied with;
  - All chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
  - The prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
  - Participation in the gaming must not entitle the player to take part in any other gambling.

### **Club gaming and club machines permits**

194. Members clubs and miners' welfare institutes (but not commercial clubs) may apply for a club gaming permit or a club machine permit. Commercial clubs such as snooker clubs run on a profit basis may apply for a club machine permit. Each type of permit allows the provision of different types of gaming and provision of game machines. The current entitlements can be found by visiting the Gambling Commission's website: ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).
195. A commercial club is defined as a club where membership is required but the club is operated for commercial gain.
196. A non-commercial club is a club where no commercial gain is made. A non-commercial club must meet the following criteria to be considered a members'

club:

- it must have at least 25 members;
- it must be established and conducted wholly or mainly for purposes other than gaming (with the exception of bridge or whist);
- it must be permanent in nature;
- it must not be established to make a commercial profit;
- it must be controlled by its members equally.

197. Examples of these include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.

198. The Licensing Authority may only refuse an application on the grounds that:

- a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
  - b) the applicant's premises are used wholly or mainly by children and/ or young persons;
  - c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
  - d) a permit held by the applicant has been cancelled in the previous ten years;
- or
- e) an objection has been lodged by the Gambling Commission or the Police.

199. There is also a "fast-track" procedure available under the Act for premises that hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which a Licensing Authority can refuse a permit are reduced. The grounds on which an application under this process may be refused are that:

- a) the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- b) in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- c) a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

200. There are statutory conditions on club gaming permits that no child may use a Category B or C gaming machine on the premises and that the holder complies with any relevant provision of a Gambling Commission Code of Practice about the location and operation of gaming machines.

201. The Licensing Authority will need to satisfy itself that the club meets the requirements of the Gambling Act 2005 to hold a club gaming permit. In order to do this, it may require proof of additional information from the operator such as:

- Is the primary activity of the club something other than gaming?
- Are the club's profits retained solely for the benefit of the club's members?
- Are there 25 or more members?
- Are the addresses of members of the club genuine domestic addresses and do most members live reasonably locally to the club?
- Do members participate in the activities of the club via the internet?

- Do guest arrangements link each guest to a member?
  - Is the 48 hour rule being applying for membership and being granted admission being adhered to?
  - Are there annual club accounts available for more than one year?
  - How is the club advertised and listed in directories and on the internet?
  - Are children permitted in the club?
  - Does the club have a constitution and can it provide evidence that the constitution was approved by members of the club?
  - Is there a list of Committee members and evidence of their election by the club members?
202. When examining the club's constitution, the Licensing Authority would expect to see evidence of the following:
- Who makes commercial decisions on behalf of the club?
  - Are the aims of the club set out in the constitution?
  - Are there shareholders or members? Shareholders indicate a business venture rather than a non-profit making club.
  - Is the club permanently established? (Clubs cannot be temporary).
  - Can people join with a temporary membership? What is the usual duration of membership?
  - Are there long term club membership benefits?
203. Aside from bridge and whist clubs, clubs may not be established wholly or mainly for the purposes of gaming. The Licensing Authority may consider such factors as:
- How many nights a week gaming is provided;
  - How much revenue is derived from gambling activity versus other activity;
  - How the gaming is advertised;
  - What stakes and prizes are offered;
  - Whether there is evidence of leagues with weekly, monthly or annual winners;
  - Whether there is evidence of members who do not participate in gaming;
  - Whether there are teaching sessions to promote gaming such as poker;
  - Where there is a tie-in with other clubs offering gaming through tournaments and leagues;
  - Whether there is sponsorship by gaming organisations;
  - Whether participation fees are within limits.
204. There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

### **Temporary use notices**

205. Temporary use notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. The Commission's guidance suggests that premises that might be suitable for a temporary use notice would include hotels, conference centres and sporting venues.
206. Section 218 of the Act refers to 'a set of premises' and provides that a set of premises is the subject of a temporary use notice if 'any part' of the premises is



the subject of a notice.

207. The meaning of 'premises' in Part 8 of the Act is discussed in Part 7 of the Commission's Guidance. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place'. In considering whether a place falls within the definition of "a set of premises", licensing authorities will need to look at, amongst other things, the ownership/occupation and control of the premises. A large exhibition centre, for example, would be likely to come within the definition as it is properly one premises, and should not be granted a temporary use notice for 21 days in respect of each of its halls. But in relation to other covered areas, such as shopping centres, this authority will need to consider different units are in fact different 'sets of premises', given that they may be occupied and controlled by different people. This authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

#### **Occasional use notices**

208. The licensing authority has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This licensing authority will consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice.

## SECTION SEVEN – SMALL SOCIETY LOTTERIES

209. The Act sets out a definition of a lottery and provides that promoting or facilitating a lottery is illegal, unless it falls within one of two categories:
- Licensed lotteries (these are large society lotteries and lotteries run for the benefit of local authorities that are regulated by the commission and require operating licences); and
  - Exempt lotteries (including the small society lottery).
210. The local licensing authority is responsible for registering societies to run small society lotteries.
211. This authority will define ‘society’ as the society, or any separate branch of such a society, on whose behalf a lottery is to be promoted, and will need to understand the purposes for which a society has been established in ensuring that it is a non-commercial organisation. Section 19 of the Act defines a society as such if it is established and conducted:
- For charitable purposes;
  - For the purpose of enabling participation in, or supporting sport, athletics or a cultural activity; or
  - For any other non-commercial purpose other than that of private gain.
212. Applicants for registration of a small society lottery must apply to the licensing authority in the area in which their principal office is located. Where this authority believes that the society’s principal office is situated in another area, it will inform the society as soon as possible and where possible, will inform the other licensing authority.
213. Applications must be made in the form prescribed by the Secretary of State and be accompanied by both the required regulation fee and all documents necessary to assess the application. To this effect, this authority will wish to receive a copy of each applicant societies’ terms and conditions and constitution so as to establish that the society is a non-commercial society.
214. This authority notes that the Commission advises that in a case where a society applies for more than one registration, care should be taken to ensure that the applicant societies have separate and different aims and objectives. Where a society applies for more than one registration, the aims and objectives of the applicant societies are the same and the combined proceeds are likely to exceed the threshold limits for small society lotteries, the applicant will be advised to apply to the Commission for a society operating licence, instead of obtaining society lottery registrations.
215. Lotteries will be regulated through a licensing and registration scheme; conditions imposed on licences by the gambling commission; codes of practice and guidance issued by the Gambling Commission. In exercising its functions with regard to small society and exempt lotteries, the licensing authority will have due regard to the Gambling Commission’s guidance.

216. The licensing authority will keep a public register of all applications and will provide information to the gambling commission on all lotteries registered by the licensing authority. As soon as the entry on the register is completed, the licensing authority will notify the applicant of his registration. In addition, the licensing authority will make available for inspection by the public the financial statements or returns submitted by societies in the preceding 18 months and will monitor the cumulative totals for each society to ensure the annual monetary limit is not breached. If there is any doubt, the licensing authority will notify the gambling commission in writing, copying this to the society concerned. The licensing authority will accept return information either manually but preferably electronically by emailing [licensing@southwark.gov.uk](mailto:licensing@southwark.gov.uk)
217. This authority may refuse applications for registration if either
- An operating licence held by the applicant for registration has been revoked or an application for an operating licence made by the applicant has been refused in the past five years;
  - The society in question cannot be deemed non-commercial;
  - A person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
  - Information provided in or with the application for registration is found to be false or misleading.
218. Where this authority intends to refuse registration of a society, it will give the society an opportunity to make representations and will inform the society of the reasons why it is minded to refuse registration, and supply evidence on which it has reached that preliminary conclusion.
219. This authority may determine to revoke the registration of a society if it thinks that it would have had to, or would be entitled to, refuse an application for registration if it were being made at that time.
220. However, no revocation will take place unless the society has been given the opportunity to make representations. The licensing authority will inform the society of the reasons why it is minded to revoke the registration and will provide an outline of the evidence on which it has reached that preliminary conclusion.
221. Where a society employs an external lottery manager, it will need to satisfy itself that the manager hold an operator's licence issued by the Gambling Commission, and the licensing authority will expect this to be verified by the society.

## SECTION EIGHT – REGULATION

222. Under the Legislative and Regulatory Reform Act 2006, any person exercising a specified regulatory function has a legal duty to have regard to the statutory principles of good regulation in the exercise of the function. These provide that regulatory activity should be carried out in a way which is:

- **Proportionate:** Remedies should be appropriate to the risk posed, and costs identified and minimised;
- **Accountable:** Decisions should be justified and subject to public scrutiny;
- **Consistent:** Rules and standards must be joined up and implemented fairly;
- **Transparent:** Regulators should be open, and keep regulations simple and user friendly; and
- **Targeted:** Regulation should be targeted only at cases in which action is needed and focused on the problem, and minimise side effects

223. This authority will have regard to these principles in relation to its activities under the Gambling Act 2005 and also to the requirements of the Regulators' Compliance Code. The purpose of the Code is to promote efficient and effective approaches to regulatory inspection and enforcement which improve regulatory outcomes without imposing unnecessary burdens on business.

224. In order to ensure that this authorities enforcement activities are targeted and make the best use of resources, this licensing authority has adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives;
- Relevant codes of practice;
- Guidance issued by the gambling commission, in particular Part 36; and
- The principles set out in this statement of licensing policy.

2. Our risk methodology is available upon request.

225. The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.

226. This authority will work together with the Gambling Commission to identify and investigate organised or persistent illegal activity and will exchange information on non-compliance with licences and permits to ensure that any action taken is co-ordinated.

227. It remains the over-riding intention, however, of this authority to work together with other enforcement agents, in support of responsible licence holders and operators to help them run a successful business that play a positive role within the local community. Where operators are acting responsibly we will look to provide support, advice and education and we will look to give early warning of any concerns identified at any premises. However, the authorities will use the range of enforcement powers made available under the Act where individuals act with disregard to their responsibilities.

