

# Council Assembly

## Ordinary meeting

Wednesday 19 March 2025

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

**Althea Loderick**  
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

Virginia Wynn-Jones, Andrew Weir on 020 7525 7055 or 020 7525 7222 or email: [virginia.wynn-jones@southwark.gov.uk](mailto:virginia.wynn-jones@southwark.gov.uk); [andrew.weir@southwark.gov.uk](mailto:andrew.weir@southwark.gov.uk); [constitutional.team@southwark.gov.uk](mailto:constitutional.team@southwark.gov.uk)

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Date: 7 March 2025



# **Council Assembly**

## **Ordinary meeting**

Wednesday 19 March 2025  
7.00 pm  
Council Offices, 160 Tooley Street, London SE1 2QH

## **Order of Business**

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### **PART A - OPEN BUSINESS**

#### **1. PRELIMINARY BUSINESS**

##### **1.1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

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

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

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

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

##### **1.4. DISCLOSURE OF INTERESTS AND DISPENSATIONS**

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

##### **1.5. MINUTES**

1 - 15

To approve as a correct record the open minutes of the budget and council tax setting, and extraordinary council assembly meetings held on 26 February 2025.

#### **2. ISSUES RAISED BY THE PUBLIC**

## 2.1. PETITIONS

No petitions have been received.

## 2.2. PUBLIC QUESTION TIME

The deadline for public questions is 11.59pm, Thursday 13 March 2025. 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 13 March 2025. 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

16 - 20

The cabinet member for leisure, parks and young people to present the theme for the meeting.

## 4. DEPUTATIONS

The deadline for deputation requests is 11.59pm, Thursday 13 March 2025. 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

21 - 25

To receive any questions from members of the council.

### 5.2. MEMBERS' MOTIONS

26 - 35

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To consider the following motions:

- Scrap the Two Child Cap
- Extension of the Franchise
- A Fair Deal for Southwark's Carers
- A National Care Service for England

## **6. OTHER REPORTS**

|                                                                                                                                                      |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>6.1. CONSTITUTIONAL CHANGES: NEIGHBOURHOODS PROGRAMME</b>                                                                                         | 36 - 48   |
| <b>6.2. PAY POLICY STATEMENT 2025-26</b>                                                                                                             | 49 - 61   |
| <b>6.3. MEMBER ALLOWANCES SCHEME 2025-2026 AND ADJUSTMENT OF MEMBER ALLOWANCES IN LINE WITH THE NATIONAL LOCAL GOVERNMENT OFFICER PAY SETTLEMENT</b> | 62 - 84   |
| <b>6.4. SPECIAL URGENCY AND URGENT IMPLEMENTATION DECISIONS - ANNUAL REPORT 2025</b>                                                                 | 85 - 89   |
| <b>6.5. THE GAMBLING ACT 2005 - RENEWAL OF THE STATEMENT OF GAMBLING LICENSING POLICY 2025-2028</b>                                                  | 90 - 148  |
| <b>6.6. CALENDAR OF MEETINGS 2025-26</b>                                                                                                             | 149 - 168 |

## **7. AMENDMENTS**

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

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

**EXCLUSION MOTION (IF NECESSARY)**

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

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

**PART B – CLOSED BUSINESS**

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

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Date: 7 March 2025



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

MINUTES of the Council Assembly (Budget and council tax setting meeting) held on Wednesday 26 February 2025 at 7.00 pm at Council Offices, 160 Tooley Street, London SE1 2QH

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### PRESENT:

The Worshipful the Mayor for 2024-25, Councillor Naima Ali (Chair)

Councillor Suzanne Abachor  
Councillor Evelyn Akoto  
Councillor Jasmine Ali  
Councillor John Batteson  
Councillor Cassandra Brown  
Councillor Maggie Browning  
Councillor Victor Chamberlain  
Councillor Sunil Chopra  
Councillor Stephanie Cryan  
Councillor Ellie Cumbo  
Councillor Sam Dalton  
Councillor Helen Dennis  
Councillor Dora Dixon-Fyle MBE  
Councillor Gavin Edwards  
Councillor Sabina Emmanuel  
Councillor Natasha Ennin  
Councillor Sam Foster  
Councillor Renata Hamvas  
Councillor Barrie Hargrove  
Councillor Jon Hartley  
Councillor Youcef Hassaine  
Councillor Esme Hicks  
Councillor Adam Hood  
Councillor Nick Johnson  
Councillor Sarah King  
Councillor Sunny Lambe  
Councillor Richard Leeming

Councillor Maria Linforth-Hall  
Councillor Richard Livingstone  
Councillor James McAsh  
Councillor Hamish McCallum  
Councillor Darren Merrill  
Councillor Portia Mwangangye  
Councillor Graham Neale  
Councillor Margy Newens  
Councillor Jason Ochere  
Councillor David Parton  
Councillor Reginald Popoola  
Councillor Sandra Rhule  
Councillor Bethan Roberts  
Councillor Catherine Rose  
Councillor Jane Salmon  
Councillor Martin Seaton  
Councillor Andy Simmons  
Councillor Michael Situ  
Councillor Charlie Smith  
Councillor Cleo Soanes  
Councillor Emily Tester  
Councillor Joseph Vambe  
Councillor Irina Von Wiese  
Councillor David Watson  
Councillor Kath Whittam  
Councillor Kieron Williams  
Councillor Ian Wingfield

## 1. PRELIMINARY BUSINESS

### 1.1 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Rachel Bentley, Mohamed Deen, Esme Dobson, Ketzia Harper, Emily Hickson, Laura Johnson, Victoria Mills, and Leo Pollak.

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

The Mayor of Southwark announced the passing of Michelle Pearce, past councillor of the borough from 1994 to 2006. Councillors Andy Simmons and Graham Neale spoke to her memory.

The meeting held a one minute silence in her memory.

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

At this juncture, the meeting agreed the programme motion.

That the meeting be conducted as follows:

| Time             | Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.00pm – 7.10pm  | <b>1. Preliminary business and announcements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7.10pm – 10.00pm | <p><b>Item 2.1. Policy and Resources Strategy 2025-26 – Budget and Medium Term Financial Strategy</b></p> <ol style="list-style-type: none"> <li>1. Consideration of this item is not time limited but the meeting is subject to the guillotine.</li> <li>2. Debate to include: <ul style="list-style-type: none"> <li>• 15 questions on the report (30 minute time limit)</li> <li>• Councillor Stephanie Cryan to present recommendations (10 minutes)</li> <li>• Councillor Nick Johnson to reply on behalf of opposition (5 minutes)</li> <li>• Two amendments to be moved and seconded (3 minutes each)</li> <li>• Report and amendments to be debated as a single debate (all speakers 3 minutes each)</li> <li>• Reply to the debate from Councillor Stephanie Cryan (3 minutes)</li> <li>• Separate vote on each amendment</li> <li>• Recorded vote on substantive motion.</li> </ul> </li> </ol> <p>Members can only speak once, except for Councillor Stephanie Cryan, who will reply to the single debate.</p> |

|  |                                                                                                                                                                                        |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | This report has a legal requirement to take a recorded vote on the substantive motion.                                                                                                 |
|  | <b>Item 2.2. Setting the Council Tax 2025-26</b><br><br>There is no debate on this item.<br><br>This report has a legal requirement to take a recorded vote on the substantive motion. |
|  | <b>Item 2.3. Treasury Management Strategy and Capital Strategy 2025-26</b><br><br>To be considered as normal.                                                                          |

## Item 2 Reports for decision

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

### 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 2025-26.

### 1.5 MINUTES

The minutes of the council assembly meeting held on 20 November 2024 were agreed as a correct record.

## 2. REPORT(S) FOR DECISION FROM THE CABINET

### 2.1 POLICY AND RESOURCES STRATEGY: 2025-26 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY

There were fifteen questions on the report, the written responses to which were circulated at the meeting. There were 13 supplemental questions.

There were two amendments to this report.

In accordance with council assembly procedure rule 1.14.9, Councillor Stephanie Cryan, cabinet member for equalities, democracy and finance, moved the report.

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

Councillor Jason Ochere, seconded by Esme Hicks, moved Amendment A.

Councillor Victor Chamberlain, seconded by Councillor Irina von Wiese, moved Amendment B.

Following debate (Councillors Ian Wingfield, Helen Dennis, Emily Tester, John Batteson, Margy Newens, David Watson, Richard Leeming, Cleo Soanes, Hamish McCallum, James McAsh, Youcef Hassaine, Adam Hood, Jasmine Ali, Jon Hartley, Jane Salmon, Cassandra Brown, Richard Livingstone, Graham Neale, Portia Mwangangye, Evelyn Akoto, Natasha Ennin, Sunny Lambe, Kieron Williams), Councillor Stephanie Cryan exercised her right of reply.

Amendment A – Carried

Amendment B – 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 (45):

Councillors Suzanne Abachor, Evelyn Akoto, Jasmine Ali, Naima Ali, John Batteson, Cassandra Brown, Maggie Browning, Sunil Chopra, Stephanie Cryan, Ellie Cumbo, Sam Dalton, Helen Dennis, Dora Dixon-Fyle, Gavin Edwards, Sabina Emmanuel, Natasha Ennin, Sam Foster, Renata Hamvas, Barrie Hargrove, Jon Hartley, Youcef Hassaine, Esme Hicks, Sarah King, Sunny Lambe, Richard Leeming, Richard Livingstone, James McAsh, Darren Merrill, Portia Mwangangye, Margy Newens, Jason Ochere, David Parton, Reginald Popoola, Sandra Rhule, Bethan Roberts, Catherine Rose, Martin Seaton, Andy Simmons, Michael Situ, Charlie Smith, Cleo Soanes, Joseph Vambe, Kath Whittam, Kieron Williams, and Ian Wingfield.

Against (0):

Abstained (10):

Councillors Victor Chamberlain, Adam Hood, Nick Johnson, Maria Linforth-Hall, Hamish McCallum, Graham Neale, Jane Salmon, Emily Tester, Irina von Weise and David Watson.

Absent (8):

Councillors Rachel Bentley, Mohamed Deen, Esme Dobson, Ketzia Harper, Emily Hickson, Laura Johnson, Victoria Mills, and Leo Pollak.

The Mayor declared that the motion as amended by Amendment A was carried.

**RESOLVED:**

1. That Council Assembly approved:
  - a. the allocation of the additional funding from the final local government finance settlement, and updated public health grant allocations, outlined in paragraph 5 and Table 1.
  - b. the final balanced budget as detailed in Table 2.
  - c. the allocation of £2 million from the Southwark 2030 reserve fund.

Southwark 2030 is our commitment to building a better future for our people and our place – building a fair, green and safe Southwark where everyone can live a good life as part of a strong community.

We are listening and learning from every part of our community. We know that right now our residents are most concerned about crime and antisocial behaviour in their local area. They want their streets to be clean and for the borough to come together in support of those struggling with the cost of living. Where families have found themselves homeless, they want us to support them as a community, and where our children and young people have additional needs, they want us to provide best in class services providing specialist help.

That is why we are allocating £2 million to address these issues. We are:

- Investing £600,000 to make Southwark safer at night, with new nighttime safety wardens and action to tackle harassment of women in local bars and clubs:
  - i. £450,000 to fund new Nighttime Antisocial Behaviour Officers – with wardens patrolling out of hours to tackle crime and antisocial behaviour.
  - ii. Further work to keep women safe at night, including providing spiking kits to bars and clubs, opportunities for training in self-defence and accelerating the rollout of our Women’s Nighttime Safety Charter.
  - iii. A new Noise nuisance app to allow recording and reporting of noise and tracking of complaints.
- Extending the Southwark Energy Savers Scheme to support our whole community through the cost of living, with over £50 million of cost of living support provided to over 150,000 residents date.
- Investing an additional £360,000 to clean our streets and estates, clamping down on people who fly tip in our borough:
  - i. Focussing on preventing fly-tipping, graffiti and other behaviour that makes our streets dirtier, including stronger enforcement, better education, and physical public realm improvements to design-out ‘problem areas’.
  - ii. Taking action with 22 projects to clean up the borough:

- Tackling fly-tipping on our streets and on our estates with stronger enforcement
  - Providing additional support for flats above shops (FLASH)
  - Preventing and cleaning town-centre graffiti
  - Investing £520,000 to support families who've been made homeless:
    - i. addressing high levels of eviction from friends and family – the main cause of homelessness in Southwark
    - ii. a new support and resettlement service for people placed in out of borough Temporary Accommodation
    - iii. a new Southwark Temporary Accommodation Action Group
    - iv. improving Wi-fi for those in Temporary Accommodation so they can access the services they need
  - Investing an additional £440,000 to support children with Special Educational Needs and Disabilities (SEND), opening a dedicated centre where child under five and their families can get specialist help. This hub will be in the centre of the Borough on the former Anne Bernardt nursery school site.
    - i. The new Hub will help families with SEND get guidance on education, healthcare, and social care services without an appointment.
    - ii. It will empower families by providing workshops and resources on education and welfare, and reduce isolation by creating a safe purpose built space where families with SEND can meet and connect.
    - iii. The Hub will work with other Children and Family Centres to develop their SEND work and help the council and our partners deliver on early intervention and prevention, through fostering stronger community networks between schools, healthcare providers, voluntary sector providers and our families with SEND.
2. That Council Assembly noted:
- a. the 4 February 2025 cabinet report at Appendix 1 of the report, which provides details of the draft budget following the local government provisional settlement.
  - b. paragraph 8 of the report which confirms the Strategic Director of Resources 'Section 25' statement as originally published in the 4 February 2025 cabinet report.
  - c. the council tax setting report at agenda item 2.2 which seeks approval to set the council tax based on the approval of the final budget in Table 2 of the report.

## 2.2 SETTING THE COUNCIL TAX 2025-26

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 (45):

Councillors Suzanne Abachor, Evelyn Akoto, Jasmine Ali, Naima Ali, John Batteson, Cassandra Brown, Maggie Browning, Sunil Chopra, Stephanie Cryan, Ellie Cumbo, Sam Dalton, Helen Dennis, Dora Dixon-Fyle, Gavin Edwards, Sabina Emmanuel, Natasha Ennin, Sam Foster, Renata Hamvas, Barrie Hargrove, Jon Hartley, Youcef Hassaine, Esme Hicks, Sarah King, Sunny Lambe, Richard Leeming, Richard Livingstone, James McAsh, Darren Merrill, Portia Mwangangye, Margy Newens, Jason Ochere, David Parton, Reginald Popoola, Sandra Rhule, Bethan Roberts, Catherine Rose, Martin Seaton, Andy Simmons, Michael Situ, Charlie Smith, Cleo Soanes, Joseph Vambe, Kath Whittam, Kieron Williams, and Ian Wingfield.