## SECTION NINE – CONTACT DETAILS

### **Southwark Licensing Service**

You can contact the Licensing Service in a number of ways by email, post or in person by appointment during office hours

### **Southwark Licensing Unit**

Southwark Council Regulatory Services

Floor 3, Hub 1

PO BOX 64529

London

SE1P 5LX

By telephone: (Via the Customer Contact Centre 24/7) 020 7525 5000 By e-mail:

[licensing@southwark.gov.uk](mailto:licensing@southwark.gov.uk)

By visiting our web site at:

<https://www.southwark.gov.uk/business/licences/business-premises-licensing>

### **Other responsible authorities**

#### **The Gambling Commission**

Victoria Square House Victoria Square

Birmingham, B2 4BP

Email: [info@gamblingcommission.gov.uk](mailto:info@gamblingcommission.gov.uk)

Tel: 0121 230 6666

[www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)

#### **Commissioner of Police for the Metropolis**

Southwark Police Licensing Unit Southwark Police Station

323 Borough High Street London, SE1 2RL

Tel: 020 7232 6210

Email: [SouthwarkLicensing@met.pnn.police.uk](mailto:SouthwarkLicensing@met.pnn.police.uk)

#### **The London Fire and Emergency Planning Authority**

Fire Safety Regulation: South East Area 3

London Fire Brigade

169 Union Street

London, SE1 0LL

E-mail: [FireSafetyRegulationSE@london-fire.gov.uk](mailto:FireSafetyRegulationSE@london-fire.gov.uk)

Telephone number: 020 8555 1200 Extension: 36500

Fax Number: 020 8536 5924

#### **HM Revenue and Customs**

Excise Processing Teams

Gambling Duties

BX9 1GL

Email: [nrubetting&gaming@hmrc.gsi.gov.uk](mailto:nrubetting&gaming@hmrc.gsi.gov.uk)

#### **Southwark Planning**

The Council's Building and Development Control Services

Council Offices

5th Floor Hub 2

Southwark Council  
PO Box 64529  
London  
SE1P 5LX  
E-mail: [planning.enquiries@southwark.gov.uk](mailto:planning.enquiries@southwark.gov.uk)

**Environmental Protection Team**

Southwark Council  
Floor 3, Hub 1  
PO Box 64529  
London  
SE1P 5LX  
E-mail: [Environmental.Protection@southwark.gov.uk](mailto:Environmental.Protection@southwark.gov.uk)

**The Local Safeguarding Vulnerable Adults Board**

Safeguarding Adults Manager  
Southwark Safeguarding Adults Partnership Tel: 0207 525 3733  
Fax: 0207 525 3236

**The Local Safeguarding Children Board**

Southwark Social Services  
PO Box 64529  
London SE1P 5LX  
E-mail: [gau.safeguarding@southwark.gov.uk](mailto:gau.safeguarding@southwark.gov.uk)  
Tel: 020 7525 4646

***Please note that in the case of applications made in respect of vessels a different set of responsible authorities apply. Please contact the Licensing Service for information.***

**OTHER AGENCIES**

**Trading Standards**

Southwark Council Regulatory Services  
Floor 3, Hub 1  
PO BOX 64529  
London  
SE1P 5LX  
Email [tradingstandards@southwark.gov.uk](mailto:tradingstandards@southwark.gov.uk)

**Southwark Disablement Association**

Southwark Disablement Association 10 Bradenham Close  
London SE17 2QB  
Tel: 020 7701 1391

## Appendix 1 – Consultation

The Gambling Act requires that the following parties are consulted by Licensing Authorities:

- The chief officer of police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

In preparing this Statement of Gambling Licensing Policy this authority

- Placed public notices in the local media and on the Council's web site advertising the opportunity to comment on the draft policy;
- Wrote directly to all known potential licence applicants;
- Wrote directly to all known tenants and residents organisations;
- Wrote directly to all known gambling business representatives;
- Wrote directly to all known community representative and other interest groups;
- Wrote directly to all ward Councillors; and
- Provided information to each community Council.

Detail of the written submissions received and analysis of those submissions can be obtained from the licensing service.

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	2. Southwark's approach to local area profiles (LAPs)	pages 1-4
	3. Areas in Southwark of greater risk to gambling-related harm	pages 5-7
	4. Implementation	page 8

## 1. Introduction

The purpose of this document is to, in accordance with the Gambling Commission's **Gambling Guidance for Local Authorities**<sup>1</sup> and Southwark's current **Statement of Gambling Licensing Policy**<sup>2</sup>, highlight areas in the borough inhabited or frequented by people who might be more at risk of being harmed or exploited by gambling.

As stated in the Gambling Commission's **Licence Conditions and Codes of Practice (LCCP)**<sup>3</sup>, licensees have a social responsibility to assess local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises. Although not a requirement for licensing authorities to complete a risk assessment of the local environment, it is emphasised by the Gambling Commission that such risk assessments, referred to as **local area profiles**, are of significant benefit to both the licensing authority and operators. The benefits, as listed under section 6.53 of the **Gambling Commission's guidance**<sup>1</sup>, are:

- (i) it enables licensing authorities to better serve their local community, by **better reflecting the community and the risks within it**;
- (ii) **greater clarity** for operators **as to the relevant factors in licensing authority decision-making**, will lead to improved premises licence applications, with the operator already incorporating controls and measures to mitigate risk in their application;
- (iii) it **enables** licensing authorities to make **robust but fair decisions**, based on a clear, published set of factors and risks, which are therefore less susceptible to challenge; and
- (iv) it encourages a proactive approach to risk that is likely to result in **reduced compliance- and enforcement action**.

Based on the appreciation of having a better awareness of the local area and its associated risks, whether potential, actual, or emerging, **Southwark Council**

- **will provide a local area profile for each gambling licence application it receives**, and
- **has provided**, under **section 3** of this document, **an overview of the geographical areas in the borough identified as currently being of greater risk to gambling-related harm**.

## 2. Southwark's approach to local area profiles

This section describes steps ① to ④ of the process followed by Southwark Council to identify areas of greater risk to gambling-related harm in the borough.

① The process started with the **Gambling Act 2005**<sup>4</sup>, which prescribes in its licensing objectives the **protection of children and other vulnerable persons from being harmed or exploited by gambling**. Southwark Council has thereupon expressed in its **Statement of Gambling Licensing Policy**<sup>2</sup> that special consideration is given in relation to the proximity of gambling premises to

- local schools, youth clubs, shops, parks, leisure and recreational establishments and any other similar premises directed at, or primarily used by children or families;
- places where vulnerable people are housed or treated, including clinics, recovery centres, outpatient clinics and homes;
- residential areas where there is a high concentration of children and young people or vulnerable people;



- areas where there is a high level of organised crime;
- places of worship, community facilities or public buildings; and
- areas where there is considered to be an over-concentration of similar existing licensed operation.

② The second step was to establish who the **other vulnerable persons** would be. A **study**<sup>5</sup> conducted by Heather Wardle at the Geofutures Gambling and Place Research Hub, found that although anyone could be vulnerable to gambling-related harm, there was sufficient to strong evidence to suggest that, in addition to young people, the following groups of people could potentially be more vulnerable:

- problem gamblers who are seeking treatment;
- those living in the most deprived areas;
- those with financial difficulties / debt;
- those affected by substance abuse / misuse;
- those affected by poor mental health;
- those who are unemployed;
- those who are homeless; and
- those from minority ethnic groups

③ The third step was to identify the **datasets** relevant to the location- and vulnerable persons criteria listed under steps ① and ②. Tables 1A and 1B provide, by criteria, summaries of the data relevant to Southwark.

Table 1A: Location criteria	Identified datasets and data sources
• local schools	Register of educational establishments in England and Wales ⇒ Department for Education, <a href="http://www.education.gov.uk/edubase/home.xhtml">http://www.education.gov.uk/edubase/home.xhtml</a>
• youth clubs	Youth clubs listed on Southwark Council and Community Southwark webpages ⇒ <a href="http://www.2.southwark.gov.uk/info/200246/activities_and_things_to_do/1439/youth_clubs">http://www.2.southwark.gov.uk/info/200246/activities_and_things_to_do/1439/youth_clubs</a> ⇒ <a href="https://www.communitysouthwark.org/organisations-venues/venues">https://www.communitysouthwark.org/organisations-venues/venues</a>
• shops used by families / children	List of shopping centres, supermarkets, and stores relevant to children / families ⇒ Southwark Council's APP premises database
• parks (including play areas)	MapInfo files for parks, open spaces, play areas and adventure playgrounds ⇒ Southwark Council's GeoStore, maintained by the council's Corporate GIS Team
leisure and recreational establishments used by families / children	Amenities listed on Southwark Council and Community Southwark webpages, and APP ⇒ <a href="http://www.2.southwark.gov.uk/info/200006/arts_in_southwark/1122/theatres">http://www.2.southwark.gov.uk/info/200006/arts_in_southwark/1122/theatres</a> ⇒ <a href="http://www.2.southwark.gov.uk/info/200087/sports_and_leisure/919/leisure_centres">http://www.2.southwark.gov.uk/info/200087/sports_and_leisure/919/leisure_centres</a> ⇒ <a href="http://www.southwark.gov.uk/events-culture-and-heritage/museums-and-galleries-in-southwark">http://www.southwark.gov.uk/events-culture-and-heritage/museums-and-galleries-in-southwark</a> ⇒ <a href="https://www.communitysouthwark.org/organisations-venues/venues">https://www.communitysouthwark.org/organisations-venues/venues</a> ⇒ Southwark Council's APP premises database
• vulnerable people housed or treated: Please see <b>Table 1B</b>	
• residential areas with high concentration of children / young people / vulnerable people: Please see <b>Table 1B</b>	
• areas with a high level of organised crime	List of potential, suspected, and actual child sexual exploitation offences, human trafficking / modern slavery offences, and drug trafficking offences committed between 1 <sup>st</sup> April 2014 and 28 <sup>th</sup> February 2017 ⇒ Metropolitan Police Service's Crime Report Information System (CRIS)
• places of worship	List of faith premises in Southwark ⇒ Southwark Council's APP premises database (Usage codes E06, E17, F76)
• community facilities / public buildings	Community centres / tenants' halls, libraries and other public buildings listed on Southwark Council and Community Southwark webpages ⇒ <a href="http://www.southwark.gov.uk/libraries/find-a-library">http://www.southwark.gov.uk/libraries/find-a-library</a> ⇒ <a href="https://www.communitysouthwark.org/organisations-venues/venues">https://www.communitysouthwark.org/organisations-venues/venues</a>
areas with an over-concentration of similar existing licensed operation	List of current licensed gambling premises in Southwark ⇒ Southwark Council's APP premises database

Table 1B: Vulnerable persons criteria	Identified datasets and data sources
<ul style="list-style-type: none"> <li>• children (under the age of 18 years)</li> <li>• and young people (students in higher education)</li> </ul>	<ol style="list-style-type: none"> <li>① Number of residents aged under 18 years ⇒ <a href="https://www.nomisweb.co.uk/census/2011/qs103ew">https://www.nomisweb.co.uk/census/2011/qs103ew</a></li> <li>② Register of educational establishments in England and Wales ⇒ Department for Education, <a href="http://www.education.gov.uk/edubase/home.xhtml">http://www.education.gov.uk/edubase/home.xhtml</a></li> <li>③ Student accommodation in Southwark ⇒ Southwark Council's APP premises database ⇒ <a href="http://www.arts.ac.uk/study-at-ual/accommodation/halls-of-residence/">http://www.arts.ac.uk/study-at-ual/accommodation/halls-of-residence/</a> ⇒ <a href="http://www.crm-students.com/crm-accommodation/london/">http://www.crm-students.com/crm-accommodation/london/</a> ⇒ <a href="https://housing.london.ac.uk/find-accommodation/registered-private-halls-residence/south-east-london-halls">https://housing.london.ac.uk/find-accommodation/registered-private-halls-residence/south-east-london-halls</a> ⇒ <a href="http://www.kcl.ac.uk/study/accommodation/residences/index.aspx">http://www.kcl.ac.uk/study/accommodation/residences/index.aspx</a> ⇒ <a href="http://www.lsbu.ac.uk/professional-services/accommodation-office">http://www.lsbu.ac.uk/professional-services/accommodation-office</a></li> </ol>
<ul style="list-style-type: none"> <li>• problem gamblers seeking treatment</li> </ul>	no data available for Southwark
<ul style="list-style-type: none"> <li>• living in the most deprived areas</li> </ul>	<p>English indices of deprivation 2015 ⇒ <a href="https://www.gov.uk/government/statistics/english-indices-of-deprivation-2015">https://www.gov.uk/government/statistics/english-indices-of-deprivation-2015</a></p>
<ul style="list-style-type: none"> <li>• financial difficulties / debt</li> </ul>	<ol style="list-style-type: none"> <li>① List of food banks in Southwark ⇒ <a href="https://southwark.foodbank.org.uk/locations/">https://southwark.foodbank.org.uk/locations/</a></li> <li>② List of pawnbrokers in Southwark ⇒ Southwark Council's APP premises database</li> <li>③ List of pay day loan shops in Southwark ⇒ Southwark Council's APP premises database</li> </ol>
<ul style="list-style-type: none"> <li>• substance abuse / misuse</li> </ul>	<p>List of drug and alcohol treatment services, narcotics and alcoholics anonymous meetings, and needle exchange services ⇒ Southwark Council's Drug and Alcohol Action Team (DAAT)</p>
<ul style="list-style-type: none"> <li>• poor mental health</li> </ul>	<p>List of GP practices treating patients for schizophrenia, bipolar affective disorder and other psychoses ⇒ Health &amp; Social Care Information Centre (HSCIC) <a href="http://www.hscic.gov.uk/catalogue/PUB18887/qof-1415-prac-MHNeurogroup.zip">http://www.hscic.gov.uk/catalogue/PUB18887/qof-1415-prac-MHNeurogroup.zip</a></p>
<ul style="list-style-type: none"> <li>• unemployed</li> </ul>	<ol style="list-style-type: none"> <li>① Job centres listed through Directgov's search engine ⇒ <a href="http://los.direct.gov.uk">http://los.direct.gov.uk</a></li> <li>② Economically active unemployed residents ⇒ Census 2011 economic activity data on Nomis, <a href="https://www.nomisweb.co.uk/census/2011/qs601ew">https://www.nomisweb.co.uk/census/2011/qs601ew</a></li> </ol>
<ul style="list-style-type: none"> <li>• homeless</li> </ul>	<p>List of hostels, supported housing, registered care, and temporary accommodation sites in Southwark ⇒ Vulnerable People Location document compiled by Southwark Council's Public Health Team</p>
<ul style="list-style-type: none"> <li>• minority ethnic groups</li> </ul>	<p>Number of residents from Asian / Asian British, Black / African / Caribbean / Black British, and Arab or other ethnic groups ⇒ <a href="http://www.nomisweb.co.uk/census/2011/lc2101ew">http://www.nomisweb.co.uk/census/2011/lc2101ew</a></p>

**Section 2** continues on the next page...

④ The fourth step was to **map** the datasets. This entailed making all the records in the datasets mappable by either extracting or creating the necessary co-ordinates (Easting and Northing). For records relating to buildings, co-ordinates at address point level were used and for records relating to areas (i.e. parks and Census output areas) centroid co-ordinates were used. To better illustrate the geographical distribution of locations and vulnerable persons across the borough, two types of maps were produced:

- ① hotspot maps to show the **proximity** of locations or vulnerable persons to one another
- ② grid maps to show the **count** of locations or vulnerable persons per grid cell

The distance used for measuring proximity and grid cell size is 600m. This distance is based on the upper-average of the distances measured between residents' homes and local facilities (post office, primary school, general store or supermarket, and GP surgery), as published by the **Department for Communities and Local Government**<sup>6</sup>.

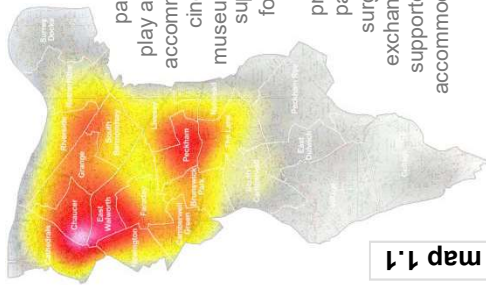
Please see **sections 3** and **4** for maps as described above. The hotspot and grid maps on **page 5** provide a summary of vulnerable persons and locations in the borough. The map on **page 6** shows the combined vulnerable persons- and locations grid maps overlaid with the current licensed gambling premises in Southwark. The map on **page 7** shows the same as the map on page 6, but with the omission of university campus population data. The map on **page 8** is an example of a local area profile that will be provided by the council in response to a licence application.

3. Areas in Southwark of greater risk to gambling-related harm

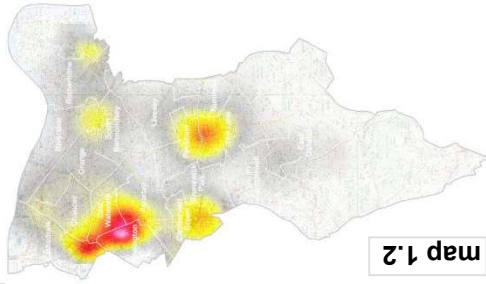
① Maps based on the **proximity** of ① locations and ② vulnerable persons in the borough



① ① Locations proximity

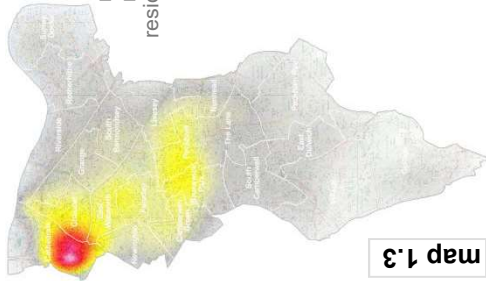


**Locations included:**  
community centres;  
higher education institutions; libraries; parks; places of worship  
play areas; schools; student accommodation; youth clubs;  
cinemas; leisure centres; museums; shopping centres; supermarkets; toyshops  
food banks; job centres; licensed gambling premises; pawnbrokers; pay day loan shops; GP surgeries; hostels; needle exchanges; support services; supported housing; temporary accommodation; crime locations

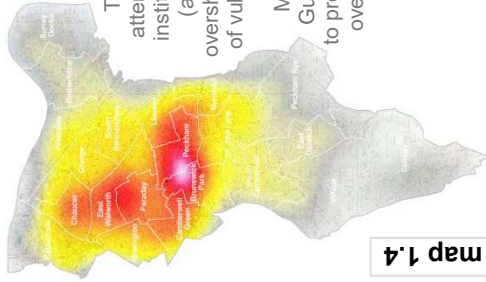


**Licensed gambling premises**  
Please see page 6 for detailed map

① ② Vulnerable persons proximity



**Vulnerable persons included:**  
homeless; mental health patients; minority ethnic groups; residents aged < 18 years; school pupils; unemployed; university students

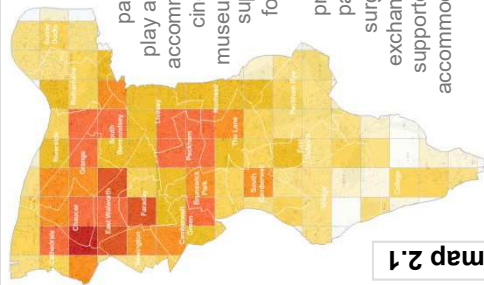


**Vulnerable persons excl. university campus populations**  
The number of students attending higher education institutions in the SE1 area (as reflected in map 1.3) overshadows the distribution of vulnerable persons in the rest of the borough. Map 1.4 therefore omits Guy's campus and LSBU to provide a more balanced overview of the rest of the borough

Data sources as listed under section 2 of this document

② Maps based on the **count** of ① locations and ② vulnerable persons in the borough