Against (0):

Abstained (10):

Councillors Victor Chamberlain, Adam Hood, Nick Johnson, Maria Linforth-Hall, Hamish McCallum, Graham Neale, Jane Salmon, Emily Tester, Irina von Weise and David Watson.

Absent (8):

Councillors Rachel Bentley, Mohamed Deen, Esme Dobson, Ketzia Harper, Emily Hickson, Laura Johnson, Victoria Mills, and Leo Pollak.

The Mayor declared that the substantive motion was carried.

### **RESOLVED:**

1. That Council Assembly approved:

a) the 2025-26 Southwark element of the council tax for band D

properties in Southwark, including an increase of 2.99% for the council and 2.00% for the ASC precept, be set at **£1,387.52** (Appendix B of the report).

- b) the formal resolution for Southwark council taxes in 2025-26 (Appendix A of the report).
- c) That no discount be applied to properties in the former parish of St Mary Newington for 2025-26.
- d) the Greater London Authority (GLA) precept level which will be set on 25 February 2025 and expected to be **£490.38** for band D, (Paragraph 4 and Appendix C of the report).
- e) the existing local war disability and war widow/widowers' schemes for housing benefit be continued in 2025-26.

### **2.3 TREASURY MANAGEMENT STRATEGY AND CAPITAL STRATEGY 2025-26**

Councillor Stephanie Cryan, cabinet member for equalities, democracy and finance, moved the report.

After debate (Councillors Andy Simmons, Barrie Hargrove) Councillor Stephanie Cryan replied to the debate.

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

#### **RESOLVED:**

1. That council assembly approved:
  - a. The Treasury Management Strategy and Capital Strategy for 2025-26, and its appendices:
    - Appendix A – Capital Strategy 2025-26 to 2035-36
    - Appendix B – Treasury Management Strategy 2025-26
    - Appendix C – Annual Investment Management Strategy 2025-26
    - Appendix D – Annual Minimum Revenue Provision Statement 2025-26
    - Appendix E – Prudential Indicators 2025-26 to 2027-28.

### **3. AMENDMENTS**

The amendments were circulated in supplemental agenda no. 1.

The meeting closed at 9.45 pm.

**CHAIR:**

**DATED:**



## **Council Assembly (Extraordinary meeting)**

MINUTES of the Council Assembly (Extraordinary meeting) held on Wednesday 26 February 2025 at 9.00 pm at Council Offices, 160 Tooley Street, London SE1 2QH

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### **PRESENT:**

The Worshipful the Mayor for 2024-25, Councillor Naima Ali (Chair)

Councillor Suzanne Abachor  
Councillor Evelyn Akoto  
Councillor Jasmine Ali  
Councillor John Batteson  
Councillor Cassandra Brown  
Councillor Maggie Browning  
Councillor Victor Chamberlain  
Councillor Sunil Chopra  
Councillor Stephanie Cryan  
Councillor Ellie Cumbo  
Councillor Sam Dalton  
Councillor Helen Dennis  
Councillor Dora Dixon-Fyle MBE  
Councillor Gavin Edwards  
Councillor Sabina Emmanuel  
Councillor Natasha Ennin  
Councillor Sam Foster  
Councillor Renata Hamvas  
Councillor Barrie Hargrove  
Councillor Jon Hartley  
Councillor Youcef Hassaine  
Councillor Esme Hicks  
Councillor Nick Johnson  
Councillor Sarah King  
Councillor Sunny Lambe  
Councillor Richard Leeming

Councillor Richard Livingstone  
Councillor James McAsh  
Councillor Darren Merrill  
Councillor Portia Mwangangye  
Councillor Graham Neale  
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Councillor David Parton  
Councillor Reginald Popoola  
Councillor Sandra Rhule  
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Councillor Catherine Rose  
Councillor Jane Salmon  
Councillor Martin Seaton  
Councillor Andy Simmons  
Councillor Michael Situ  
Councillor Charlie Smith  
Councillor Cleo Soanes  
Councillor Emily Tester  
Councillor Joseph Vambe  
Councillor Irina Von Wiese  
Councillor David Watson  
Councillor Kath Whittam  
Councillor Kieron Williams  
Councillor Ian Wingfield

## 1. PRELIMINARY BUSINESS

### 1.1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Rachel Bentley, Mohamed Deen, Esme Dobson, Ketzia Harper, Emily Hickson, Laura Johnson, Maria Linforth-Hall, Hamish McCallum (as he had a disclosable pecuniary interest on the single item on the agenda), Victoria Mills and Leo Pollak.

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

There were none.

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

At this juncture, the meeting agreed the programme motion.

The order of business and timings for the evening will be as follows:

| Time          | Business                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21:00 – 21:05 | Preliminary business and announcements                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21:05         | <p><b>Motion: Judgement of the Regulator of Social Housing and council's response to judgement</b></p> <ol style="list-style-type: none"> <li>1. Mover (LD) (5 minutes)</li> <li>2. Seconder (LD) (3 minutes)</li> <li>3. Amendment (Lab) (3 minutes)</li> <li>4. Amendment seconder (Lab) (3 minutes)</li> <li>5. General debate (3 minutes each)</li> <li>6. Mover's right of reply to the debate (3 minutes)</li> <li>7. Voting</li> </ol> |

#### **Item 2.1 Motion: Judgement of the Regulator of Social Housing and council's response to judgement**

The motion and amendment to have a single debate, subject to the guillotine.

### 1.4 DISCLOSURE OF INTERESTS AND DISPENSATIONS

## 2. OTHER REPORTS

### 2.1 EXTRAORDINARY MOTION: JUDGEMENT OF THE REGULATOR OF SOCIAL HOUSING AND COUNCIL'S RESPONSE TO JUDGEMENT

Councillor Victor Chamberlain moved the motion. Councillor Emily Tester seconded the motion.

There was one amendment to the motion. Councillor Sarah King moved Amendment A. Councillor Richard Livingstone seconded Amendment A.

Councillor Maggie Browning moved that the question be now put under council assembly procedure rule 1.14.25 (b). This was seconded by Councillor Jon Hartley. This was put to the vote and declared to be carried.

Councillor Victor Chamberlain responded to the debate.

Amendment A was put to the vote and declared to be carried.

The substantive motion as amended was put to the vote and declared to be carried.

Note: This motion will be referred as a recommendation to the cabinet for consideration.

## **RESOLVED:**

### 1. Council Assembly notes:

- a. The sustained efforts being delivered by the current administration to respond to residents' requests for better homes, better estates and a better repairs service.
- b. Improvements made to the Council's homes and services to tenants, including the appointment of a new Strategic Director, the establishment of a Repairs Improvement Board, new Repair Action Days and a damp and mould service.
- c. The root and branch review of the service commissioned by this administration, which uncovered shortfalls in the Department's legal requirements on health and safety.

### 2. Council Assembly further notes:

- a. The new regulatory framework for social housing, including council housing, which came into place on 1 April 2024 with Consumer Standards awarded based on how well a landlord can demonstrate compliance with the Safety and Quality Homes; Transparency, Influence and Accountability, Neighbourhood and Community; and Tenancy Standards
- b. That 29 inspections have published by the Regulator since April 2024, resulting in 2 C4 ratings, 17 C3 ratings, 9 C2 ratings and 1 C1 rating at the

time of writing.

- c. That the Regulator's first inspection of Southwark Council took place in November 2024, which graded Southwark as C3.
- d. That the Council has put in place a detailed action plan to address all of the Regulator's findings, which has been appraised by the Regulator.
- e. That the Council's plan includes carrying out electrical safety checks, installing smoke alarms in all homes and buildings that need them, undertaking a comprehensive stock condition survey of all of our homes, consulting on a new allocations policy and a new resident engagement strategy.
- f. That the Council will be providing full and transparent updates on the actions taken to tenants on a regular basis.

3. Council Assembly also recognises:

- a. That it is essential that tenants and leaseholders are in the driving seat for implementing impactful improvements to the service.
- b. The brilliant tenants and leaseholders who have already been supporting the process through the Repairs Improvement Board and all resident engagement structures, and thanks them for their work to date.
- c. That the Council is, and should continue to be, open and transparent about the challenges the Housing Department faces and in all communication with the Regulator and tenants.
- d. That the challenge from tenants is integral to the Council becoming a good landlord.

4. Council Assembly recognises:

- a. That fourteen years of austerity orchestrated by the Conservative-Liberal Democrat coalition has resulted in a crisis in Housing Revenue Account finances across the country, with:
  - i. Two thirds of Councils on the brink of financial collapse.
  - ii. 28% expect to sell off existing Council homes to make ends meet.
- b. That new, essential requirements for all social landlords on fire and electrical safety, under inspection by the Regulator, have been introduced in this context with no additional funding to meet them.

- c. That despite this context, through effective financial management Southwark has a substantial plan to invest £250 million in upgrading council homes over the next 3 years, whilst balancing the Housing Revenue Account.
5. As part of this £250 million investment in residents' homes, Council Assembly asks the Council to work closely with our residents to bring forward a Good Landlord Plan, building on the plan to address the Regulator's findings, with action in the following six areas:
- a. Better homes:
    - i. Invest in improving tenants' homes, making them safe and healthy, including improving fire, electrical, gas, lift and water safety, tackling damp and upgrading old and unreliable heating systems.
    - ii. Establish a full survey of all of homes and estates to identify the work needed, prioritising the homes that most need work first.
  - b. Better estates:
    - i. Improve communal repairs and undertake more thorough monthly estate inspections.
    - ii. Take more action to sort out recurring problems with rubbish, fly-tipping, antisocial behaviour and crime on those estates where there are the most problems and communicate more often about what the Council is doing.
  - c. Better repairs:
    - i. Further improve the repairs service, so repairs are done on time and right first time, including introducing booked time slots for repairs, doing more repairs in one visit and further improving damp and leaks services.
    - ii. Allow the Repairs Improvement Board made up of tenants to oversee this work, holding the Council to account to make good progress.
  - d. Better customer services:
    - i. Improve training for all of staff so they can better support tenants and continue to improve the call centre and complaints service, so residents receive a quicker, better and fairer response.
  - e. A stronger voice for tenants:
    - i. Increase the voice of tenants in all housing services, including a new

Housing Management Board to oversee the action plan - with tenants on the board so their voice is heard at the top table.

f. New Council homes:

- i. Many residents' council homes are overcrowded or they need a different kind of home. That is one of the reasons why the Council must build more new council homes, including family sized homes and homes for older people and people with disabilities.
- ii. Update the allocations policy and bidding system to make it fairer and easier to use.

**3. AMENDMENTS**

The meeting closed at 10.15 pm.

**CHAIR:**

**DATED:**

|                                             |                                                                                           |
|---------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Meeting Name:</b>                        | Council Assembly                                                                          |
| <b>Date:</b>                                | 19 March 2025                                                                             |
| <b>Report title:</b>                        | Motion on the Theme:<br>Creating healthy green and leisure spaces for the whole community |
| <b>Ward(s) or groups affected:</b>          | All                                                                                       |
| <b>Classification:</b>                      | Open                                                                                      |
| <b>Reason for lateness (if applicable):</b> | Not applicable                                                                            |
| <b>From:</b>                                | Proper Constitutional Officer                                                             |

## BACKGROUND INFORMATION

The theme for this meeting is “Creating healthy green and leisure spaces for the whole community.”

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 Portia Mwangangye, Cabinet Member for Leisure, Parks and Young People**

#### **Creating healthy green and leisure spaces for the whole community**

1. Council Assembly believes:
  - a. In order to create good lives for the whole community, we must ensure that our leisure spaces and green spaces are as healthy as they can be. This includes parks and green spaces, leisure centres and sports facilities, playgrounds, libraries and biodiversity corridors.
2. Council Assembly agrees:
  - a. That fourteen years of cuts to local government by Conservative and Liberal Democrat governments has made it harder for councils across the country to deliver high quality, healthy green and leisure

spaces.

- b. That despite this context, Southwark's Labour administration has excelled in delivering for our borough's residents, establishing Labour as the only party able to deliver a greener and healthier Southwark, including:
  - i. The hugely successful in-sourcing of Southwark's leisure centres, providing a Free Swim and Gym offer for all Southwark residents, opening Southwark's first open-water swimming facility and decarbonising leisure centres across the borough.
  - ii. Achieving 30 Green Flag Awards including Burgess Park, Peckham Rye Park and Warwick Park on Rye Lane, the opening of a brand new park at Elephant Park and completing Southwark Labour's manifesto commitment to be the first inner London borough to have over 100,000 trees.
  - iii. Expanding Southwark's network of community gardens, with 21 community gardens and over 250 growing plots established since 2021 and adopting Incredible Edible's Right to Grow.
  - iv. This administration's investment in playgrounds, including the opening of the newly refurbished Ellen Brown Adventure Playground in South Bermondsey and Fredrick Playground in Newington.
  - v. The opening of two new libraries on the Aylesbury and Kingswood estates, despite austerity forcing councils to close local libraries across the country.

3. Council Assembly also welcomes:

- a. Improvements made to our much-loved green spaces including Cossall Park, Burgess Park and Victory Park, refurbishments to 19 council-managed tennis courts across the borough and support provided for residents to set up community gardens across Southwark.
- b. Revamping sports facilities and expanding activities, including St Paul's Sports Ground, Burgess Park Sports Centre and Southwark Park Sports and Athletics Centre, as well as £1.3 million paid or committed to local sports clubs and organisations.
- c. The £8 million upgrade of our leisure centres and £2 million spent on refurbishing our gyms, including cleaner facilities and upgraded changing rooms and the state of the art e-gyms at Peckham Pulse and Camberwell Green leisure centres.
- d. This administration's continued work with residents and local councillors in Nunhead & Queen's Road in making Nunhead Green

and Brayards Community Garden thriving community spaces for all ages.

- e. The opening of health kiosks at Camberwell, Una Marson, Canada Water and Dulwich libraries, used by over 14,000 uses since they were installed.
- f. The raising of over £1 million for nature projects through the Community Investment Scheme and renewed focus on biodiversity following the recommendations of our Citizens' Jury on Climate Change, with the £500,000 Southwark Biodiversity Fund.

4. Council Assembly asks that Cabinet:

- a. Continue to deliver an ambitious programme of investing in and expanding our parks and green spaces, by bringing forward a new Green Spaces Plan to:
  - i. Deliver major improvements to our parks and green spaces across the borough, including Bramcote, Elephant, and Guy's parks, and creating more parkland and Dr Harold Moody and Consort Parks in Rye Lane.
  - ii. Work with local people to create more opportunities to be involved in planting and establish an action plan for Right to Grow, mapping new opportunities for community gardens and potential growing spaces.
  - iii. Support Southwark's thriving arts and culture sector through events held in parks across our borough.
  - iv. Continue to make our parks and green spaces safer by tackling crime and antisocial behaviour, strengthen community initiatives around safety in our parks and co designing plans to make our parks safe.
- b. Continues to invest in leisure and sports facilities and activities for children and young people across our borough, including:
  - i. Delivering a brand new, state of the art leisure centre at Canada Water in Rotherhithe.
  - ii. Improving outdoor gyms and sports facilities, so they enable more people to have better health and wellbeing and help to reduce health inequalities, including through major upgrades to Marlborough Gardens, Burgess Park and Brimington Park sports centres.
  - iii. Continuing to deliver a free and low-cost holiday food and fun programme for the children who need it most, so every child can access positive activities and be well fed during school

holidays.

- iv. Provide high quality and targeted leisure provision to improve accessibility and improve health.
- c. Continues to deliver fantastic play facilities for our children and young people, including:
  - i. A major revamp of Alexis St Park.
  - ii. Upgrade playgrounds across the borough so wherever you live you have a local high quality, inclusive and fun playground, including:
    - I. Upgrading Peckham Rye Park Adventure Playground and Dulwich Village playground.
    - II. Upgrading playgrounds on our housing estates, including at the Kirby Estate, Rye Hill Estate and Bells & Lindley.
- d. Expands the fantastic offer in our libraries, including:
  - i. New health kiosks, building on their success to date and finding new opportunities to open health kiosks in other local libraries in Southwark, seeking opportunities to use our library spaces to offer wellbeing services.
  - ii. Upgrades to Dulwich and Brandon libraries, a second Library of Things to help residents reduce bills on household tools and cut carbon emissions and investment in green space around Nunhead Library.
- e. Continue to deliver a community-led approach to boosting biodiversity, including:
  - i. Boosting biodiversity, including work at Moreton Gate nature garden, Burgess Park habitat restoration and Belair Wood meadow, and delivering on the recommendations of the Land Commission to deliver a network of biodiversity corridors.
  - ii. Ensuring neighbourhoods across the borough benefit from more tree canopy cover and working with local people to create more nature sites, woodlands and urban planting.

**BACKGROUND DOCUMENTS**

| <b>Background Papers</b>  | <b>Held At</b>                                             | <b>Contact</b>                                                                                                        |
|---------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Cabinet members<br>Motion | Constitutional Team<br>160 Tooley Street<br>London SE1 2QH | Constitutional Team<br><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>         | 28 February 2025                                      |

|                                             |                               |
|---------------------------------------------|-------------------------------|
| <b>Meeting Name:</b>                        | Council Assembly              |
| <b>Date:</b>                                | 19 March 2025                 |
| <b>Report title:</b>                        | Members' Question Time        |
| <b>Ward(s) or groups affected:</b>          | All                           |
| <b>Classification:</b>                      | Open                          |
| <b>Reason for lateness (if applicable):</b> | N/A                           |
| <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 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 by group.

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 (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 EMILY HICKSON**

Can the Leader update me on the second housing summit held as part of Southwark's Securing the Future of Council Housing campaign?

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

Can the council update us on its council house-building progress, in particular by detailing in this financial year to date how many council homes have been a: approved, b: started, c: completed?

**3. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR MARGY NEWENS**

Can the Leader update me on recent discussions the council has had with Lime, Forest and other E-Bike providers?

**4. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR ADAM HOOD**

One of the conditions of awarding the contract to operate St Paul's Sports ground was to regularly use the site, but it appears to residents that it is mostly left unused. What will the council do to hold the operator to its obligations?

**5. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR MOHAMED DEEN**

What is the council doing to keep residents safe on our streets and estates across the borough?

**6. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR DAVID WATSON**

In March 2024, I asked when the Council expected neighbours, community groups and members of the public to be able to access the Finch's Grotto Park on Sawyer Street, in line with the planning permission granted in November 2018.

The Administration responded that they anticipated that the Finch's Grotto Park would be open to the public in the summer (2024) once parties had finalised the Service Level Agreement and the Community Management Plan.

One year on, the park is still not open and it is now 7 years since planning permission was granted. What is the latest estimate on when local people will be able to access this green open space?

**7. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR IN WINGFIELD**

What plans does the council have to celebrate the 60th anniversary of the borough?

**8. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR RACHEL BENTLEY**

Will the leader update us on the progress against the Land Commission's recommendations?

**9. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR BETHAN ROBERTS**

Can the Leader update me on the council's investment in leisure centres since in-sourcing in 2023?

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

Short term holiday lets are an increasing source of frustration for local residents, from rubbish to noise, and of course the effect of taking supply of residential homes out of the long-term rental market. Ad-hoc reporting of issues can only achieve so much - what is the council doing on a strategic level to ensure that residents do not have to put up with the nuisance of short term lets?

**11. QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR CLEO SOANES**

What did the council do to mark this year's national apprenticeships week?

**12. QUESTION TO THE CABINET MEMBER FOR HEALTH AND WELLBEING FROM COUNCILLOR MICHAEL SITU**

Can the Cabinet Member let me know what work is ongoing to support people at high risk of ill health, including our Black, Asian, and ethnic minority communities, to live healthier lives and access preventative care?

**13. QUESTION TO THE CABINET MEMBER FOR HEALTH AND WELLBEING FROM COUNCILLOR CHARLIE SMITH**

How is the council monitoring the roll out of Family Forums in Southwark?

**14. QUESTION TO THE CABINET MEMBER FOR COMMUNITY SAFETY AND NEIGHBOURHOODS FROM COUNCILLOR SANDRA RHULE**

What work is being done by the council and the police to tackle crime hotspots in Southwark?

**15. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES FROM COUNCILLOR IRINA VON WIESE**

The Devon Mansions and Canada Estate Major Works scandals first came to light in late 2023 - investigations into them have been repeatedly delayed. When can we expect to have the full outcomes of those investigations published so that residents can finally have full clarity on what, how, and why things went so catastrophically wrong?

**16. QUESTION TO THE CABINET MEMBER FOR CLEAN AIR, STREETS AND WASTE FROM COUNCILLOR NICK JOHNSON**

Can the Cabinet Member assure us that the Lower Road scheme will be redesigned, and that this renewed scheme will not repeat the mistakes that have led to such traffic chaos over the last year?

**17. QUESTION TO THE CABINET MEMBER FOR CLEAN AIR, STREETS AND WASTE FROM COUNCILLOR SUNIL CHOPRA**

When does the council anticipate the widening of Bermondsey Street will be completed this year?

**18. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES FROM COUNCILLOR MAGGIE BROWNING**

The Friern Road estate was scheduled for major works, including new kitchens and bathrooms, in 2021-23. These works have been indefinitely postponed due to challenges with the Housing Revenue Account. Can the cabinet member tell me when residents on the estate can expect these major works to take place?

**19. QUESTION TO THE CABINET MEMBER FOR CLIMATE EMERGENCY, JOBS AND BUSINESS FROM COUNCILLOR CASSANDRA BROWN**

Can the Lead Member update me on the work being done by the council to support our high streets and town centres?

**20. QUESTION TO THE CABINET MEMBER FOR NEW HOMES AND SUSTAINABLE DEVELOPMENT FROM COUNCILLOR JANE SALMON**

We are grateful that the council finally released the millions of pounds of Neighbourhood Community Infrastructure Levy (CIL) that had been building up for years, and pleased to be able to support many well deserving projects in our wards – but residents and councillors have found the allocations process to be confusing and opaque. What assurances can the Cabinet Member make that the process next time will be clearer and more transparent?

**21. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES FROM COUNCILLOR EMILY TESTER**

In December the council assured leaseholders in North Peckham that their District Heating issues would be investigated - but we are concerned to hear that investigation is not to be recorded in writing. How can leaseholders have faith that the council is taking this issue seriously?

**22. QUESTION TO THE CABINET MEMBER FOR CLEAN AIR, STREETS AND WASTE FROM COUNCILLOR RENATA HAMVAS**

Residents in Dulwich Hill and Peckham Rye have been calling for the extension of the 63 bus to Honor Oak Park for over a decade. Please can the cabinet member tell me what steps his department can take to work with TfL and colleagues at Lewisham council to extend the 63 bus by three stops to Honor Oak Park?

**23. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES FROM COUNCILLOR MARIA LINFORTH-HALL**

What is the average turnaround time for void properties?

**24. QUESTION TO THE CABINET MEMBER FOR COUNCIL HOMES FROM COUNCILLOR HAMISH MCCALLUM**

Of the empty council homes in Southwark, what proportion are used for temporary and emergency accommodation?

|                                             |                               |
|---------------------------------------------|-------------------------------|
| <b>Meeting Name:</b>                        | Council Assembly              |
| <b>Date:</b>                                | 19 March 2025                 |
| <b>Report title:</b>                        | Members' Motions              |
| <b>Ward(s) or groups affected:</b>          | All                           |
| <b>Classification:</b>                      | Open                          |
| <b>Reason for lateness (if applicable):</b> | N/A                           |
| <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, council assembly without prior reference to the cabinet cannot decide upon any matters that are reserved to the cabinet (i.e. housing, social services, regeneration, environment, education etc.) 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.

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

**Note:** In accordance with council assembly procedure rule 2.10 (8) & (9) (prioritisation and rotation by the political groups) the order in which motions appear in the agenda may not necessarily be the order in which they are considered at the meeting.

**1. MOTION FROM COUNCILLOR VICTOR CHAMBERLAIN (Seconded by Councillor Rachel Bentley)**

**Scrap the Two Child Cap**

1. Council Assembly notes the [research conducted by the End Child Poverty Coalition](#) which has found that:
  - a. 1.5 million children in the UK live in households subject to the two-child limit on benefit payments. That is roughly one-in-ten children in the UK.
  - b. In 2023/24 the two-child limit cost families up to £3,235 per child each year.
  - c. There is a strong correlation between families affected by the two-child limit and those who are living in poverty.
  - d. Scrapping the two-child limit would lift 250,000 children out of poverty overnight, and significantly reduce the level of poverty that a further 850,000 children live in.
  - e. Scrapping the two-child limit would cost £1.3 billion, however it is estimated that child poverty costs the economy £39 billion each year.
2. Council Assembly further notes:
  - a. That in Southwark, 7,670 children in 2,170 households are currently affected by the two-child limit to benefit payments. That is over 12% of all children in the authority area. At the same time 23,090 local children are living in poverty – 36.2% of all children in the borough.
  - b. That the Liberal Democrats have consistently opposed the two-child limit to benefit payments since it was introduced by the Conservative majority Government in 2017 – calling for it to be axed in their 2017, 2019 and 2024 manifestos.
  - c. The stance of the Labour Government who are committed to keeping the cap – going as far as suspending the whip from MPs who rebel against this position.
  - d. The Labour Party's stance is despite their previous view that the Cap was, according to Angela Rayner, "inhumane".

3. Council Assembly strongly believes that:
  - a. The two-child limit to benefit payments is a cruel and harmful policy that should be scrapped. [Research from the University of York](#) has shown its introduction has had no positive impacts on employment and earnings. Instead it has dragged thousands of local families into poverty.
4. Council Assembly resolves to:
  - a. Formally note its opposition to the two child benefit limit.
  - b. Write to the Chancellor of the Exchequer and the Prime Minister to indicate Southwark Council's strong belief that the two child limit to benefit payments should be scrapped – which would help 7,670 children living in Southwark.
  - c. Further write to all MPs covering the Southwark area, asking them to commit their public support to the campaign to end the cruel two child limit to benefit payments.
  - d. To ensure the number of children a family has is considered when a hardship grant is given out by the council.

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

## **2. MOTION FROM COUNCILLOR SAM DALTON (Seconded by Councillor Joseph Vambe)**

### **Extension of the Franchise**

1. Council Assembly notes:
  - a. Southwark have given a welcome and a home to migrant communities across the ages, from Africa, Asia, Europe, Latin America and the Middle East. Our culture, cuisine, community, and spirit have been enriched a thousandfold by citizens and families from all over the world. In 2024 we were recognised by the wonderful Charity City of Sanctuary as a Borough of Sanctuary for welcoming, supporting opportunities to our sisters and brothers from overseas.
  - b. The Elections Act is a major piece of national legislation with local implications for the residents of this local authority, including the use of mandatory photographic voter ID at the polling station, changes to overseas voting and voting and candidacy rights of EU citizens.

- c. According to the 2021 census, [one in six usual residents of England and Wales were born outside the UK.](#) They live, work, study, make use of public services, and call the UK their home. Many foreign-born residents of this local authority from EU and Commonwealth countries can vote in our local elections. However, over 1 million residents across England and Northern Ireland do not have a right to vote.
  - d. Scotland and Wales implemented residence-based voting rights where all residents with lawful immigration status have the right to vote in local and devolved national elections.
  - e. According to a poll by Opinium Research, over [50% of people agree that every resident, no matter where they are from, should have the right to vote at least in local elections.](#)
2. Council Assembly welcomes:
- a. That all our residents, no matter their nationality, call this local authority their home and bring significant value to our area.
  - b. That the voting and candidacy rights of EU citizens with pre-settled and settled status who entered the UK before 2021 will be maintained through the Elections Act.
  - c. That [15 local authorities across England have passed motions asking for the right to vote to be extended to all residents in local elections.](#)
3. Council Assembly expresses concern that:
- a. EU citizens who enter the UK from the 1st of January 2021 and are not covered by bilateral voting rights treaties (currently only active with Poland, Luxembourg, Portugal, Spain, and Denmark) will lose voting and candidacy rights in local elections when the Elections Act is fully implemented. This will create an unequal situation where some EU citizens will have the right to vote where others will not.
  - b. The complexity in voting eligibility will cause confusion and will reduce voter turnout in local elections amongst migrant voters, a group already under-registered compared to British voters.
  - c. This is particularly pertinent in Southwark, where more than 40% of our residents were born outside of the UK – over 121,000 people.
  - d. Furthermore, a burden will be placed on Local Authorities managing the removal of a significant number of EU citizens

from the electoral register. This may result in some being wrongfully removed from the electoral register.

4. The Council commits to:
  - a. Request that the relevant cabinet member writes to the Minister of State at the Department for Housing, Communities and Local Government and the relevant shadow frontbencher requesting that the franchise for local elections be extended to all qualifying foreign nationals in England and Northern Ireland in line with eligibility criteria in Scotland and Wales. This would ensure a UK-wide and fair approach to voting rights so that all our residents, who are also our council taxpayers, are enfranchised.
  - b. Delivering a training to councillors and relevant officers on the changes brought by the Elections Act so that residents can be accurately informed about their voting rights.
  - c. Work collaboratively with voluntary sector organisations in our local authority to reach residents about voter eligibility rules and how to vote.
  - d. Ensure council officers have a strategy in place to ensure that the implementation of the Elections Act, including the removal of some EU citizens from the register, does not wrongfully remove eligible voters from the register.
  - e. Continue promoting voter registration and photo ID requirements to residents at citizenship ceremonies, events, and other communication channels.