② ① Locations count

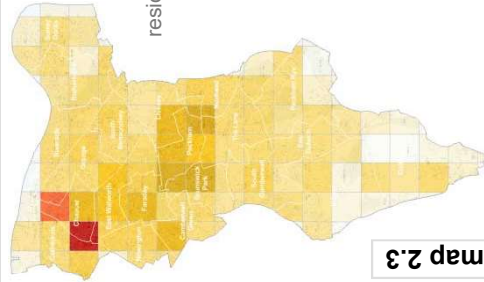


**Locations included:**  
community centres; higher education institutions; libraries; parks; places of worship  
play areas; schools; student accommodation; youth clubs; cinemas; leisure centres; museums; shopping centres; supermarkets; toyshops  
food banks; job centres; licensed gambling premises; pawnbrokers; pay day loan shops; GP surgeries; hostels; needle exchanges; support services; supported housing; temporary accommodation; crime locations

**Location count per 600m cell**

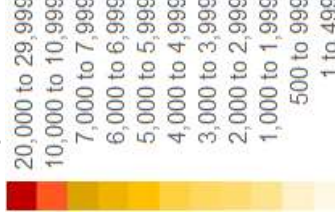


② ② Vulnerable persons count

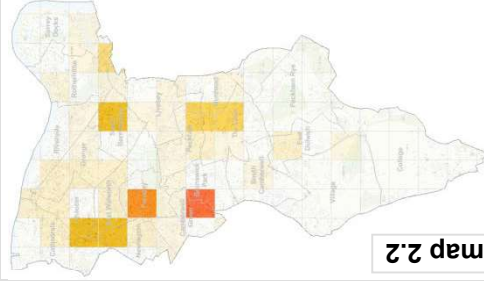


**Vulnerable persons included:**  
homeless; mental health patients; minority ethnic groups; residents aged < 18 years; school pupils; unemployed; university students

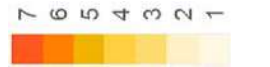
**Vulnerable persons count per 600m cell**



**Licensed gambling premises**  
Please see page 6 for detailed map



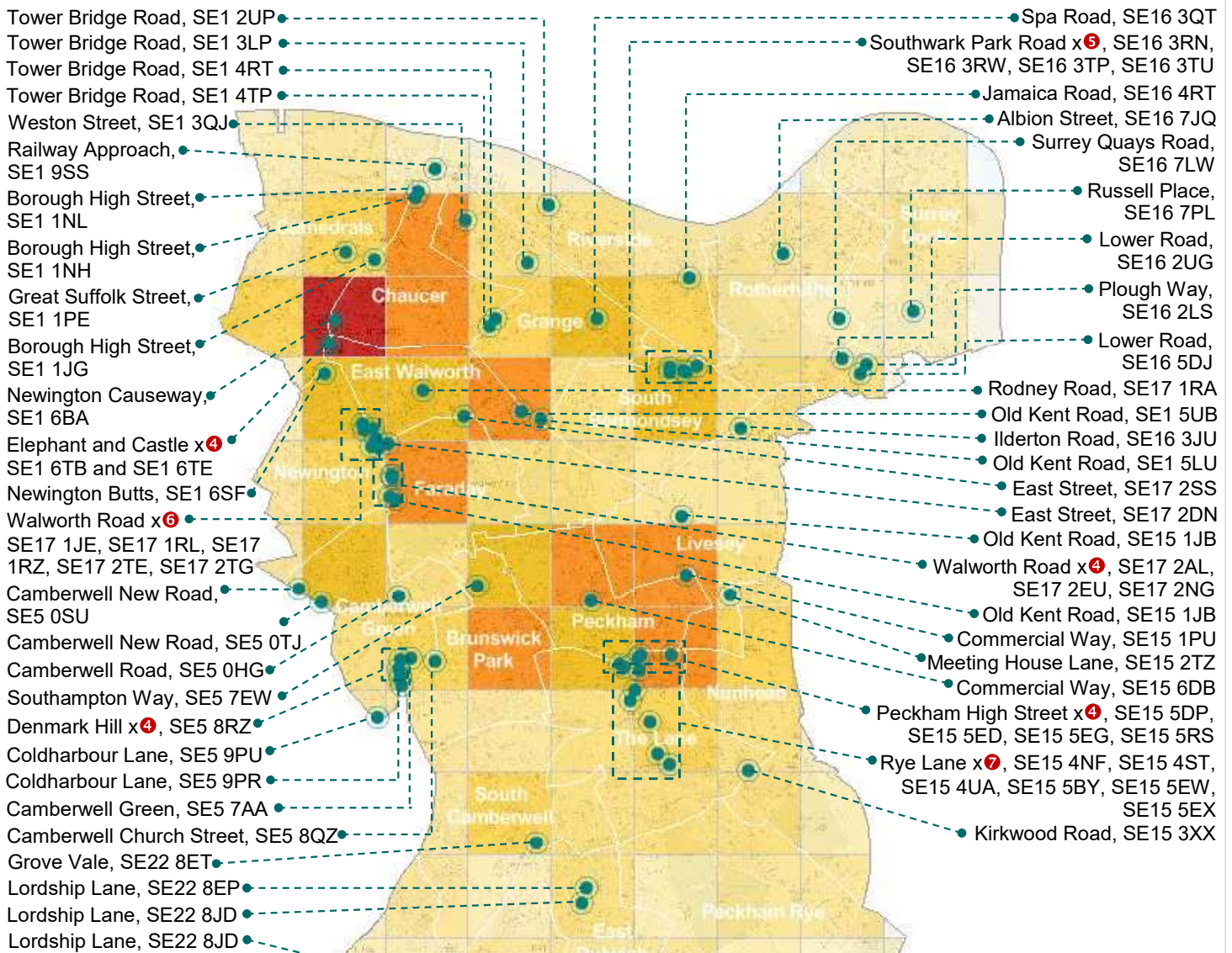
**Gambling premises count per 600m cell**



Data sources as listed under section 2 of this document



**Map 3** Combined vulnerable persons and locations count overlaid with current licensed gambling premises



licensed gambling premises	
by ward	count
Brunswick Park	2
Camberwell Green	10
Cathedrals	1
Chaucer	4
East Dulwich	3
East Walworth	9
Faraday	7
Grange	7
Livesey	3
Newington	4
Peckham	2
Riverside	2
Rotherhithe	4
South Bermondsey	5
South Camberwell	1
Surrey Docks	2
The Lane	12
<b>Southwark total</b>	<b>78</b>

**Map legend**

London borough of Southwark's 21 wards

● Licensed gambling premises (78 in total)