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

### **3. MOTION FROM COUNCILLOR ADAM HOOD (Seconded by Councillor Maria Linforth-Hall)**

#### **A Fair Deal for Southwark's Carers**

1. Council Assembly notes:
  - a. The Carers Trust estimates that there are at least one million young carers aged 17 and under in the UK and over 600,000 young adult carers between the ages of 18 and 25.
  - b. In Southwark, 90 young carers are formally identified by the Department for Education, but the true number of young carers in the area is likely to be far higher.

- c. Young carers miss an average of 23 school days per year and young adult carers are four times more likely to drop out of college or university.
  - d. Caring responsibilities can affect young carers' readiness to engage fully in school life, adding barriers to punctuality, their capacity to complete homework, and their ability to focus and participate effectively in lessons.
2. Council Assembly further notes:
- a. That the NHS and social care system face multiple crises of access, staff retention, long waiting times, missed targets and poor outcomes
  - b. That people across Southwark are struggling to access health and care services, and that much of the strain on the NHS is caused by a dire lack of funding and support for social care
  - c. That difficulty accessing services increases pressure on acute care such as Accident & Emergency (A&E) as well as undermining overall population health
  - d. That both The King's Fund and the new Secretary of State for Health and Social Care have acknowledged the positive vision the Liberal Democrats have for social care reform and that cross-party working is the only way to achieve this in Southwark as well as nationally
  - e. That under Ed Davey's leadership, the Liberal Democrats have consistently stood at the forefront of demanding better for those suffering due to the health and care crisis.
3. Council Assembly notes with concern that:
- a. From April 2025 National Insurance employer's contributions (NICs) will rise by 1.2%
  - b. From April 2025 the secondary threshold will be lowered meaning that employers will start to pay NICs on employees earning from £5000 instead of the current £9100
  - c. The Labour Chancellor has recognised "there will be consequences" as a result of the Budget announcements regarding employer NICs
  - d. Analysis from the Nuffield Trust shows that changes to employer NICs will cost the adult social care sector more than £900m next year

- e. The same report shows that the total burden on the 18,000 independent organisations providing adult social care in England will be £2.8 billion in the next financial year.
4. Council Assembly notes with regret that:
- a. The Liberal Democrat Alternative Budget for Southwark Council proposed in February 2025 included provision for an extra £1m of funding for adult social care in Southwark, but that this was unfortunately rejected by Labour councillors
  - b. This funding would have specifically helped to create integrated teams of social care staff within key areas in the community such as GP offices and A&E departments, and it is therefore shameful that the Labour party voted to reject this additional support for those needing care.
5. Council Assembly believes that:
- a. The Labour Government's failure to act urgently on social care is disappointing, with the first cross-party talks shamefully cancelled by the Labour Health Secretary last month
  - b. The lack of urgency from the new Labour Government is shocking, and a cause of distress to families across the country in desperate need of help now, and who cannot afford to wait another three years for a review to be concluded
  - c. Subjecting social care providers to higher taxes through the NICs rise is counterproductive and will worsen the health and care crisis
  - d. The tax rise, combined with increased demand for services and mandated savings, means that some health and care providers will have no choice but to cut services and staff numbers
  - e. Ultimate, people in care and those who rely most heavily on the NHS will suffer the consequences of the Labour Government's tax rises and lack of meaningful action.
6. Council Assembly resolves to:
- a. Sign up to the Young Carers Covenant, published by Carers Trust in March 2024
  - b. Work alongside all schools and colleges to deliver Young Carer Awareness Training for staff so that they can recognise and address the challenges faced by young carers

- c. Encourage schools and colleges to provide guidance for young carers, as well as providing assembly plans, and awareness-raising materials.
7. Council Assembly further resolves to:
- a. Call for the establishment of a National Care Service – a long-term agreement on predictable, consistent funding for free personal care – as soon as practically possible, not waiting for a review to conclude in 2028
  - b. Call for an Emergency Health and Care Budget to put this national crisis at the top of the Labour Government's agenda
  - c. Call on the Government to exempt social care providers from the increase in employers' NICs
  - d. Write to the Secretary of State for Health and Social Care and the Chancellor of the Exchequer to convey the local pressures the Government's decisions are actively creating.

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

**4. MOTION FROM COUNCILLOR DORA DIXON-FYLE (Seconded by Councillor Michael Situ)**

**A National Care Service for England**

1. This council believes adult social care should enable people to live the life they want to live.
2. But despite the previous government's commitment to "fix social care", buck-passing and intransigence by the previous national government has broken this vital public service.
3. The problems in social care are particularly evident in the workforce. Many care staff are paid minimum wage or less for a difficult and skilled job. Some domiciliary care employees do not get paid for their travel time between care visits, while care workers are paid significantly less than the minimum wage for overnight sleep-in shifts. Most care workers do not even have access to an adequate occupational sick pay scheme, which means they lose significant sums in wages when they are unwell or need to self-isolate. Meanwhile, this country has been shamed by the exploitation of many migrant care staff, who are forced to work excessive hours or pay huge amounts for their training or equipment.
4. Figures from Skills for Care show there are 131,000 vacancies in the care sector, one of the highest rates in the entire economy.

Workforce shortages; poor pay and conditions; and a lack of national direction on social care mean too many people cannot access the care they need.

5. But there is hope. This council notes the campaign by UNISON, the lead trade union in social care, for a National Care Service (NCS) in England, for a service which will:
  - a. improve the quality of care for everyone who needs it.
  - b. support independent living and take a 'home first' approach which enables people to recover outside hospital and care homes with the right help.
  - c. promote public sector and non-profit delivery of care services.
  - d. have national partnership working, bringing together employers, unions, and government in a national partnership.
  - e. implement a Fair Pay Agreement in adult social care.
6. This council also welcomes the commitment made in the Labour Party's 2024 general election manifesto to "undertake a programme of reform to create a National Care Service, underpinned by national standards, delivering consistency of care across the country".
7. This council acknowledges the commendable efforts made in the borough to invest in the workforce through the implementation of both the Ethical and Residential Care Charter, inspired by UNISON's charter. These charters are designed to enhance care standards for vulnerable residents and improve working conditions for care workers. By offering the London Living Wage, compensating travel time, providing occupational sick pay, and remunerating staff for training hours, the borough has effectively attracted and retained staff, resulting in relatively low vacancy and turnover rates.
8. This council further notes that the Fabian Society has published a comprehensive plan for building a NCS in England, with empowered local authorities at its core, called *Support Guaranteed: The Roadmap to a National Care Service*. The report states: "Councils should remain in charge [of social care]. But our firm view is that more nationwide rights, standards and functions are needed for local government to fulfil its adult social care mission
9. This council believes that building a NCS can also help drive wider economic growth. The 2023 Future Social Care Coalition report *Carenomics* demonstrates the contribution that social care makes to the UK economy, with the sector generating in England alone £51.5 billion in gross value added to the economy.

10. This council pledges its support for a NCS and encourages the new government to carry out this reform.

**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<br>160 Tooley Street<br>London SE1 2QH | Constitutional Team<br><a href="mailto:Constitutional.Team@southwark.gov.uk">Constitutional.Team@southwark.gov.uk</a> |

## AUDIT TRAIL

|               |                                                       |
|---------------|-------------------------------------------------------|
| Lead Officer  | Chidilim Agada, Head of Constitutional Services       |
| Report Author | Virginia Wynn-Jones, Principal Constitutional Officer |
| Version       | Final                                                 |
| Dated         | 28 February 2025                                      |

|                                             |                                                  |
|---------------------------------------------|--------------------------------------------------|
| <b>Meeting Name:</b>                        | Council assembly                                 |
| <b>Date:</b>                                | 19 March 2025                                    |
| <b>Report title:</b>                        | Constitutional changes: Neighbourhoods programme |
| <b>Ward(s) or groups affected:</b>          | All                                              |
| <b>Classification:</b>                      | Open                                             |
| <b>Reason for lateness (if applicable):</b> | Not applicable                                   |
| <b>From:</b>                                | Constitutional Steering Panel                    |

## RECOMMENDATION

1. That Council Assembly agree the proposal to replace the current community champions and multi ward area geography with 10 neighbourhood areas.
2. To approve the creation of five neighbourhoods champions.
3. To note that the proposed changes will require changes to Article 8 and Part 3H of the Constitution and any other consequential constitutional changes.
4. To note that executive functions for the Neighbourhood Fund, Cleaner, Greener, Safer, and Devolved Highways funding will sit with Neighbourhood Community meeting.
5. To note that wards are still able to discuss and meet on issues that affect them and that this proposal retains the opportunity for residents to present funding proposals for their local area.

## BACKGROUND INFORMATION

6. In 2019 Council Assembly approved the move from community councils to the empowering communities programme.
7. The neighbourhoods approach seeks to build on this approach and further empower local communities and join up council initiatives across 10 neighbourhoods, delivering on the commitments in Southwark 2030. "Creating Good Lives Together," the Southwark Council Delivery Plan 2025-2026, commits the council to strengthening how the council works with the community in our neighbourhoods to empower residents to shape

the places they live in.

8. Through these neighbourhoods the council will be more visible and joined up, work with communities to identify local priorities, through community plans, and provide a single pot of funding to support community ambitions. The programme is being implemented in phases to ensure effective consultation, resourcing and governance and to allow time and space to test and learn. This neighbourhood approach builds on the empowering communities programme and promotes:
  - Strengthening local connections: Bringing together council services and community initiatives to create more cohesive neighbourhoods.
  - Enhancing local visibility: Making support, services, and funding opportunities more accessible and transparent to residents.
  - Giving communities a stronger voice: Supporting residents to lead on local priorities and drive positive change in their area.
  - Simplifying access to resources: Making it easier for people to find and engage with the right services, funding, and support.
  - Encouraging active participation: Enabling residents to have more of a role in shaping decisions that impact their community.
9. Each neighbourhood will develop a community plan that will reflect local priorities and needs, aligned with Southwark 2030 goals.
10. Importantly, the model will continue to prioritise ward councillors' roles in representing the community, with the ward-based structure maintaining the role of councillors in developing proposals with the community for funding allocations in their wards including local Community Infrastructure Levy (CIL) project funding within their neighbourhoods.
11. To enable delivery of the first phase, constitutional changes are required to put in place the governance and oversight required for consultation and development of the community plans and for the single pot launch in autumn 2025.
12. The single funding pot will bring together Cleaner Greener Safer (CGS) funding, Devolved Highways funding and Neighbourhoods funding.
13. Article 8 of the constitution sets out the composition of the existing multi ward forum areas and the role of community champions. The proposed arrangements build on this approach. Currently there are five multi ward forums, each meeting once a year as a committee of the Council. The current geographical arrangement is set out below.

| <b>Multi-ward area</b> | <b>Electoral wards</b>                                                              |
|------------------------|-------------------------------------------------------------------------------------|
| North-west             | Borough & Bankside, London Bridge & West Bermondsey, St George's and Chaucer wards. |
| North-east             | North Bermondsey, South Bermondsey, Rotherhithe and Surrey Docks wards              |
| West-central           | North Walworth, Newington, Camberwell Green, St Giles and Faraday wards.            |
| East-central           | Old Kent Road, Peckham, Rye Lane, Nunhead & Queen's Road and Peckham Rye wards      |
| South                  | Champion Hill, Goose Green, Dulwich Hill, Dulwich Village and Dulwich Wood wards    |

14. The multi-ward forums fulfil the following functions:

- Political – allow residents to meet ward councillors, allow councillors to speak to and listen to members of the community.
- Community – enable local people and groups to engage with each other and allowing local people and groups to publicly raise and discuss issues with each other and their councillors.
- Consultative – Commenting on planning proposals, parks, traffic and highways projects.
- Executive – allocation of Neighbourhoods Fund, CGS, Devolved Highways Fund.

## KEY ISSUES FOR CONSIDERATION

15. Appendix 1 provides a summary of all the proposed changes to the constitution.

### New neighbourhoods

16. The table below set out the new neighbourhood areas.

| <b>Neighbourhood</b>      | <b>Electoral wards</b>                                                       | <b>Notes</b>                                                                                                                                                                                                                                                                                                     |
|---------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Borough and London Bridge | Borough & Bankside, London Bridge & West Bermondsey, St George's and Chaucer | These four wards have been grouped as they have the least identifiable delineation between each of them. There are significant changes coming forward across the shared boundary in SE1, presenting an opportunity for more impactful resident involvement in decisions and greater collaboration between wards. |
| Bermondsey                | North Bermondsey and South Bermondsey                                        | This neighbourhood brings the core of Bermondsey together. Although there is a case for bringing West Bermondsey into this neighbourhood, the desire to maintain the role of ward boundaries outweighs the benefits of incorporating that part of London                                                         |

| Neighbourhood           | Electoral wards                             | Notes                                                                                                                                                                                                                                   |
|-------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                             | Bridge & West Bermondsey.                                                                                                                                                                                                               |
| Rotherhithe             | Rotherhithe and Surrey Docks                | The Rotherhithe peninsula, although containing varying levels of deprivation within it, represents a shared geographic area, naturally separated from neighbouring Bermondsey and Old Kent Road neighbourhoods.                         |
| Walworth                | North Walworth, Faraday and Newington       | The Walworth neighbourhood accounts for shared main roads, with Walworth town centre providing a natural 'core' to the surrounding area.                                                                                                |
| Old Kent Road           | Old Kent Road                               | The Old Kent Road has been kept as an independent neighbourhood given the significant development coming forward over the coming years, maintaining a coherent area.                                                                    |
| Camberwell              | Camberwell Green and St Giles               | Camberwell brings Camberwell town centre under one neighbourhood.                                                                                                                                                                       |
| Peckham                 | Peckham and Rye Lane                        | Peckham brings Peckham town centre under one neighbourhood.                                                                                                                                                                             |
| Nunhead and Peckham Rye | Nunhead, Queens Road and Peckham Rye        | This brings Nunhead together under one neighbourhood. It is recognised that parts of Peckham are included, however there are clear shared demographics between parts of the two wards and ward delineations also need to be maintained. |
| East Dulwich            | Goose Green, Champion Hill and Dulwich Hill | These wards are centred around Lordship Lane at the core. Although parts of the north of Champion Hill may better relate to Camberwell, the south of the ward shares significant demography to Goose Green and Dulwich Hill.            |
| Dulwich                 | Dulwich Village and Dulwich Wood            | The Dulwich neighbourhood is designed to best reflect the shared demographics of the two wards in the south of the borough.                                                                                                             |

17. The new structure will work by:

- Creating a neighbourhood forum for each area. These will involve councillors and communities and be held in neighbourhoods.
- These forums will consider a range of issues of significance in their neighbourhood and include engagement on local issues.
- Giving councillors and the community the opportunity to co-develop local community plans and funding proposals with residents. Taking

decisions on allocations of neighbourhoods fund, cleaner greener safer and devolved highways funding in their neighbourhoods.

- The Neighbourhoods Champions are designated ward members representing the entire area (currently the multi ward areas) and will have an enhanced role as set out below.

### **Neighbourhoods champions**

18. The new role of neighbourhoods champion will be filled by five councillors chosen at the annual meeting of council assembly in May 2025, with each one representing either one, two or three neighbourhood areas (as set out below). The functions and draft role and responsibilities of the neighbourhoods champion are included in appendix 2 and the key responsibilities are highlighted below.
19. Neighbourhoods champions will have an expanded role in community engagement and the delivery of the neighbourhood programme. Their key focus is to:
  - Empower residents to participate in shaping their neighbourhoods.
  - Support community-led projects and initiatives.
  - Advocate for residents' needs in council decision-making.
  - Build cohesive and resilient neighbourhoods by fostering collaboration across wards and stakeholder groups.
  - Chair neighbourhood community meeting
20. The table below sets out which of the areas will be represented by each neighbourhoods champion:

| <b>Neighbourhoods champion</b>       | <b>Neighbourhood</b>                          |
|--------------------------------------|-----------------------------------------------|
| Neighbourhoods champion North-west   | Borough & London Bridge                       |
| Neighbourhoods champion North-east   | Bermondsey and Rotherhithe                    |
| Neighbourhoods champion West-central | Camberwell and Walworth                       |
| Neighbourhoods champion East-central | Old Kent Road, Peckham, Nunhead & Peckham Rye |
| Neighbourhoods champion South        | Dulwich and East Dulwich                      |

21. Currently community champions receive a band 1b Special Responsibility Allowance (SRA) of £6,495, it is proposed that the new neighbourhoods champions will receive the same level of SRA.

## **Multi ward forums**

22. The existing role and functions of multi ward forums, as set out in part 3H of the Constitution, will be amended so that any reference to multi- ward forum will be changed to neighbourhood community meeting. The proposal still ensures that each of those functions listed in paragraph 14 continues to be undertaken. The new neighbourhood community meetings will meet at least three times per year.

## **Wards**

23. Each of the council's 23 wards will continue to have access to a fund to organise meetings to discuss issues within a ward. Neighbourhoods champions will continue to exercise (as with the current community champions role) oversight of how the ward fund is used.

## **Policy framework implications**

24. There are none.

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

### **Community impact statement**

25. The proposed changes to the approach provide more opportunities to enable all Southwark residents to participate in discussing and having a say in issues of interest and concern in their local community, while strengthen the relationship with the Council. With an emphasis on understanding local priorities, and using these to allocate more streamlined local funding, the approach will help bring together members of Southwark's diverse local communities and enable a greater range of communities to be involved; in compliance with the council's duty under the Equality Act 2010.

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

26. Due consideration has been given to this duty during the development of this process and no adverse impact on any group with a protected characteristic is evident.

### **Health impact statement**

27. There are no health impacts arising from this report.

### **Climate change implications**

28. There are no climate change implications arising from this report.

## Resource implications

29. There are no resource implications, this will be met within existing resources.

## Consultation

30. The constitutional steering panel (CSP) is being consulted. The approval of neighbourhood areas and their composition (electoral wards making up neighbourhood areas) rests with Council Assembly. In Southwark, CSP must consider any changes to the constitution before the decision is referred to Council Assembly.

## BACKGROUND DOCUMENTS

| Background Papers | Held At | Contact |
|-------------------|---------|---------|
| None              |         |         |

## APPENDICES

| No.        | Title                                               |
|------------|-----------------------------------------------------|
| Appendix 1 | Summary of changes to the constitution              |
| Appendix 2 | Neighbourhoods Champion Role                        |
| Appendix 3 | Revised role and functions of the multi ward forums |
| Appendix 4 | Map of proposed areas                               |

## AUDIT TRAIL

|                                                                  |                                                     |                 |                   |
|------------------------------------------------------------------|-----------------------------------------------------|-----------------|-------------------|
| Lead Officer                                                     | Stephen Douglass, Director, Stronger Neighbourhoods |                 |                   |
| Report Author                                                    | Stephen Douglass, Director, Stronger Neighbourhoods |                 |                   |
| Version                                                          | Final                                               |                 |                   |
| Dated                                                            | 6 March 2025                                        |                 |                   |
| Key Decision?                                                    | No                                                  |                 |                   |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER |                                                     |                 |                   |
| Officer Title                                                    |                                                     | Comments Sought | Comments Included |
| Assistant Chief Executive, Governance and Assurance              |                                                     | Yes             | Yes               |
| Strategic Director, Resources                                    |                                                     | No              | No                |
| Cabinet Member                                                   |                                                     | No              | No                |
| Date final report sent to Constitutional Team                    |                                                     |                 | 6 March 2025      |

### Summary of changes to the constitution

| Current constitution (section, title and summary)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Proposed change                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>8.1 Composition of multi ward forums</p> <p>The council will establish multi-ward areas as set out in the table below. The boundaries of the multi-ward areas have been drawn to reflect the borough's communities as far as possible. Multi-ward areas do not need to be politically balanced. They include members of the local authority who are members for the electoral wards contained within the area. Multi-ward areas are not formal area committees and have no decision-making powers.</p> | <p>Will be changed to "Composition of neighbourhood areas"</p> <p>The council will establish neighbourhood areas as set out in the table below. The boundaries of these areas have been drawn to reflect the borough's communities as far as possible. Neighbourhood areas do not need to be politically balanced. Neighbourhood areas are not formal area committees and have no decision-making powers.</p> <p>Table as set out in paragraph 16 of the main report.</p> |
| <p>8.2 <b>Community champions</b></p> <p>There will be one community champion appointed by council assembly for each of the multi ward areas.</p>                                                                                                                                                                                                                                                                                                                                                         | <p>This will be changed to Neighbourhoods Champions with role description as set out in appendix 2.</p>                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>PART 3H: MULTI-WARD FORUM ROLE AND FUNCTIONS</b></p> <p>1. To take decisions about local matters. The multi-ward forums have delegated authority in the following key areas: the neighbourhoods fund, cleaner, greener, safer and devolved highway capital programmes and community project banks.</p> <p><b>MATTERS RESERVED FOR DECISION</b><br/> <b>Neighbourhood fund, cleaner, greener, safer and devolved highway capital programmes (executive function)</b></p>                             | <p>The role and functions of the multi ward forums will be amended to reflect the neighbourhood focus they will retain their executive function, as set out in appendix 3.</p>                                                                                                                                                                                                                                                                                            |

## Appendix 2

### Neighbourhoods Champion Role

Five Neighbourhoods Champions will be appointed, each representing between one and three neighbourhoods.

#### Current Community Champion Role:

- Community engagement – Community Champions should be figureheads for their area, working with the local community and wards to encourage maximum participation in the Empowering Communities Programme.
- Attendance at Community Champion meetings – held to review progress of the Empowering Communities Programme.
- Chairing multi-ward meetings – where these are held, Community Champions will Chair and facilitate the meeting.
- Democracy Fund decision-making – meetings to be held by the Community Champions to agree on funding proposals from the Democracy Fund throughout each year.
- To ensure ward meetings are taking place and staying within budget.
- To work with officers to ensure funding outcomes are met.

#### Neighbourhoods Champion role:

Neighbourhoods Champions will have an expanded role in community engagement and the delivery of the neighbourhood Programme, their key focus is to:

- Empower residents to participate in shaping their neighbourhoods
- Support community-led projects and initiatives
- Advocate for residents' needs in council participatory framework
- Build cohesive and resilient neighbourhoods by fostering collaboration across wards and stakeholder groups
- Chair neighbourhood community meetings
- Support ward councillors to engage with their communities

#### Community Engagement:

1. **Lead community engagement** in the neighbourhoods they represent, by building trust and encouraging participation, as well as supporting ward councillors in their neighbourhoods to engage with their communities.
2. **Act as a figurehead and advocate** for their neighbourhood, representing residents' views and ensuring their voices shape local priorities.
3. Work with community groups, residents, and stakeholders to ensure **active involvement in decision-making and project implementation**.
4. **Help communicate programme updates** to residents, ensuring transparency and building momentum around local initiatives.
5. **Foster connections across community networks** to build deeper engagement and collaboration between the Council and communities.

### **Supporting the Neighbourhood Programme:**

6. Take responsibility for neighbourhoods, ensuring unique needs and challenges are addressed.
7. Chair neighbourhood community meetings.
8. Ensure alignment between Southwark 2030 and the aspirations of local residents.
9. Provide strategic input into neighbourhood priorities, funding decisions, and action plans.
10. Work closely with the Neighbourhoods team to coordinate meetings, review applications, and prepare for local decision-making forums.

### **Leadership and Accountability:**

11. Chair neighbourhood community meetings.
12. Oversee **funding and budgetary allocations**, ensuring transparency, compliance, and the delivery of measurable outcomes.
13. Act as a liaison between ward councillors, officers, and community groups to ensure challenges are addressed and successes are celebrated.
14. Oversee ward meetings and budget.
15. Collaborate with officers to monitor and evaluate the outcomes of funding and programme activities.

## Appendix 3

### Revised role and functions of the multi ward forums

The existing role will be amended so that any reference to multi- ward forum will be amended to neighbourhood community meeting. The proposed changes to part 3H of the constitution are shown below with tracked changes:

#### **PART 3H: NEIGHBOURHOOD COMMUNITY MEETING<sup>1</sup> ROLE AND FUNCTIONS**

1. To take decisions about local matters. The neighbourhood community meetings have delegated authority in the following key areas: the neighbourhoods fund, cleaner, greener, safer and devolved highway capital programmes.

#### **MATTERS RESERVED FOR DECISION**

#### **Neighbourhoods fund<sup>2</sup>, cleaner, greener, safer and devolved highway capital programmes (executive function)**

##### **Decision making**

2. To approve the allocation of neighbourhood funds, cleaner, greener, safer and devolved highway capital schemes of a local nature using the resources and criteria identified by the cabinet.
3. In the event that a programme variation decision is required before the next scheduled meeting of an neighbourhood community meeting the appropriate chief officer shall be authorised to determine this, in consultation with the relevant neighbourhoods champion, who shall act as chair of the area committee, and relevant ward members. Variation decisions shall include any allocation or reallocation of funds or variation in projects (this list is not exhaustive).
4. If successful in the bidding to the cabinet for strategic projects, to oversee and take responsibility for the development and implementation of the schemes.

##### **Consultation/non-decision making**

5. To be consulted on the Local Implementation Plan (LIP) programme before it is submitted to Transport for London.
6. To be consulted on strategic traffic and highway improvement projects.
7. To be consulted on any non-strategic traffic and highway improvement.

#### **Notes**

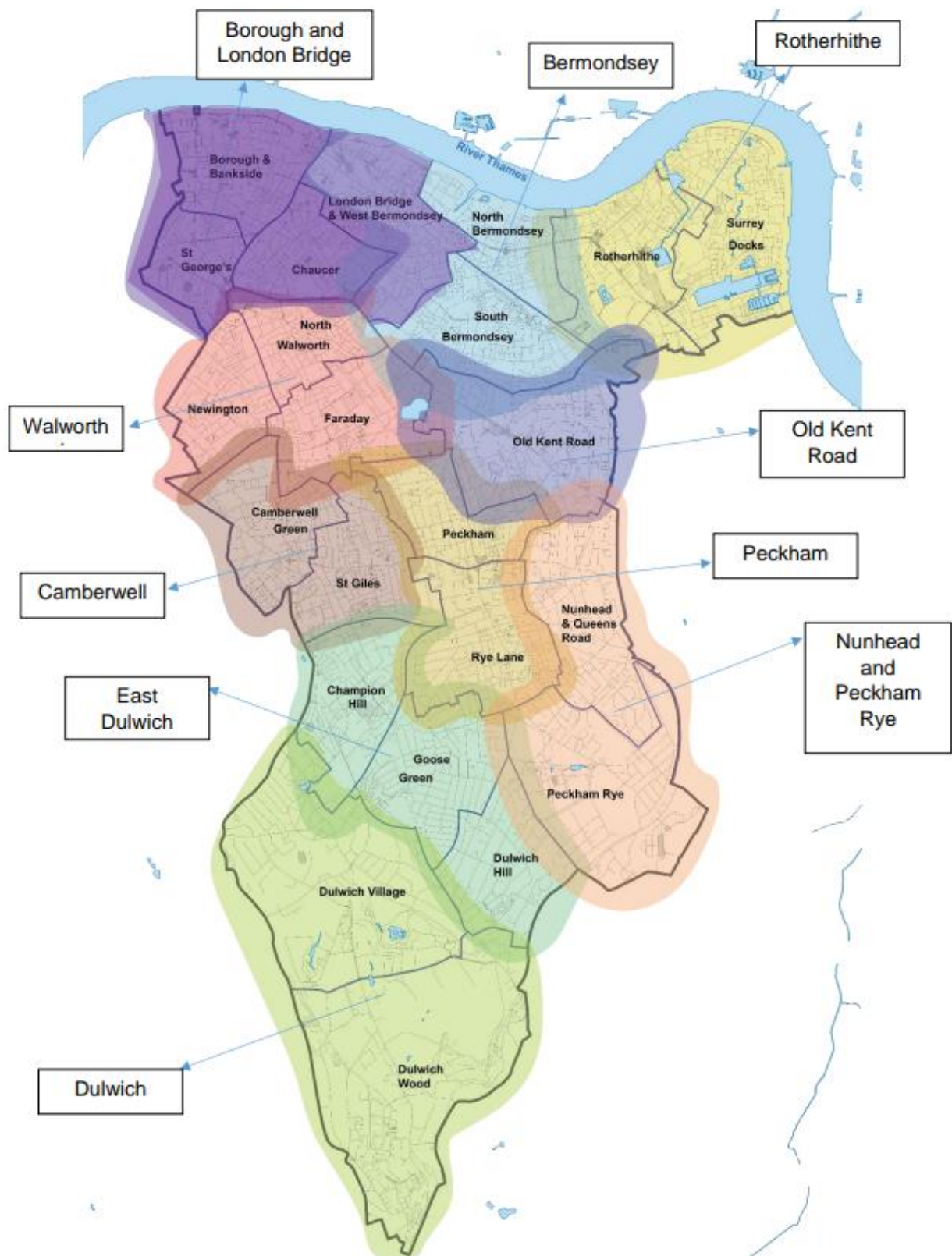
---

<sup>1</sup> ~~This is delegated to the multi-ward forums (See executive scheme of delegation: council assembly 16-September 2020)~~

<sup>2</sup> The neighbourhood fund was established in December 2014 by amalgamating the Area committee Fund and the Cleaner Greener Safer revenue scheme. This required some consequential constitutional changes (see notice of variation to executive scheme of delegation dated 4 March 2015).