□ 600m x 600m grid cell

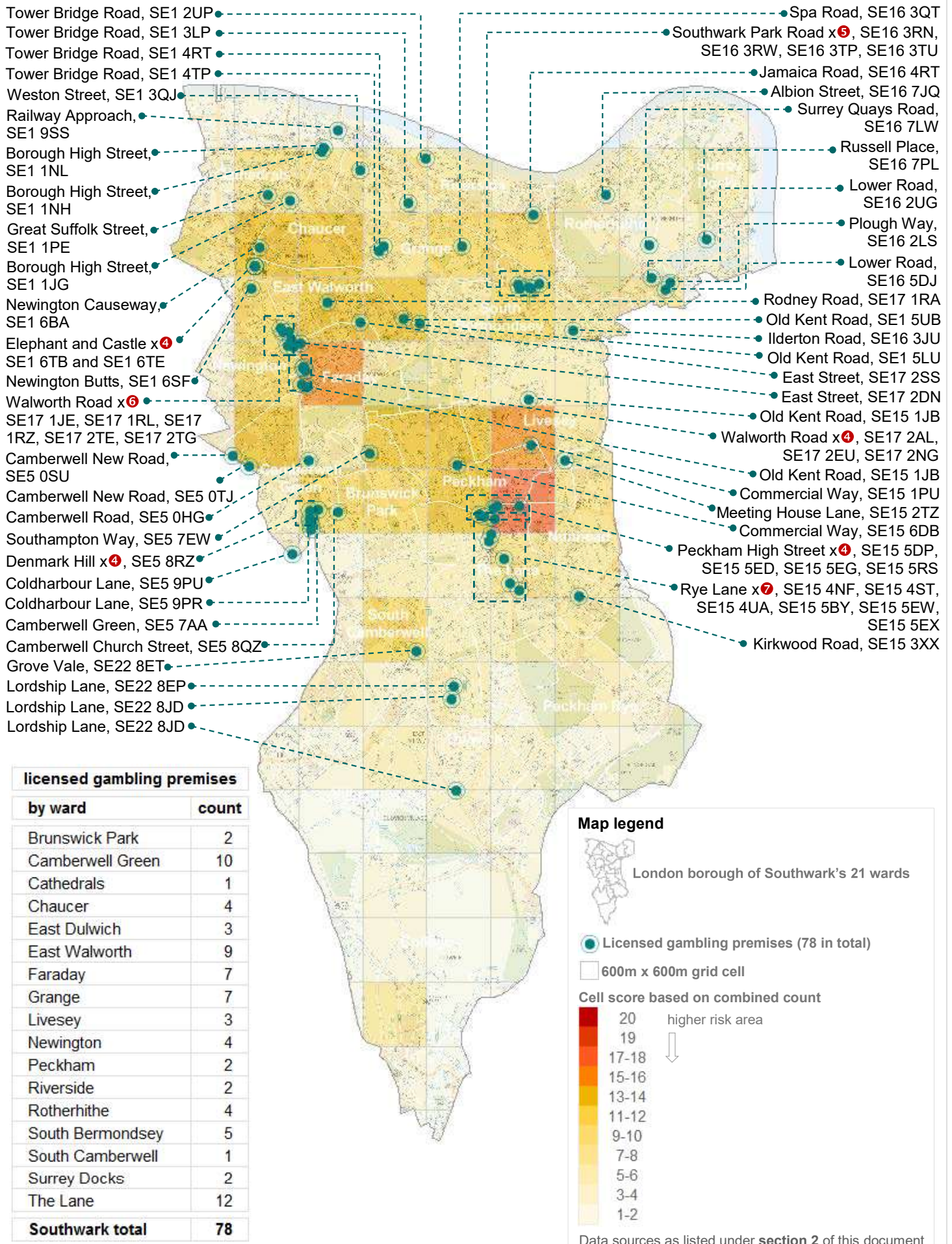
**Cell score based on combined count**

20	higher risk area
19	
17-18	
15-16	
13-14	
11-12	
9-10	
7-8	
5-6	
3-4	
1-2	

Data sources as listed under section 2 of this document



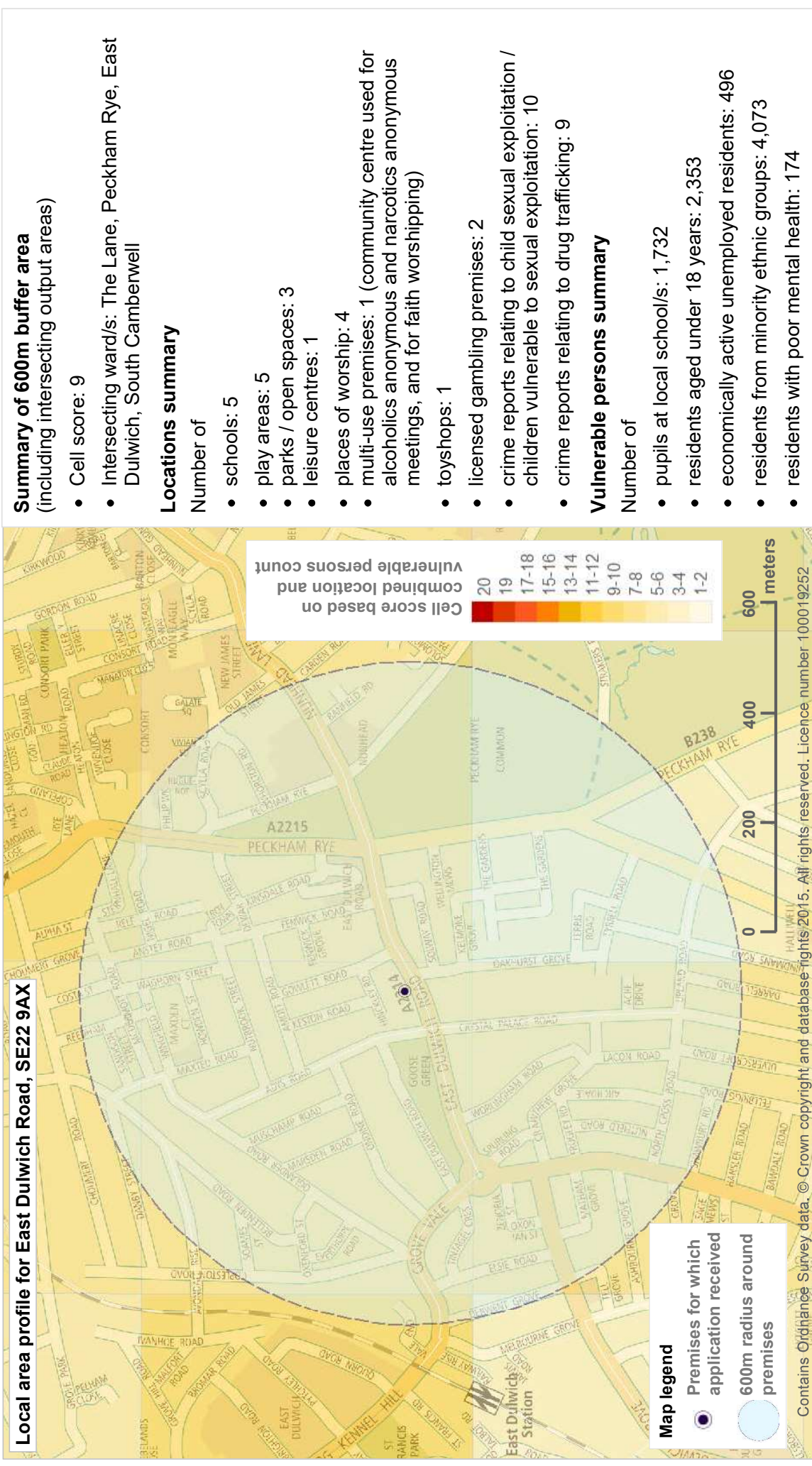
**Map 4 Combined vulnerable persons and locations count (excluding university campus populations) overlaid with current licensed gambling premises**





#### 4. Implementation

Upon receipt of a gambling licence application, the licensing authority (Southwark Council in this instance) will provide a **local area profile** (LAP) relevant to the premises for which the application has been received. The profile will consist of a summary of the locations and vulnerable persons found within the **600m radius** of the premises. Based on this information, the council can make a more informed decision. Please see sample LAP below.



Contains data as specified under section 2 of the 'Local area profiles for gambling licensing in Southwark' document

## References

- 1 Gambling Commission's Gambling Guidance for Local Authorities  
 ⇨ <http://www.gamblingcommission.gov.uk/for-licensing-authorities/GLA/Guidance-to-licensing-authorities.aspx>
- 2 Southwark Statement of Gambling Licensing Policy  
 ⇨ [http://www.2.southwark.gov.uk/download/downloads/id/13142/southwark\\_statement\\_of\\_gambling\\_licensing\\_policy\\_2016-2019](http://www.2.southwark.gov.uk/download/downloads/id/13142/southwark_statement_of_gambling_licensing_policy_2016-2019)
- 3 Gambling Commission's Licence Conditions and Codes of Practice (LCCP)  
 ⇨ <http://www.gamblingcommission.gov.uk/for-gambling-businesses/Compliance/LCCP/Licence-conditions-and-codes-of-practice.aspx>
- 4 Gambling Act 2005  
 ⇨ [http://www.legislation.gov.uk/ukpga/2005/19/pdfs/ukpga\\_20050019\\_en.pdf](http://www.legislation.gov.uk/ukpga/2005/19/pdfs/ukpga_20050019_en.pdf)
- 5 Exploring area-based vulnerability to gambling-related harm: Who is vulnerable?  
 ⇨ [http://transact.westminster.gov.uk/docstores/publications\\_store/licensing/final\\_phase1\\_exploring\\_area-based\\_vulnerability\\_and\\_gambling\\_related\\_harm\\_report\\_v2.pdf](http://transact.westminster.gov.uk/docstores/publications_store/licensing/final_phase1_exploring_area-based_vulnerability_and_gambling_related_harm_report_v2.pdf)
- 6 English Indices of Deprivation 2015 File 8: Underlying indicators  
 ⇨ [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/467775/File\\_8\\_ID\\_2015\\_Underlying\\_indicators.xlsx](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/467775/File_8_ID_2015_Underlying_indicators.xlsx)



Appendix C



**Equalities Impact Assessment**  
**Statement of Gambling Policy 2022-2025**



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**Section 1: Equality analysis details**


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<b>Proposed policy/decision/business plan to which this equality analysis relates</b>	Consultation on amendments to the Southwark Statement of Licensing Policy, running from 2021 to 2026. As a result of conducting the Equality Analysis the implementation of the Late Night Levy does not appear to have any adverse effects on people who share protected characteristics and no further actions are recommended at this stage.
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<b>Equality analysis author</b>	David Franklin				
<b>Strategic Director:</b>	Matt Clubb				
<b>Department</b>	Environment and Leisure	<b>Division</b>	Regulatory Services		
<b>Period analysis undertaken</b>	August 2021				
<b>Date of review (if applicable)</b>	After completion of consultation				
<b>Sign-off</b>	x	<b>Position</b>	x	<b>Date</b>	x

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## Section 2: Brief description of policy/decision/business plan

### 1.1 Brief description of policy/decision/business plan

The Gambling Act 2005 came into effect on 01 September 2007. The Act repealed existing legislation relating to alcohol, entertainment and late night refreshment and introduced a new licensing regime, administered by the local licensing authority.

Section 349 of the Gambling Act 2005 requires each licensing authority to prepare and publish a gambling licensing policy and statement of the principles every three years. The initial Southwark Statement of Licensing Policy received formal approval in January 2007. It has been frequently revised and updated since in order to keep up to date with changes in law, guidance and local policy. Revisions has been developed through public consultation with full regard had to the Act; the secondary regulations made under the Act and the guidance for local licensing authorities produced, by the Gambling Commission.

The three licensing objectives that underpin the policy are:

- (a) preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- (b) ensuring that gambling is conducted in a fair and open way, and
- (c) protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Act states in section 153, that the principles to be applied when considering a gambling licence are:

1. In exercising their functions under this Part a licensing authority shall aim to permit the use of premises for gambling in so far as the authority think it—
  - a. in accordance with any relevant code of practice under section 24,
  - b. in accordance with any relevant guidance issued by the Commission under section 25,
  - c. reasonably consistent with the licensing objectives (subject to paragraphs (a) and (b)), and
  - d. in accordance with the statement published by the authority under section 349

Any changes made to the current policy must take into account whether or not the 'protected characteristics' of a wide range of people may be adversely affected. The Licensing Authority is confident that it would never deliberately make policy decision that would do this. One of the aims of the consultation will be to identify any groups that may be negatively impacted, whether subjectively or objectively.

Applicants for most gambling premises licences are required to hold an operating licence and personal licence issued by the Gambling Commission.

**Section 3: Overview of service users and key stakeholders consulted**


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2. Service users and stakeholders	
<b>Key users of the department or service</b>	<ul style="list-style-type: none"> <li>• Premises licence holders</li> <li>• members of the public</li> </ul>
<b>Key stakeholders were/are involved in this policy/decision/business plan</b>	<p>The consultation will be introduced by email and circular letter and sent to:</p> <ul style="list-style-type: none"> <li>• All Premises Licence holders</li> <li>• Representatives of businesses and residents,</li> <li>• Amenity groups,</li> <li>• Community associations,</li> <li>• Ethnic group associations,</li> <li>• Faith groups,</li> <li>• Traders' associations,</li> <li>• Neighbouring Licensing Authorities,</li> <li>• Responsible Authorities,</li> <li>• Council employees and Members</li> </ul>

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#### Section 4: Pre-implementation equality analysis

This section considers the potential impacts (positive and negative) on groups with 'protected characteristics', the equality information on which this analysis is based and any mitigating actions to be taken.