1. a) All matters not reserved as above are delegated to the appropriate chief officer and head of service. All delegated matters can always be decided by the parent body. See also Part 3O: Matters delegated to officers.
2. b) Each chief officer and/or head of service in making decisions under the above scheme is required to do so within the internal scheme of management for their own department. This will include appropriate monitoring arrangements, and dissemination of information both internally and externally to the council.

## Neighbourhood boundary map



|                                             |                               |
|---------------------------------------------|-------------------------------|
| <b>Meeting name:</b>                        | Council Assembly              |
| <b>Date:</b>                                | 19 March 2025                 |
| <b>Report title:</b>                        | Pay Policy Statement 2025-26  |
| <b>Ward(s) or groups affected:</b>          | All                           |
| <b>Classification:</b>                      | Open                          |
| <b>Reason for lateness (if applicable):</b> | Not applicable                |
| <b>From:</b>                                | Constitutional Steering Panel |

### **RECOMMENDATIONS**

1. That council assembly agrees the annual pay policy statement at Appendix A

### **BACKGROUND INFORMATION**

2. Under the Localism Act 2011, the council is required to prepare and publish an annual pay policy statement. The purpose of this statement is to promote transparency about the council's approach to paying its most senior officers, including how this compares to the pay of other council employees.
3. The pay policy statement must be approved by Council Assembly and published on the council's website. While the pay policy statement does not form part of the council's constitution, it is established practice for the statement to be reviewed by the Constitutional Steering Panel before it is presented to Council Assembly.
4. This year's pay policy statement was reviewed by the Constitutional Steering Panel on 5 March 2025.

### **KEY ISSUES FOR CONSIDERATION**

5. The pay policy statement for 2025/26 is attached at Appendix A. In substance, it is unchanged from the previous year's pay policy statement.
6. The pay scales included in the statement reflect the outcome of national pay negotiations for 2024/25. National negotiations for 2025/26 are at an early stage and have not yet concluded.

## **Policy framework implications**

7. The pay policy statement is a means of explaining the council's policies about pay with a specific focus on the pay of senior officers. As such, the adoption and publication of the pay policy statement does not, in itself, represent the introduction of a new policy or the amendment of any existing policy. All amendments to the council's pay policies are made in line with the requirements of the council's constitution, HR policies and schemes of management.

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

### **Community impact statement**

8. The proposals in this report do not have a direct community impact.
9. Once the pay policy statement has been approved by Council Assembly, it will be published on the open data page of the council's website.

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

10. Under section 149 of the Equality Act 2010, the council has a duty when exercising its functions to have due regard to:
  - the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
  - the need to advance equality of opportunity between persons who share protected characteristics and those who do not
  - the need to foster good relations between those who have protected characteristics and those who do not
11. The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity status, race, religion or belief, sex and sexual orientation.
12. The proposals in this report are not anticipated to adversely impact on any of the duties defined in the Equality Act 2010.

### **Health impact statement**

13. The proposals in this report do not have a direct health impact.

## **Climate change implications**

14. The proposals in this report do not have any climate change implications.

## **Resource implications**

15. The proposals in this report do not have any direct resource implications.

## Legal implications

16. Section 38 of the Localism Act 2011 requires any relevant authority (including all local authorities) to publish a pay policy statement every year. The pay policy statement must be approved by a resolution of the authority, and under the council's constitution, this is a matter reserved to Council Assembly.
17. The pay policy statement must set out an authority's policies across a range of issues related to the remuneration of the workforce including: the remuneration of senior managers; the remuneration of the lowest-paid employees; and the relationship between the remuneration of senior managers and that of other employees.
18. 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. Once approved, the statement must be published on the council's website and by any other means the council thinks fit. An authority may amend its pay policy statement, but any amendment must also be made by the resolution of Council Assembly.
19. The adoption and publication of the pay policy statement for 2025-26 will enable the council to discharge its obligations under sections 38 to 43 of the Act.

## Financial implications

20. The proposals in this report do not have any direct financial implications. Services have received inflationary uplifts to their budgets to cover the cost of the 2024/25 pay award. The council budget for 2025/26 includes an allowance for the 2025/26 pay award.

## Consultation

21. There is no requirement to consult on the council's pay policy statement.
22. Changes to the council's HR policies, including those that relate to pay, are subject to consultation with trade unions.

## BACKGROUND DOCUMENTS

| Background Document            | Held by and Contact                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Southwark Council constitution | Constitutional Services<br><a href="mailto:constitutional.team@southwark.gov.uk">constitutional.team@southwark.gov.uk</a> |

## APPENDICES

| No. | Title                        |
|-----|------------------------------|
| A.  | Pay Policy Statement 2025/26 |

**AUDIT TRAIL**

|                                                                  |                                                              |                 |                   |
|------------------------------------------------------------------|--------------------------------------------------------------|-----------------|-------------------|
| Lead Officer                                                     | Ben Plant, Director of People and Organisational Development |                 |                   |
| Report Author                                                    | Ben Plant, Director of People and Organisational Development |                 |                   |
| Version                                                          | Final                                                        |                 |                   |
| Dated                                                            | 3 March 2025                                                 |                 |                   |
| Key Decision?                                                    | No                                                           |                 |                   |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER |                                                              |                 |                   |
| Officer Title                                                    |                                                              | Comments Sought | Comments Included |
| Assistant Chief Executive, Governance and Assurance              |                                                              | Yes             | Yes               |
| Strategic Director, Resources                                    |                                                              | Yes             | Yes               |
| Cabinet Member                                                   |                                                              | Yes             | Yes               |
| Date final report sent to Constitutional Team                    |                                                              |                 | 5 March 2025      |

|                                                                           |
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| <b>LONDON BOROUGH OF SOUTHWARK</b><br><b>PAY POLICY STATEMENT 2025/26</b> |
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## Part 1. Introduction

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In accordance with the requirements of the Localism Act 2011, the council prepares and publishes an annual pay policy statement. The purpose of this statement is to promote transparency about the council's approach to paying its most senior officers, including how this compares to the pay of other council employees.

The government has published the following guidance to assist councils in preparing their annual pay policy statement:

- Openness and accountability in local pay (2012)
- Openness and accountability in local pay: supplementary guidance (2013)

The council has taken this guidance into account.

For the purpose of preparing this pay policy statement, the council's most senior officers have been defined as its chief officers and deputy chief officers, in line with the guidance published by government.

The council's chief officer posts are as follows:

- Chief Executive
- Strategic Director of Children and Adult Services
- Strategic Director of Environment, Sustainability and Leisure
- Strategic Director of Resources (the council's chief finance officer)
- Strategic Director of Housing
- Strategic Director of Integrated Care and Health
- Assistant Chief Executive – Governance and Assurance (the council's monitoring officer)
- Assistant Chief Executive – Strategy and Communities
- Director of Children and Families
- Director of Public Health

Deputy chief officer posts are those posts that report into a chief officer. They are a mixture of director, assistant director, and head of service posts. Officers who provide administrative support are excluded from the definition of a deputy chief officer.

It is a requirement of the Localism Act 2011 that this pay policy statement is approved by Council Assembly every year and published on the council's website.

The council may update its pay policy statement throughout the year, but any amendments must be approved by Council Assembly.

This pay policy statement does not apply to council employees working in local authority maintained schools.

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## Part 2. Appointment and pay of senior officers

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### Appointment of chief officers

Council Assembly is responsible for approving the appointment of the chief executive.

The Appointments Committee, which consists of seven councillors, appointed on a cross-party basis, is responsible for:

- recommending the appointment of the chief executive to Council Assembly
- making appointments to all other chief officer posts, including the council's monitoring officer and chief finance officer

Chief officers, including the chief executive, may only be appointed where no well-founded and material objection has been made by any member of the cabinet.

### Appointment of deputy chief officers

The relevant chief officer is responsible for making appointments to all deputy chief officer posts in their department.

Deputy chief officers may only be appointed where no well-founded and material objection has been made by any member of the cabinet.

### Pay of chief officers and deputy chief officers

All of the council's chief officers and deputy chief officers are assigned to one of the following grades in the council's pay structure:

| Grade 14 |         | Grade 15 |         | Grade 16 |          | Grade 17 |          |
|----------|---------|----------|---------|----------|----------|----------|----------|
| Pt.      | Salary  | Pt.      | Salary  | Pt.      | Salary   | Pt.      | Salary   |
| 2        | £57,678 | 7        | £67,380 | 12a      | £83,964  | 17       | £98,532  |
| 3        | £59,493 | 8        | £69,534 | 13a      | £86,667  | 18       | £101,766 |
| 4        | £61,365 | 9        | £71,742 | 14a      | £89,493  | 19       | £105,096 |
| 5        | £63,297 | 10       | £74,046 | 15       | £92,427  | 20       | £108,549 |
| 6        | £65,310 | 11       | £76,428 | 16       | £95,532  | 21       | £112,134 |
| 7        | £67,380 | 12       | £78,891 | 17       | £98,532  | 22       | £115,845 |
| 8        | £69,534 | 13       | £81,423 | 18       | £101,766 | 23       | £119,664 |
| 9        | £71,742 | 14       | £84,075 | 19       | £105,096 | 24       | £123,648 |

| Grade 18 |          | Grade 19 |          | Grade 20 |          | Grade 21 |          |
|----------|----------|----------|----------|----------|----------|----------|----------|
| Pt.      | Salary   | Pt.      | Salary   | Pt.      | Salary   | Pt.      | Salary   |
| 22       | £115,845 | 28       | £140,937 | 31       | £160,476 | 38       | £202,440 |
| 23       | £119,664 | 29       | £145,671 | 32       | £165,882 | 39       | £208,947 |
| 24       | £123,648 | 30       | £152,571 | 33       | £171,456 | 40       | £215,670 |
| 25       | £127,755 | 31       | £160,476 | 34       | £177,234 | 41       | £222,618 |
| 26       | £132,000 | 32       | £165,882 | 35       | £183,201 | 42       | £229,785 |
| 27       | £136,398 | 33       | £171,456 | 36       | £189,384 |          |          |
| 28       | £140,937 |          |          | 37       | £195,798 |          |          |
| 29       | £145,671 |          |          | 38       | £202,440 |          |          |

The council uses the Korn Ferry Hay job evaluation method to determine the specific grade that applies to each chief officer and deputy chief officer post. This method is based on three key factors:

- the skill, knowledge and experience required to meet the demands of the job
- the complexity of thought required to analyse problems and draw conclusions
- the extent to which the job is responsible for the achievement of results, and the degree to which the postholder can directly or indirectly influence the conduct of the organisation

In accordance with the requirements of the Accounts and Audit (England) Regulations 2011 and the Accounts and Audit Regulations 2015, the council publishes information about the pay of senior officers as part of its annual accounts. This includes the name, job title and pay of employees who are paid £150,000 or more. This information can be found on the open data pages of the council's website.

### **Pay upon appointment**

New chief officers and deputy chief officers are typically appointed at the bottom of the pay scale for their post. However, in some circumstances, it may be necessary to make an appointment further up the pay scale – for example, to match a candidate's existing salary or to secure a specific candidate with particular experience and competence.

The Appointments Committee is responsible for agreeing the starting salary of the chief executive. The starting salary for all other chief officers and deputy chief officers is determined by the relevant line manager in consultation with the council's Human Resources (HR) department. The line manager must ensure that pay upon appointment is consistent with the grades and salary ranges set out in this pay policy statement unless a market supplement applies to the post (see "additional payments and allowances" below).

### **Annual pay award**

In common with all council employees, chief officers and deputy chief officers receive an annual pay award which is negotiated nationally. The pay award for the chief

executive is determined by the Joint National Committee for Chief Executives of Local Authorities. The pay award for all other chief officers and deputy chief officers is determined by the Joint National Committee for Chief Officers.

The salary ranges presented in this pay policy statement reflect the outcome of the national negotiations for 2024/25, which resulted in a pay award of 2.50% for all chief officers and deputy chief officers. The pay award for 2025/26 remains subject to negotiation and will be implemented once the relevant joint committees have reached an agreement.

### **Incremental progression**

In common with all council employees, chief officers and deputy chief officers are able to move up the pay scale for their post, a process referred to as incremental progression.

Arrangements for making decisions about incremental progression are set out in the performance management policy maintained by the council's HR department. In summary, chief officers and deputy chief officers may be awarded one increment per annum – ie. move up one point on the pay scale for their post – if this is justified by their performance during the previous year.

Any employee who is not awarded an increment has the right to appeal this decision.

### **Additional payments and allowances**

Chief officers and deputy chief officers are not eligible for overtime, standby allowances, shift allowances, or any other allowances for working irregular hours.

In common with all council employees, chief officers and deputy chief officers may be paid any of the following:

| <b>Payment type</b> | <b>Paid when:</b>                                                                                                                                                                                                                               |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Honoraria           | An employee is: <ul style="list-style-type: none"> <li>temporarily covering some, but not all, of the duties of a higher graded post</li> <li>undertaking exceptionally onerous duties outside the normal expectations of their post</li> </ul> |
| Acting up allowance | An employee is temporarily covering all of the duties of a higher graded post                                                                                                                                                                   |
| Market supplement   | There is evidence that the pay scale for a post is uncompetitive and this is adversely impacting on the council's ability to attract and retain employees                                                                                       |

Arrangements for calculating and making decisions about these payments are set out in the relevant policies and procedures maintained by the council's HR department. Any such payments must be authorised in advance and made on the basis of a robust business case.

## **Bonuses**

Bonuses are not paid to chief officers, deputy chief officers, or any other employee.

## **Pay protection**

The council does not offer pay protection to chief officers, deputy chief officers or any other employee. If a chief officer or deputy chief officer is deployed to a lower graded post, they are assigned to a point on the pay scale for that post with immediate effect.

## **Taxation**

The council aims to directly employ all chief officers and deputy chief officers. Where this is the case, officers are paid using the council's payroll system with tax and national insurance contributions deducted at source.

From time to time, it may be necessary or desirable to fill a chief officer or deputy chief officer post using an agency worker or a consultant – for example, when a post has been established, or needs to be covered, for a fixed period of time. In these circumstances, the council is responsible for assessing whether “off-payroll working rules” apply. These rules are designed to ensure that agency workers or consultants are classified as “employed for tax purposes” if they are working like an employee.

In deciding whether “off-payroll working rules” apply, the council follows all guidance and advice published by HM Revenue and Customs.

## **Pension arrangements**

In line with the requirements of the Pensions Act 2008, and in common with all council employees, chief officers and deputy chief officers are auto-enrolled into the Local Government Pension Scheme (LGPS) so long as they:

- are aged between 22 and the State Pension age
- have a contract for at least three months

The LGPS is a public service pension scheme, and its rules are made with the approval of Parliament. Employees' contribution to the scheme varies on the basis of their salary; similarly, the council's contribution varies to ensure the benefits of the scheme are properly funded.