<b>Age</b> - Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
Any changes to the policy must take into account protected characteristics. There is anecdotal evidence to suggest that younger independent businesses may be run by younger people. The licensing authority looks to encourage the diversity of local businesses, which would include businesses run by younger entrepreneurs.	None
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
n/a	n/a
<b>Mitigating actions to be taken</b>	
No mitigation is necessary.	

<p><b>Disability</b> - A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>No specific impacts have been identified or raised in relation to this. It is acknowledged that businesses should make 'reasonable adjustments' to accommodate people identifying with having a disability.</p>	<p>None identified.</p>
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>None</p>	<p>None</p>
<p><b>Mitigating actions to be taken</b></p>	
<p>N/A</p>	

<b>Gender reassignment</b> - The process of transitioning from one gender to another.	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
This project will not specifically benefit or disadvantage non-binary residents.	None
<b>Equality information on which above analysis is based.</b>	<b>Health data on which above analysis is based</b>
None	N/A
<b>Mitigating actions to be taken</b>	
N/A	
<b>Marriage and civil partnership</b> – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples and must be treated the same as married couples on a wide range of legal matters. <b>(Only to be considered in respect to the need to eliminate discrimination.)</b>	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
Any changes to the gambling policy will have no particular impact on marital status and does not treat same sex couples or those in civil partnerships less or more favourably than anyone else.	None
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
N/A	N/A
<b>Mitigating actions to be taken</b>	
N/A	

<p><b>Pregnancy and maternity</b> - Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>The gambling policy must not disadvantage pregnant women or those on maternity leave.</p>	<p>None</p>
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>None</p>	<p>N/A</p>
<p><b>Mitigating actions to be taken</b></p>	
<p>N/A</p>	
<p><b>Race</b> - Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. N.B. Gypsy, Roma and Traveller are recognised racial groups and their needs should be considered alongside all others</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>The cultural makeup of the Borough is wide and varied. The Licensing Authority would want to encourage this diversity. The policy would never be intended to prevent any particular ethnic group from applying and holding a gambling licence or from enjoying gambling at a licenced gambling premises.</p> <p>It should however be noted that the Borough is continually changing in terms of regenerating community areas. This has had an effect on local amenities.</p>	<p>Policy changes not intended to restrict any premises from opening, or staying open. There may be cross-overs with Planning and Regeneration that may have to address this risk.</p>
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>None</p>	<p>N/A</p>
<p><b>Mitigating actions to be taken</b></p>	
<p>N/A</p>	



<b>Religion and belief</b> - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
Policy changes will have no apparent benefit or disadvantage to any particular religion.	None
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
None	N/A
<b>Mitigating actions to be taken</b>	
N/A	
<b>Sex</b> - A man or a woman.	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
Policy changes will have no apparent benefit or disadvantage to any particular sex.	None
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
None	N/A
<b>Mitigating actions to be taken</b>	
N/A	

<b>Sexual orientation</b> - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	
<b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b>	<b>Potential health impacts (positive and negative)</b>
Policy changes will have no apparent benefit or disadvantage as a result of a person's sexual orientation.	
<b>Equality information on which above analysis is based</b>	<b>Health data on which above analysis is based</b>
None	N/A
<b>Mitigating actions to be taken</b>	
N/A	

<p><b>Socio-economic disadvantage</b> – although the Equality Act 2010 does not include socio-economic status as one of the protected characteristics, Southwark Council recognises that this continues to be a major cause of inequality in the borough. Socio economic status is the measure of an area's, an individual's or family's economic and social position in relation to others, based on income, education, health, living conditions and occupation.</p>	
<p><b>Potential impacts (positive and negative) of proposed policy/decision/business plan</b></p>	<p><b>Potential health impacts (positive and negative)</b></p>
<p>Changes to the gambling policy are not intended to benefit or disadvantage people because of their socio-economic status.</p> <p>Operators of licensed premises are required to comply with licensing conditions and codes of practice from the Gambling Commission aimed at reducing risks associated with gambling to children or vulnerable adults.</p>	<p>None</p>
<p><b>Equality information on which above analysis is based</b></p>	<p><b>Health data on which above analysis is based</b></p>
<p>N/A</p>	<p>N/A</p>
<p><b>Mitigating actions to be taken</b></p>	
<p>N/A</p>	

**Human Rights**

There are 16 rights in the Human Rights Act. Each one is called an Article. They are all taken from the European Convention on Human Rights. The Articles are The right to life, Freedom from torture, inhuman and degrading treatment, Freedom from forced labour , Right to Liberty, Fair trial, Retrospective penalties, Privacy, Freedom of conscience, Freedom of expression, Freedom of assembly, Marriage and family, Freedom from discrimination and the First Protocol

**Potential impacts (positive and negative) of proposed policy/decision/business plan**

None identified.

**Information on which above analysis is based**

N/A

**Mitigating actions to be taken**

Adherence to council policy and UK law.

**Section 5: Further actions and objectives****5. Further actions**

Based on the initial analysis above, please detail the key mitigating actions or the areas identified as requiring more detailed analysis.

Number	Description of issue	Action	Timeframe
1	None		

**6. Equality & Health objectives**

Based on the initial analysis above, please detail any equality objectives that you will set for your division/department/service. Under the objective and measure column please state whether this objective is an existing objective or a suggested addition to the Council Plan.

Objective and measure	Lead officer	Current performance (baseline)	Targets	
			Year 1	Year 2

<b>Item No.</b> 6.5	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Council Assembly Dates and Calendar of Meetings 2022-2023	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Constitutional Steering Panel	

**RECOMMENDATIONS**

1. That council assembly agree the following dates for meetings of council assembly be fixed in the council calendar for the 2022-23 municipal year:

<b>Council Assembly</b>	<b>Type of Meeting</b>
Saturday 21 May 2022 at 11.00am (Date as agreed by council assembly 24 March 2021)	Annual Meeting <i>Note: To be held jointly with Civic Awards Ceremony</i>
Wednesday 13 July 2022	Ordinary meeting
Wednesday 23 November 2022	Ordinary meeting
Wednesday 22 February 2023	Budget and council tax setting
Wednesday 22 March 2023	Ordinary meeting
Saturday 20 May 2023 at 11am <i>Alternative date: Monday 22 May 2023 at 7pm</i>	Annual meeting <i>Note: May be held jointly with Civic Awards Ceremony</i>

2. That council assembly note the calendar of council meetings for the 2022-23 municipal year as shown at Appendix 1.

**BACKGROUND INFORMATION**

**Council assembly dates**

3. Council assembly procedure rules require that meetings shall take place on such dates as agreed by council assembly.
4. The proposed dates are based on the 2021-22 calendar of meetings and in line with the practice adopted at council assembly in July 2016 of five meetings per municipal year, which includes the annual council assembly meeting.

## **KEY ISSUES FOR CONSIDERATION**

5. A schedule of council assembly meetings for the 2022-23 municipal year has been prepared and is shown at recommendation 1.
6. Council assembly will need to be asked to formally agree these dates, in accordance with constitutional provision council assembly procedure rule 2.1.
7. A calendar of all council meetings for the 2022-23 municipal year (including council assembly meetings) has been prepared and is shown at Appendix 1. Appendix 2 is a list of all meetings for 2022-23 in a table format.
8. The calendar (Appendix 1) includes the dates for school holidays, party conferences and other committed dates. Due to business demands of the service, certain meetings will meet more frequently, for example, cabinet, overview and scrutiny committee and planning committee. Cabinet procedure rule 2.1 requires that the cabinet should meet at least eight times per year; therefore cabinet meetings are scheduled in line with this requirement. Scrutiny sub-committees are included in the draft calendar, pending their establishment by the overview and scrutiny committee.
9. The draft calendar has been circulated to group whips and relevant officers and comments have been collated as received and appropriate amendments made. The meeting cycle and framework has been scheduled in accordance with the council's governance arrangements and the current referral mechanism.
10. In respect of meetings other than council assembly, this calendar is subject to amendments, additions and cancellations. The calendar is published on the council's website and is regularly updated throughout the year.
11. The early planning and scheduling of formal council meetings is a vital and integral part of the decision making process. This supports the efficient administration of the council.

### **Policy framework implications**

12. This report is not considered to have direct policy implications.

### **Community, equalities (including socio-economic) and health impacts**

13. Publicising details of council and committee meetings will enable all stakeholders and the community to forward plan, should they wish to attend and, if appropriate, address those meetings, in accordance with the constitution. The constitution enables people, including the local community where relevant, to understand the role that they can play in the decision making of the council.