In common with all council employees, chief officers and deputy chief officers may pay additional voluntary contributions (AVCs) to increase their pension benefits. Conversely, all employees may elect to join the 50/50 section of the LGPS, which offers half the normal benefits in return for half the normal contribution.

All employees, including chief officers and deputy chief officers, can choose to opt out of the LGPS if they wish.

Under the LGPS Regulations 2013 and the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014, the council is required to maintain a policy

describing how it applies certain discretionary powers associated with its operation of the LGPS. The council's policy, "Statement of Employing Authority Discretions Policy", is published on the council's website. This policy is subject to periodic review.

### **Fees for election duties**

In common with all council employees, chief officers and deputy chief officers may be engaged to undertake election duties of various types. The fees paid to council employees for this work will vary depending on:

- the nature of the work they undertake
- the type of election
- the scale of fees approved for the election

Fees are paid by the body responsible for the conduct of the election, which may be the UK Government, the Greater London Authority (GLA) or the council, depending on the type of election.

### **Leaving the council**

The following arrangements are applicable to all employees, including chief officers and deputy chief officers.

### ***Redundancy***

The council is committed to working with employees and trade union representatives to avoid redundancies wherever possible. However, if an employee leaves the council as a result of being made redundant, it is the council's policy to make a redundancy payment calculated through reference to the employee's age and years of completed service. This payment can range from one week's pay up to a maximum of thirty weeks' pay.

Arrangements for consulting and deciding on redundancies are set out in the reorganisation, redeployment and redundancy policy maintained by the council's HR department.

### ***Flexible retirement***

Employees may apply for flexible retirement once they are aged 55 or over. Flexible retirement allows an individual to begin receiving their pension while remaining an employee by working reduced hours or moving to a lower graded post. All requests for flexible retirement are considered in line with the relevant policies and procedures maintained by the council's HR department.

### ***Early retirement: ill health and efficiency***

Employees may be considered for early retirement, either on the grounds of ill health or in the interests of efficiency. Applications for ill health retirement must be supported by an independent occupational health assessment. All requests for early retirement

are considered in line with the relevant policies and procedures maintained by the council's HR department.

### ***Special severance payments***

On occasion, it may be appropriate to make a special severance payment to an employee who is leaving the council. Reasons for making such a payment include settling potential or actual claims that may otherwise result in legal proceedings. The council operates under a best value duty and will only make a special severance payment when there is a clear, evidenced justification for doing so. Any such payments are considered and authorised in line with the relevant policies and procedures maintained by the council's HR department.

### **Re-employment**

Any employee, including chief officers and deputy chief officers, who leaves the council as a result of redundancy, or in the interests of efficiency, or following receipt of a special severance payment, will not be permitted to work for the council in any capacity for at least one year, unless exceptional circumstances apply and approval is obtained from the council's monitoring officer and chief finance officer.

There is no such restriction on employees who are made redundant by another local authority. However, should the council employ an individual in receipt of a redundancy payment from another local authority, officers in the council's HR department will refer to the provisions of the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 (as amended) to determine if the recovery of a redundancy payment should be made.

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## **Part 3. Relationship between senior officers' pay and pay of other employees**

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### **Lowest-paid employees**

For the purpose of preparing this pay policy statement, the council's lowest-paid employees have been defined as employees on the lowest pay point used by the council, which is grade 1, point 2. Employees on this pay point who work full-time receive an annual salary of £28,881.

A small number of employees are paid less than this amount because they transferred into the council on the terms and conditions of their previous employer, and this included a rate of pay below the lowest point on the council's pay scale. In these circumstances, it is the council's policy to offer employees the opportunity to transfer on to the council's terms and conditions. However, there is no requirement for employees to agree they will do so.

## London Living Wage

The council is an accredited Living Wage Employer and committed to paying all its employees at least the London Living Wage. Currently, the lowest pay point on the council's pay scale exceeds the London Living Wage.

Employees on the terms and conditions of their previous employer are always paid at least the London Living Wage, irrespective of the pay they received before they transferred into the council.

A new London Living Wage is announced every year, usually in October or November. Accredited employers are expected to implement the new rate by 1 May the following year. It is the council's policy to implement each new rate with immediate effect.

## Average pay of council employees

For the purpose of preparing this pay policy statement, the average pay of council employees has been defined as the median salary. This is determined by arranging every employee's salary from the lowest to the highest and selecting the salary in the middle. The council's average, or median, salary is £43,542.

## Pay ratios

The council publishes two pay ratios every year:

- the ratio between the pay of the chief executive and the council's lowest-paid employees
- the ratio between the pay of the chief executive and the average pay of council employees

This information is set out in the following tables:

|                            | 2023/24  | 2024/25  |
|----------------------------|----------|----------|
| Chief executive's pay      | £224,178 | £229,785 |
| Lowest-paid employees' pay | £27,306  | £28,881  |
| Ratio                      | 8.2      | 8.0      |

|                                  | 2023/24  | 2024/25  |
|----------------------------------|----------|----------|
| Chief executive's pay            | £224,178 | £229,785 |
| Average pay of council employees | £40,389  | £43,542  |
| Ratio                            | 5.6      | 5.3      |

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#### **Part 4. Other information**

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In addition to this pay policy statement, the council publishes the following related information on the open data pages of its website:

- the council's senior management structure
- the council's pay scale
- the number of employees who are trade union representatives, and an estimate of the time and cost associated with trade union activities

|                                             |                                                                                                                                          |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Name:</b>                        | Council Assembly                                                                                                                         |
| <b>Date:</b>                                | 19 March 2025                                                                                                                            |
| <b>Report title:</b>                        | Member Allowances Scheme 2025-2026 and adjustment of member allowances in line with the national local government officer pay settlement |
| <b>Ward(s) or groups affected:</b>          | All                                                                                                                                      |
| <b>Classification:</b>                      | Open                                                                                                                                     |
| <b>Reason for lateness (if applicable):</b> | Not applicable                                                                                                                           |
| <b>From:</b>                                | Constitutional Steering Panel                                                                                                            |

## RECOMMENDATIONS

1. That council assembly approve with immediate effect the adjustment of member allowances in line with the national local government officer pay settlement and allowances for officers as detailed in paragraphs 20 to 23 of this report.
2. That council assembly approve, with effect from 1 April 2025, the member allowances scheme for 2025-2026 as detailed in paragraphs 20 to 29 and Appendix 2 of this report, having had regard to the advice of the London Councils Independent Remuneration Panel Report 2023, published January 2024 (see Appendix 1).

## BACKGROUND INFORMATION

### Legal background

3. 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.
4. 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 section 19 of the Regulations, when making or amending a scheme, the council is required to have regard to the recommendations of an Independent Remuneration Panel (IRP).
5. 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.

6. 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**

7. 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.
8. The proposed member allowances scheme for 2025-2026 is based on the current scheme, which was adopted by council assembly on 22 March 2024 for 2024-2025. 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 2023 report. The IRP usually produces a report every 3 to 4 years. The attached Appendix 1 was produced in 2023.
9. The proposed scheme for 2025-2026 maintains the following allowance arrangements previously agreed:
  - On 13 July 2022, council assembly agreed a revision to the scheme with regard to setting out members' entitlement to maternity, adoption and shared parental leave and relevant allowances.
  - On 12 July 2017, council assembly agreed a revision to the scheme with regard to arrangements for payment and leave made during periods of absence for members in receipt of special responsibility allowances.
  - 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.
10. Council assembly is 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.
11. 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.

12. 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 2023**

13. 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**

14. 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.
15. The member allowances scheme, paragraph 38, 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
16. For 2022-2023, the local government pay settlement offer was a fixed sum rather than a percentage increase. London Councils advised all London Boroughs that it had been appraised by the Head of London Regional Employers Organisation that the fixed sum equates to an uplift of 4.04% across all allowances. London Councils recommended that boroughs also use the 4.04% uplift for their member allowances for 2022-23, and this was agreed by Southwark Council.
17. The 2023-24 agreed pay settlement uplift of 5.73% was taken as a flat sum for the whole budget, and that amount of money was applied solely to the basic allowance, with the SRAs maintained at the rate they were set in 2023-24. This helped bring the basic allowance closer to the rate recommended by the latest independent panel on remunerations of London Councillors 2023.
18. The 2024-25 local government officer pay settlement figures across all Southwark staff groups varies in terms of percentage of base pay. The aggregate increase is 3.43%.

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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.

19. The 2025-2026 member allowances scheme has been drafted, subject to any uplifts that may be made to the 2025-26 local government pay settlement. The 2025-26 local government pay settlement has not yet been agreed.

## **PROPOSED CHANGES TO CURRENT SCHEME**

### **Local government pay settlement 2024-25**

20. Basic allowances to increase by 6% (an increase of £826). This is due to the 2023 independent panel's recommendations that the basic allowances across London are too low and should be £15,960 to reflect the current workload of a ward councillor. Increasing by 6% does not bring us into line with the independent panel's recommendations but does bring us closer to do it without budgetary implications. Link to report here:  
[https://www.londoncouncils.gov.uk/sites/default/files/2024-04/borough\\_ipmr\\_london\\_2023\\_report\\_-\\_london\\_wide\\_1.pdf](https://www.londoncouncils.gov.uk/sites/default/files/2024-04/borough_ipmr_london_2023_report_-_london_wide_1.pdf)
21. Special responsibility allowances (SRAs) are to increase by 3.43%, which reflects the local government pay settlement as is custom and practice. It is noted that SRAs were frozen in 2024.
22. The increased basic and SRA allowances for 2024-25 will be back dated to 1 April 2024.
23. The finance department have advised that the 6% proposed increase for the basic allowance can be absorbed in the rounding of the inflationary budget set in 2024.

### **Basic allowance**

24. A basic allowance is paid to all councillors in recognition of their commitment to attend formal meetings of the Council as well as meetings with officers and constituents. The basic allowance is intended to cover any incidental costs which may arise.
25. Each councillor will be entitled to claim a basic allowance of £14,592 per annum (this includes the 6% uplift), which is payable monthly via the Council's payroll.

### **Special responsibility allowance**

26. A special responsibility allowance (SRA) is payable in addition to the basic allowance to those councillors that are given significant additional Council duties.
27. Special responsibility allowances (SRAs) to increase by 3.43%.
28. The revised member allowances payments for 2025-2026 (i.e. from 1 April 2025) are as follows:

|                        |         |
|------------------------|---------|
| <b>Basic allowance</b> |         |
| All councillors        | £14,592 |

|                                |         |
|--------------------------------|---------|
| <b>Licensing sub-committee</b> |         |
| Per meeting                    | £153.72 |

|                                                                                                        |        |
|--------------------------------------------------------------------------------------------------------|--------|
| <b>Independent persons and co-optees<br/>(i.e. statutory co-optees to the<br/>education committee)</b> |        |
| Annual allowance (paid monthly)                                                                        | £1,394 |

|                                                    |            |
|----------------------------------------------------|------------|
| <b>Band 1a</b>                                     | <b>SRA</b> |
| Vice-chair overview & scrutiny committee           | £3,346     |
| Vice chair of planning committee                   | £3,346     |
| Deputy leader majority opposition                  | £3,346     |
| Leader minority opposition                         | £3,346     |
| Opposition whip                                    | £3,346     |
| <b>Band 1b</b>                                     |            |
| Community champion                                 | £6,718     |
| Deputy Mayor                                       | £6,718     |
| Chair audit and governance committee               | £6,718     |
| <b>Band 1c</b>                                     |            |
| Scrutiny commission chair                          | £10,088    |
| Planning committee (smaller applications)<br>chair | £10,088    |
| Deputy cabinet member                              | £10,088    |
| <b>Band 2a</b>                                     |            |
| Chief whip                                         | £17,445    |
| Leader majority opposition                         | £17,445    |
| <b>Band 2b</b>                                     |            |
| Mayor                                              | £24,849    |
| Chair overview & scrutiny committee                | £24,849    |
| Chair planning committee                           | £24,849    |
| Chair licensing committee                          | £24,849    |
| <b>Band 3</b>                                      |            |
| Cabinet member                                     | £40,563    |
| Deputy leader                                      | £40,563    |
| <b>Band 4</b>                                      |            |
| Leader                                             | £60,431    |

29. Our current member allowances payments (1 April 2024 to 21 March 2025; last column takes account of the local government pay settlement which will be backdated to 1 April 2024):

|                        |                |                    |
|------------------------|----------------|--------------------|
| <b>Basic allowance</b> | <b>Current</b> | <b>6% increase</b> |
| All councillors        | £13,766        | £14,592            |

|                                |                |                       |
|--------------------------------|----------------|-----------------------|
| <b>Licensing sub-committee</b> | <b>Current</b> | <b>3.43% increase</b> |
| Per meeting                    | £148.62        | £153.72               |

| Licensing sub-committee | Current | 3.43% increase |
|-------------------------|---------|----------------|
|                         |         |                |

| Co-optees (i.e. statutory co-optees to the education committee) and Independent persons | Current | 3.43% increase |
|-----------------------------------------------------------------------------------------|---------|----------------|
| Annual allowance (paid monthly)                                                         | £1,348  | £1,394         |

| Band 1a                                         | SRA     | 3.43% increase |
|-------------------------------------------------|---------|----------------|
| Deputy leader majority opposition               | £3,235  | £3,346         |
| Leader minority opposition                      | £3,235  | £3,346         |
| Opposition whip                                 | £3,235  | £3,346         |
| Vice-chair overview & scrutiny committee        | £3,235  | £3,346         |
| Vice chair of planning committee                | £3,235  | £3,346         |
| Band 1b                                         |         |                |
| Community champion                              | £6,495  | £6,718         |
| Deputy Mayor                                    | £6,495  | £6,718         |
| Chair audit and governance committee            | £6,495  | £6,718         |
| Band 1c                                         |         |                |
| Scrutiny commission chair                       | £9,753  | £10,088        |
| Planning committee (smaller applications) chair | £9,753  | £10,088        |
| Deputy cabinet member                           | £9,753  | £10,088        |
| Band 2a                                         |         |                |
| Chair planning committee                        | £16,866 | £17,445        |
| Chair licensing committee                       | £16,866 | £17,445        |
| Chief whip                                      | £16,866 | £17,445        |
| Leader majority opposition                      | £16,866 | £17,445        |
| Band 2b                                         |         |                |
| Mayor                                           | £24,025 | £24,849        |
| Chair overview & scrutiny committee             | £24,025 | £24,849        |
| Band 3                                          |         |                |
| Cabinet member                                  | £39,218 | £40,563        |
| Deputy leader                                   | £39,218 | £40,563        |
| Band 4                                          |         |                |
| Leader                                          | £58,427 | £60,431        |

### Policy framework implications

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

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

31. 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

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

### Legal implications

33. 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).
34. 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

35. The member expenditure budget makes provision for the basic allowance and special responsibility allowances. Additional costs arising from the local government pay settlement will be met from existing base budget and will not result in a budget pressure for the council.