### **Climate change implications**

14. There are no direct climate change implications arising from this report.

### **Legal implications**

15. Legal comments are incorporated within the report.

### **Financial implications**

16. There are no direct resource implications in the context of this report.

### **Consultation**

17. Consultation is being undertaken with the Mayor, Group whips and finance officers.

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

18. Any legal issues are outlined in the body of the report.

### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Southwark Constitution: <a href="http://modern.gov.southwark.gov.uk/ieListMeetings.aspx?CId=425&amp;Year=0">http://modern.gov.southwark.gov.uk/ieListMeetings.aspx?CId=425&amp;Year=0</a>	Council Offices, 160 Tooley Street, London SE1 2QH	Constitutional Team Email: <a href="mailto:constitutional.team@southwark.gov.uk">constitutional.team@southwark.gov.uk</a> Tel: 020 7525 7055

### **APPENDICES**

<b>Appendix</b>	<b>Title</b>
Appendix 1	Council Calendar 2022-23
Appendix 2	Council Calendar 2022-23 (table format)

**AUDIT TRAIL**

<b>Lead Officer</b>	Chidilim Agada, Head of Constitutional Services	
<b>Report Author</b>	Chidilim Agada, Head of Constitutional Services	
<b>Version</b>	Final	
<b>Dated</b>	4 March 2022	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Governance	Yes	Incorporated in the report
Strategic Director of Finance and Governance	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	4 March 2022	



## Draft Calendar of Meetings 2022 – 23

May 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>2</b> Early May Bank Holiday	<b>3</b>	<b>4</b>	<b>5</b> Council Elections	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b> Party Group Meetings 7pm	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Council Assembly (Annual Meeting) 11am  Overview & Scrutiny Committee <i>(to establish commissions and appoint chairs)</i>  Planning Committee <i>(to establish sub- committees and chairs) TBC time</i>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b> Half Term	<b>31</b> Half Term	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

June 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	<b>1</b> Half Term	<b>2</b> Half Term Spring Bank Holiday	<b>3</b> Half Term Platinum Jubilee bank Holiday	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> London Councils – Leaders Committee 11.30am-1.30pm  Audit, Governance and Standards Committee 6.30pm	<b>8</b> Planning Committee 6.30pm	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b> Party Group Meetings (tbc) 7pm	<b>14</b> Cabinet 11am  Planning Sub-Committee B 6.30pm	<b>15</b> Constitutional Steering Panel 6pm	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> Licensing Committee 7pm	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>

July 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	30	1	2	3
<b>4</b> Party Group Meetings (tbc) 7pm  Health & Wellbeing Board <i>time tbc</i>	<b>5</b> Planning Sub-Committee A 6.30pm	<b>6</b> Corporate Parenting Committee 2pm  Joint IT Committee (Brent, Lewisham & Southwark) 6pm  Overview & Scrutiny Committee 7pm	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b> Scrutiny Commission 1 7pm	<b>12</b> London Councils – Leaders Committee 11.30am-1.30pm  Scrutiny Commission 2 7pm	<b>13</b> Council Assembly <i>Ordinary            meeting</i> 7pm	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b> Cabinet 11am	<b>19</b> Planning Committee 6.30pm	<b>20</b> Scrutiny Commission 4 7pm	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>

<p>Audit, Governance and Standards Committee 6.30pm</p> <p>Audit, governance and standards (Civic awards) sub-committee <i>\$\$ following the rise the above</i></p> <p>Scrutiny Commission 3 7pm</p>						
<p><b>25</b> Start of school Holidays</p>	<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p>	<p><b>31</b></p>

August 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	29
29 Summer Bank Holiday	30	31 End of school Holidays	1	2	3	4

September 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2	3	4
5 Party Group Meetings (tbc) 7pm	6	7 Audit, Governance and Standards Committee 6.30pm	8	9	10	11
12 Planning Sub-Committee B 6.30pm	13 Cabinet 11am	14 Planning Committee 6.30pm	15	16	17 Liberal Democrat Party Conference	18
19 Liberal Democrat Party Conference	20	21 Planning Sub-Committee A 6.30pm	22	23	24	25
26 Labour Party Conference	27	28 Scrutiny Commission 1 7pm	29	30	1	2

October 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>3</b> Scrutiny Commission 2 7pm	<b>4</b> Planning Committee 6.30pm	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b> Party Group Meetings (tbc) 7pm	<b>11</b> London Councils – Leaders Committee 11.30am-1.30pm  Scrutiny Commission 3 7pm	<b>12</b>  Overview & Scrutiny Committee 7pm	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b> Scrutiny Commission 4 7pm	<b>18</b> Cabinet 11am	<b>19</b> Planning Sub-Committee B 6.30pm	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>  Half-term (tbc)	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

November 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1 Licensing Committee 7pm	2 Corporate Parenting Committee 2pm  Constitutional Steering Panel 6pm  Joint IT Committee (Brent, Lewisham & Southwark) 6pm  Planning Committee 6.30pm	3	4	5	6
7 East Central multi ward area 6pm (non-decision making)	8	9 South-multi ward area 6pm (non-decision making)  North-west multi ward area 6.30pm (non-decision making)	10	11	12	13
14 Party Group Meetings (tbc) 7pm	15 Planning Sub-Committee A 6.30pm	16 Audit, Governance and Standards Committee 6.30pm	17 Health & Wellbeing Board <i>time tbc</i>	18	19	20



		Scrutiny Commission 1 7pm				
<b>21</b>  Scrutiny Commission 2 7pm	<b>22</b>  North-east multi ward area 6pm (non-decision making)  West Central multi ward area 6pm (non-decision making)	<b>23</b>  Council Assembly ( <i>Ordinary meeting</i> ) 7pm	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>  Scrutiny Commission 3 7pm	<b>29</b>  Planning Committee 6.30pm	<b>30</b>  Overview & Scrutiny Committee 7pm	1	2	3	4

December 2022						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	1	2	3	4
5 Planning Sub-Committee B 6.30pm	6 Cabinet 11am Cabinet (Livesey Trust) Committee 10am  Scrutiny Commission 4 7pm	7	8	9	10	11
12	13 London Councils – Leaders Committee 11.30am-1.30pm  Planning Committee 6.30pm	14	15	16	17	18
19 School Holidays (start, tbc)	20	21	22	23	24	25
26 Boxing Day	27 Christmas Day (substitute day)	28	29	30 School Holidays (end)	31	1

January 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>2</b> New Year's Day	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b> Party Group Meetings (tbc) 7pm	<b>10</b> Planning Committee 6.30pm	<b>11</b> Overview and Scrutiny Committee 7pm	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> Cabinet 11am  Planning Committee 6.30pm	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b> Overview & Scrutiny Committee 10am  Constitutional Steering Panel 6pm	<b>24</b> Overview & Scrutiny Committee 7pm	<b>25</b> Planning Sub-Committee A 6.30pm	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b> Party Group Meetings (tbc) 7pm	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

February 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	1 Planning Committee 6.30pm	2	3	4	5
6 Cabinet 11am Audit, Governance and Standards Committee 6.30pm Scrutiny Commission 1 7pm	7 London Councils – Leaders Committee 11.30am-1.30pm Scrutiny Commission 2 7pm	8 Scrutiny Commission 4 7pm	9	10	11	12
13 Half-term (tbc)	14	15	16	17	18	19
20 Scrutiny Commission 3 7pm Tenant Forum 7pm	21 Planning Committee 6.30pm	22 Council Assembly ( <i>Budget &amp; Council Tax setting meeting</i> ) 7pm	23	24	25	26
27 Party Group Meetings (tbc) 7pm	28 Planning Sub-Committee B 6.30pm	1	2	3	4	5

	Homeowner Forum 7pm					
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March 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	<b>1</b> Corporate Parenting Committee 2pm  Constitutional Steering Panel 6pm  Overview & Scrutiny Committee 7pm	2	3	4	5
<b>6</b> Audit, governance and standards (Civic awards) sub-committee 6pm	<b>7</b> Cabinet 11am  North-east multi ward area 6pm  West Central multi ward area 6pm	<b>8</b> Planning Committee 6.30pm	9	10	11	12
<b>13</b> Party Group Meetings (tbc)	<b>14</b> South-multi ward area	15	<b>16</b> Health & Wellbeing Board <i>time tbc</i>	17	18	19

7pm	6pm North-west multi ward area 6.30pm	Joint IT Committee (Brent, Lewisham & Southwark) 6pm Planning Sub-Committee A 6.30pm				
<b>20</b> East Central multi ward area 6pm	<b>21</b> London Councils – Leaders Committee 11.30am-1.30pm	<b>22</b> Council Assembly ( <i>ordinary meeting</i> ) 7pm	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b> Party Group Meetings (tbc) 7pm	<b>28</b> Planning Sub-Committee B 6.30pm	<b>29</b> Planning Committee 7pm	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>

April 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>3</b> School holidays start (tbc)	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Good Friday	<b>8</b>	<b>9</b>
<b>10</b> Easter Monday	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> School holidays end (tbc)	<b>15</b>	<b>16</b>
<b>17</b> Planning Sub-Committee A 6.30pm	<b>18</b> Scrutiny Commission 1 7pm	<b>19</b> Corporate Parenting Committee 2pm  Constitutional Steering Panel 6pm  Scrutiny Commission 2 7pm	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b> Planning Committee 6.30pm  Scrutiny Commission 3 7pm	<b>25</b> Scrutiny Commission 4 7pm	<b>26</b> Overview & Scrutiny Committee 7pm	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

May 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>1</b> <b>Early May Bank Holiday</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> Party Group Meetings (tbc) 7pm	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Council Assembly (Annual Meeting) 7pm  Overview & Scrutiny Committee (to establish commissions and appoint chairs) TBC 8pm  Planning Committee (to establish	<b>21</b>



					<i>sub-committees and chairs)</i> <i>TBC 8.15pm</i>  <i>Alternative date</i> <i>Monday 22</i> <i>May 2023</i>	
<b>22</b>  Council Assembly (Annual Meeting) 7pm  Overview & Scrutiny Committee £££(to establish commissions and appoint chairs) TBC 8pm  Planning Committee ££(to establish sub-committees and chairs) TBC 8.15pm  <i>Alternative date Saturday 20 May 2023</i>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>  <b>Spring Bank Holiday, Half-term start (tbc)</b>	<b>30</b>	<b>31</b>	1	2	<b>4</b>	<b>5</b>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	31	1	2 Half-term end (tbc)	3	4
5	6 London Councils – Leaders Committee 11.30am-1.30pm  Audit, Governance and Standards Committee 6.30pm  Planning Committee 6.30pm	7 Overview & Scrutiny Committee 7pm	8	9	10	11
12 Party Group Meetings (tbc) 7pm	13 Cabinet 11am  Planning Sub-Committee B 6.30pm	14 Constitutional Steering Panel 6pm  Scrutiny Commission 1 7pm	15	16	17	18
19 Scrutiny Commission 2 7pm	20 Licensing Committee 7pm	21 Scrutiny Commission 3 7pm	22	23	24	25
26	27	28 Scrutiny Commission 4 7pm	29	30	1	2

July 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>3</b> Party Group Meetings (tbc) 7pm	<b>4</b>	<b>5</b> Joint IT Committee (Brent, Lewisham & Southwark) 6pm  Planning Sub-Committee A 6.30pm	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b> Cabinet 11am  Overview & Scrutiny Committee 7pm	<b>11</b> London Councils – Leaders Committee 11.30am-1.30pm	<b>12</b> Council Assembly <i>Ordinary            meeting</i> 7pm	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b> Audit, Governance and Standards Committee 6.30pm  Audit, governance and standards (Civic awards) sub-committee \$\$ <i>following the rise            the above</i>	<b>18</b>	<b>19</b>	<b>20</b> Health & Wellbeing Board <i>time tbc</i>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b> <b>31</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

**Table of calendar of meetings 2022-2023**

	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Council Assembly	Sat 21**		Wed 13***				Wed 23***			Wed 22%	Wed 22***		Sat 20**\$ or Mon 22**\$
Constitutional Steering Panel		Wed 15					Wed 2		Mon 23		Wed 1	Wed 19	
Party Group Meetings (to be confirmed)	Mon 16	Mon 13	Mon 4		Mon 5	Mon 10	Mon 14		Mon 9 & Mon 30	Mon 27	Mon 13 & 27		Mon 8
Cabinet		Tue 14	Mon 18		Tue 13	Tue 18		Tue 6	Tue 17	Tue 6	Tue 7		
Cabinet (Livesey Trust) Committee								Tue 6					
Overview & Scrutiny Committee	Sat 21 £££		Wed 6			Wed 12	Wed 30		Wed 11, Mon 23 and Tue 24		Tue 2	Wed 26	Sat 20 £££\$ or Mon 22 £££\$
Scrutiny Commission 1			Mon 11		Wed 28		Wed 16			Mon 6		Tue 18	
Scrutiny Commission 2			Tue 12			Mon 3	Mon 21			Tue 7		Wed 19	
Scrutiny Commission 3			Mon 18			Tue 11	Mon 28			Mon 20		Mon 24	
Scrutiny Commission 4			Wed 20			Mon 17		Tue 6		Wed 8		Tue 25	
Tri-Borough IT Committee			Wed 6				Wed 2				Wed 15		
Audit, Governance and Standards Committee		Tue 7	Mon 18		Wed 7		Wed 16			Mon 6			
Audit, governance and standards (Civic awards) sub-committee			Mon 18 \$\$								Mon 6		
Corporate Parenting Committee			Wed 6				Wed 2				Wed 1	Wed 19	
Health & Wellbeing Board			Mon 4				Thu 17				Thu 16		
Licensing Committee		Tue 21					Tue 1						
Planning Committee	Sat 21 ££	Wed 8	Wed 19		Wed 14	Tue 4	Wed 2 and Tue 29	Tue 13	Tue 10 & Tue 17	Wed 1 & Tue 21	Wed 8 & Wed 29	Mon 24	Sat 20 ££\$ or Mon 22 ££\$
Planning Sub-Committee A			Tue 5		Wed 21		Tue 15		Wed 25		Wed 15	Mon 17	
Planning Sub-Committee B		Tue 14			Mon 12	Wed 19		Mon 5		Tue 28	Tue 28		
North-west multi ward area							Wed 9£				Tue 14		
North-east multi ward area							Tue 22&				Tue 7		
West Central multi ward area							Tue 22&				Tue 7		
East Central multi ward area							Mon 7&				Mon 20		
South multi ward area							Wed 9&				Tue 14		

**\$ subject to venue availability**

**% budget and council tax setting**

**\*\* annual meeting / held jointly with the civic awards**

**\*\*\* ordinary meeting**

££ to establish sub-committees and chairs

£££ to establish commissions and appoint chairs

\$\$ following the rise of Audit, Standards and Governance Committee

& non-decision making meeting

<b>Item No.</b> 6.6	<b>Classification:</b> Open	<b>Date:</b> 23 March 2022	<b>Meeting Name:</b> Council Assembly
<b>Report title:</b>		Special Urgency and Urgent Implementation Decisions – Annual Report	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Proper Constitutional Officer	

## RECOMMENDATION

1. That council assembly notes the schedule of special urgency and urgent implementation decisions (set out in Appendix 1) taken in accordance with access to information procedure rules 19 and 20.

## 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 18 (general exception) on notice cannot be complied with.
4. The procedure for special urgency decisions is set out in Rule 19 of the access to information procedure rules. It states:

“If the date by which a decision must be taken means that rule 18 (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 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. These decisions are not 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 20 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 or urgent implementation since the last annual report of 24 May 2021. There were 3 Urgent Implementation decisions in this period.

### **Community impact statement**

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

### **Policy framework implications**

9. This report is not considered to have direct policy implications.

### **Community, equalities (including socio-economic) and health impacts**

10. There are no direct community, equalities or health impacts arising from this report.

### **Climate change implications**

11. There are no direct climate change implications arising from this report.

### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Special Urgency and Urgent Implementation Decisions	Council Offices, 160 Tooley Street, SE1 2QH	Virginia Wynn-Jones 020 7525 7221
<b>Link</b> <a href="http://moderngov.southwark.gov.uk/mgListPlans.aspx?RPId=50000003&amp;RD=0">http://moderngov.southwark.gov.uk/mgListPlans.aspx?RPId=50000003&amp;RD=0</a>		

**APPENDICES**

<b>No.</b>	<b>Title</b>
Appendix 1	Schedule of Special Urgency and Urgent Implementation Decisions

**AUDIT TRAIL**

<b>Lead Officer</b>	Chidilim Agada, Head of Constitutional Services	
<b>Report Author</b>	Maria Lugangira, Principal Constitutional Officer	
<b>Version</b>	Final	
<b>Dated</b>	10 March 2022	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law and Governance	No	No
Strategic Director of Finance and Governance	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	11 March 2022	



**REPORT TO COUNCIL ASSEMBLY – 24 MAY 2022  
SPECIAL URGENCY AND URGENT IMPLEMENTATION DECISIONS**

<b>REPORT TITLE/DECISION SUMMARY</b>	<b>DATE AND MEMBER WHO AGREED TO SPECIAL URGENCY / URGENT IMPLEMENTATION</b>	<b>REASON FOR URGENCY</b>	<b>DATE DECISION AGREED</b>
<b>Household Support Fund-energy support grant policy</b>	Urgent Implementation  15 December 2021  Councillor Ian Wingfield, Chair of Overview and Scrutiny Committee	The energy support grant policy detailed how grant payments for energy support to low income and vulnerable households would be made through the Household Support Fund (HSF) funding allocation. The Government expects support to be distributed as soon as practically possible. In order to distribute support to the greatest number of residents possible within the funding period grant awards needed to start being distributed from the first week in January 2022 .	20 December 2021
<b>Future of Aylesbury Estate</b>	Urgent Implementation  13 January 2022  Councillor Ian Wingfield, Chair of Overview and Scrutiny Committee	Approval was required to vary the Development Partnership Agreement with Notting Hill Genesis in order to enable the development of more Council homes, a development which better responds to the Climate Change Emergency and to bring about a higher level of community engagement.  The decision could not be delayed as there was a risk that Notting Hill	18 January 2022

REPORT TITLE/DECISION SUMMARY	DATE AND MEMBER WHO AGREED TO SPECIAL URGENCY / URGENT IMPLEMENTATION	REASON FOR URGENCY	DATE DECISION AGREED
		Genesis would seek to revert to the existing Development Partnership Agreement (DPA) which would lead to a significant delay in blocks coming forward for redevelopment and require the Council to invest considerable resources in maintaining the blocks.	
<b>Non-domestic Rates – Omicron Hospitality and Leisure Grant Policy</b>	Urgent Implementation  23 January 2022  Councillor Ian Wingfield, Chair of Overview and Scrutiny Committee	On 21 December 2021 the Government announced the introduction of grant support for hospitality and leisure businesses in England. The scheme was called the Omicron Hospitality and Leisure Grant (OHLG) and took the form of a one-off grant funding payment to local authorities to cover the period 30 December 2021 – 31 March 2022.  To distribute support to the greatest number of businesses as possible within the funding period grant awards needed to start being distributed by the end of January 2022.	27 January 2022

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**COUNCIL ASSEMBLY AGENDA DISTRIBUTION LIST (OPEN) (FULL LIST)  
MUNICIPAL YEAR 2021/22**

**NOTE:** Original held by Constitutional Team; all amendments/queries to  
Virginia Wynn-Jones Tel: 020 7525 7055

<b>ONE COPY TO ALL UNLESS OTHERWISE STATED</b>	Copies	To	Copies
<p><b>Councillors</b> (1 each) Councillor Jasmine Ali Councillor Radha Burgess Councillor Sunil Chopra Councillor Nick Dolezal Councillor Tom Flynn Councillor Renata Hamvas Councillor Lorraine Lauder Councillor Maria Linforth-Hall Councillor Eliza Mann Councillor Darren Merrill Councillor David Noakes Councillor Damian O'Brien Councillor Leo Pollak Councillor Sandra Rhule Councillor Martin Seaton Councillor Andy Simmons Councillor Cleo Soanes Councillor Kath Whittam Councillor Kieron Williams</p> <p><b>Electronic Versions (No hard copy)</b> All other councillors</p>	<p align="center"><b>19</b></p>	<p><b>Press</b></p> <p>Southwark News 1 South London Press 1</p> <p><b>Group Offices</b></p> <p>Aine Gallagher, Labour Group Office 1 Pavle Popvic, Liberal Democrat Group Office 1</p> <p><b>Officers</b></p> <p>Eleanor Kelly 1 Duncan Whitfield 1 Doreen Forrester-Brown 1 Chidilim Agada 1 Caroline Bruce by email David Quirke-Thornton by email Michael Scorer by email</p> <p><b>Constitutional Team</b> <b>12</b></p> <p>(Copies to Virginia Wynn-Jones, 2<sup>nd</sup> Floor, Hub 2, Tooley Street)</p> <p><b>Others</b></p> <p>Matt Dean, Grant Thornton 1 Ground floor audit office, Tooley Street</p> <p><b>Total:</b> <b>40</b></p>	
		<p><b>Last updated:</b> 11 March 2022</p>	