### Consultation

36. Consultation has been undertaken with the group whips.

## BACKGROUND DOCUMENTS

| Background Papers                                                                                           | Held At                                                     | Contact                                                                      |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------|
| Member Allowances Scheme, Southwark Constitution:<br><a href="#">Members Allowances Scheme Mar 2024.pdf</a> | Constitutional Team<br>160 Tooley Street,<br>London SE1 2QH | Constitutional Team<br>constitutional.team@southwark.gov.uk<br>020 7525 7055 |

## APPENDICES

| Appendix   | Title                                         |
|------------|-----------------------------------------------|
| Appendix 1 | London Council Remuneration Panel Report 2023 |
| Appendix 2 | Amended Southwark's Member Allowances Scheme  |

**AUDIT TRAIL**

|                                                                  |                                                                                                          |                 |                   |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------|-------------------|
| Lead Officer                                                     | Doreen Forrester-Brown, Assistant Chief Executive, Governance and Assurance                              |                 |                   |
| Report Authors                                                   | Chidilim Agada, Head of Constitutional Services<br>Virginia Wynn-Jones, Principal Constitutional Officer |                 |                   |
| Version                                                          | Final                                                                                                    |                 |                   |
| Dated                                                            | 6 March 2025                                                                                             |                 |                   |
| Key Decision?                                                    | Yes                                                                                                      |                 |                   |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER |                                                                                                          |                 |                   |
| Officer Title                                                    |                                                                                                          | Comments Sought | Comments Included |
| Assistant Chief Executive, Governance and Assurance              |                                                                                                          | Yes             | Yes               |
| Strategic Director, Resources                                    |                                                                                                          | Yes             | Yes               |
| Cabinet Member                                                   |                                                                                                          | Yes             | Yes               |
| Date final report sent to Constitutional Team                    |                                                                                                          |                 | 6 March 2025      |

## **Appendix A**

### **THE RECOMMENDED MEMBER ALLOWANCE SCHEME FOR LONDON**

#### **The Basic allowance: £15,960**

#### **Special responsibilities – beyond the basic allowance**

##### **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.

##### **BAND ONE**

The posts that the Panel envisages 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
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums
- Cabinet assistant
- 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**

The Panel proposes that band one special responsibility allowances should be on a sliding scale of between 5-15% per cent of the Leader's SRA.

This would be made up as follows:

Basic allowance: £15,960

Band One allowance: £3,105 - £9,314

**Total: £19,065 - £25,274**

## **BAND TWO**

The Panel considers that the types of office 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**

The Panel proposes that band two allowances should be on a sliding scale between 25-50 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £15,960

Band two allowances: £15,523 - £31,046

**Total: £31,483 - £47,006**

### **BAND THREE**

The Panel sees 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:**

The Panel proposes that band three allowances should be between 60-75 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £15,960

Band three allowance: £37,255 - £46,569

**Total: £53,215 - £62,529**

### **BAND FOUR**

Leader of the Council

This is often a full-time role, involving a high level of responsibility. It is right that it should be remunerated on a basis which compares with roles with similar levels of responsibility, while still retaining a reflection of the voluntary character of public service.

#### **Remuneration:**

**The Panel proposes that the remuneration package for a council leader under band four of our scheme should be £78,052.**

This is made up as follows:

Basic allowance: £15,960

Band four allowance: £62,092

**Total: £78,052**

**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, the Panel believes that 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. The Panel believes that the distinction is paramount and this should be reflected in the salary level.

**Remuneration:**

The Panel proposes that a directly elected mayor should receive a remuneration of **£93,575**.

## APPENDIX 2

Changes are underlined



## 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 member allowances scheme is agreed by council assembly in March of each year to set the allowances for the following municipal year.

### Basic allowance

4. Each member of the council is entitled to receive the annual basic allowance of £14,592. 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:

| Band 1a                                  | SRA           |
|------------------------------------------|---------------|
| Vice-chair overview & scrutiny committee | <u>£3,346</u> |
| Vice chair of planning committee         | <u>£3,346</u> |

|                                                 |                |
|-------------------------------------------------|----------------|
| Deputy leader majority opposition               | <u>£3,346</u>  |
| Leader minority opposition                      | <u>£3,346</u>  |
| Opposition whip                                 | <u>£3,346</u>  |
| <b>Band 1b</b>                                  | <b>SRA</b>     |
| Community champion                              | <u>£6,718</u>  |
| Deputy Mayor                                    | <u>£6,718</u>  |
| Chair audit and governance committee            | <u>£6,718</u>  |
| <b>Band 1c</b>                                  | <b>SRA</b>     |
| Scrutiny commission chair                       | <u>£10,088</u> |
| Planning committee (smaller applications) chair | <u>£10,088</u> |
| Deputy cabinet member                           | <u>£10,088</u> |
| <b>Band 2a</b>                                  | <b>SRA</b>     |
| Chief whip                                      | <u>£17,445</u> |
| Leader majority opposition                      | <u>£17,445</u> |
| <b>Band 2b</b>                                  | <b>SRA</b>     |
| Mayor                                           | <u>£24,849</u> |
| Chair overview & scrutiny committee             | <u>£24,849</u> |
| Chair planning committee                        | <u>£24,849</u> |
| Chair licensing committee                       | <u>£24,849</u> |
| <b>Band 3</b>                                   | <b>SRA</b>     |
| Cabinet member                                  | <u>£40,563</u> |
| Deputy leader                                   | <u>£40,563</u> |
| <b>Band 4</b>                                   | <b>SRA</b>     |
| Leader                                          | <u>£60,431</u> |

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 £153.72 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.

| Casual Users               | 451-999 cc | 1000-1199 cc | 1200 cc and above | Fully electric |
|----------------------------|------------|--------------|-------------------|----------------|
| Per mile-first 8,500 miles | 46.9 pence | 52.2 pence   | 65.0 pence        | 65.0 pence     |
| Per mile-after 8,500 miles | 13.7 pence | 14.4 pence   | 16.4 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 £1,394.
  - 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.

### **Parental Leave for Councillors**

30. The following leave periods will apply:
- a) Members giving birth are entitled to up to 39 weeks maternity leave, with the option to extend up to 52 weeks if required, by notifying the monitoring officer, (subject to 30(h) – six months attendance rule).
  - b) In addition, where the birth is premature, the member is entitled to take leave during the period between the date of the birth and the due date in addition up to the 52 weeks' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial period up to 52 weeks.
  - c) In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total up to 52 week entitlement.
  - d) Members shall be entitled to take maternity/adoption support leave (formerly known as paternity leave) with up to two weeks paid SRA

allowance and up to 13 weeks with no SRA allowance if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

- e) A member who is seeking to make Shared Parental Leave arrangements is requested to advise the Council of this intention at the earliest possible opportunity. Every effort will be made to accommodate such arrangements.
- f) Where both parents are members, leave may be shared up to a maximum of 52 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- g) A member who adopts a child through an approved adoption agency shall be entitled to take up to 39 weeks adoption leave from the date of placement, with the option to extend up to 52 weeks by if required, by notifying the monitoring officer.
- h) Any member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period unless Council Assembly agrees to an extended leave of absence prior to the expiration of that six-month period.
- i) Any member intending to take maternity, maternity/adoption support, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, by notifying the monitoring officer, both in terms of the point at which the leave starts and the point at which they return.
- j) Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- k) If an election is held during the member's maternity, maternity/adoption support, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

### **Basic Allowance**

- 31. All members shall continue to receive their basic allowance in full whilst on maternity, adoption or maternity/adoption support leave.

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

- 32. 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**

- 33. 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**

34. 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**

35. 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**

36. 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.
37. 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**

38. 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.
39. Travel and subsistence allowances will be amended in line with changes to allowances for officers.
40. 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

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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.

keeps in line with changes to the London Living Wage and be reported to the chief executive.

### **Special leave arrangements**

41. 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.
42. 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**

43. The maternity leave arrangement will be for up to 6 weeks full SRA allowance, 20 weeks half SRA allowance and 13 weeks SRA unpaid (subject to 30(h) above – six months attendance rule). No additional allowance will be paid for absence beyond 26 weeks. Antenatal care is part of the normal arrangements for short term absence and is not affected by special leave arrangements.
44. Members are not eligible for Statutory Maternity Pay (SMP) if they are not employed elsewhere. The council cannot pay SMP.

### **Adoption leave**

45. The adoption leave arrangement will be for up to 6 weeks on full SRA allowance, 20 weeks half SRA allowance and 13 weeks SRA unpaid. No additional allowance will be paid for absence beyond 26 weeks.

### **Maternity/Adoption Support Leave**

46. The maternity/adoption support leave arrangement will be for two weeks paid SRA allowance and up to 13 weeks with no SRA allowance.

### **Sick leave**

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

### **Other special leave**

48. 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**

49. During any period for which special leave arrangements are in place any member who is appointed to deputise for the absent member will be eligible for the full SRA payments due in the same period up to a maximum of 52 weeks. Where a substantive member has more than one position with an SRA, only one member can deputise and receive one SRA for both positions. Payment to cabinet members for loss of office will not apply to members who deputise for a cabinet member.

|                                             |                                                                          |
|---------------------------------------------|--------------------------------------------------------------------------|
| <b>Meeting Name:</b>                        | Council Assembly                                                         |
| <b>Date:</b>                                | 19 March 2025                                                            |
| <b>Report title:</b>                        | Special Urgency and Urgent Implementation Decisions – Annual Report 2025 |
| <b>Ward(s) or groups affected:</b>          | All                                                                      |
| <b>Classification:</b>                      | Open                                                                     |
| <b>Reason for lateness (if applicable):</b> | Not applicable                                                           |
| <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 20 March 2024. There were 19 urgent implementation/special urgency decisions in this period.

### **Policy framework implications**

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

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

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

### **Climate change implications**

10. 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<br>020 7525 7055 |

## **APPENDICES**

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

**AUDIT TRAIL**

|                                                                  |                                                   |                 |                   |
|------------------------------------------------------------------|---------------------------------------------------|-----------------|-------------------|
| Lead Officer                                                     | Chidilim Agada, Head of Constitutional Services   |                 |                   |
| Report Author                                                    | Maria Lugangira, Principal Constitutional Officer |                 |                   |
| Version                                                          | Final                                             |                 |                   |
| Dated                                                            | 6 March 2025                                      |                 |                   |
| Key Decision?                                                    | No                                                |                 |                   |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER |                                                   |                 |                   |
| Officer Title                                                    |                                                   | Comments Sought | Comments Included |
| Assistant Chief Executive, Governance and Assurance              |                                                   | No              | No                |
| Strategic Director, Resources                                    |                                                   | No              | No                |
| Cabinet Member                                                   |                                                   | No              | No                |
| Date final report sent to Constitutional Team                    |                                                   |                 | 6 March 2025      |

Urgent Implementation and Special Urgency Notices May 2024- April 2025

| Date of UI or SU                  | Decision Title                                                                                                                                                                                                                                                                 | Decision Taker                                              | Responsible Officer                             | Lead Officer/ Department                            | Reason(s) for UI or SU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20/05/2024<br>Special Urgency     | Waste PFI Contract, Purchase of Food Waste Collection Vehicles and Equipment<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034993&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034993&amp;Opt=0</a>            | Cabinet Member for Climate Emergency, Clean Air and Streets | Matt Clubb<br>Director of Environment           | Mike Greenhalf<br>Waste Contract & Strategy Manager | Special Urgency was sought to provide urgent authorization to the council's contractor to place orders for containers and vehicles required for rolling out new services to meet statutory requirements, and reduce waste disposal. If this is deferred, there will be delay in supply due to increasing lead times, together with increased cost, resulting in the council missing the requirement to implement some service changes within the statutory deadline. If this is deferred, there will be delay in supply due to increasing lead times, together with increased cost, resulting in the council missing the requirement to implement some service changes within the statutory deadline. |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 14 Gomm Road, SE16 2 TX<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034893&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034893&amp;Opt=0</a>                         | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 2 Woodward Road and 364-366 Lordship Lane, SE22<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035117&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035117&amp;Opt=0</a> | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 24 Bromar Road, SE5 8DL<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034890&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034890&amp;Opt=0</a>                         | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 26 Park Street, SE1 9EQ<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035116&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035116&amp;Opt=0</a>                         | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 39 Highshore Road, SE15 5AF<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035342&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035342&amp;Opt=0</a>                     | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 90 Southwark Park Road, SE16 3RS<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034904&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034904&amp;Opt=0</a>                | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 121 Chatham Street, SE17 1PA<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034891&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034891&amp;Opt=0</a>                    | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |
| 10/07/24<br>Urgent Implementation | Disposal of freehold vacant property at 270 Crystal Palace Road, SE22 9JH<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034892&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034892&amp;Opt=0</a>               | Clive Palfreyman<br>Strategic Director of Finance           | Stephen Platts<br>Director of Planning & Growth | Mark Grant<br>Head of Property                      | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                                                                                                                                         |

| Date of UI or SU                           | Decision Title                                                                                                                                                                                                                                                                                    | Decision Taker                                                                | Responsible Officer                                 | Lead Officer/ Department                          | Reason(s) for UI or SU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/07/24<br><b>Urgent Implementation</b>   | Disposal of freehold vacant property at 121 Grosvenor Park, SE5 0NJ<br><br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034901&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50034901&amp;Opt=0</a>                                    | Clive Palfreyman<br>Strategic Director of Finance                             | Stephen Platts<br>Director of Planning & Growth     | Mark Grant<br>Head of Property                    | Urgent decision as the property was listed at auction on the 23rd July 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end.                                                                                                                                                                                                                                    |
| 22/07/2024<br><b>Urgent Implementation</b> | Gateway 2 - Contract Award Approval Installation of an Air Source Heat Pump at Crampton Primary School<br><br><a href="https://moderngov.southwark.gov.uk/mgDecisionDetails.aspx?Ild=50035479&amp;Opt=1">https://moderngov.southwark.gov.uk/mgDecisionDetails.aspx?Ild=50035479&amp;Opt=1</a>     | David Quirke-Thornton<br>Strategic Director of Children's and Adults Services | David Quirke-Thornton                               | Alasdair Smith,<br>Director Children and Families | Specialist consultants have just concluded complex assessments for these works. It is necessary for this work to start immediately to ensure it is carried out during the school summer holidays, thereby mitigating the impact on the education of the pupils and the safe and effective operation of the school. // If work is delayed there is an increased risk th old gas boilers may fail and have to be replaced, which would be a waste of resources when we have an air source heat pump ready for installation. It would also prolong the release of CO2 at this site. |
| 12/08/2024<br><b>Urgent Implementation</b> | Disposal of the council's freehold interest at Devonshire Grove, to rear of 745-775 Old Kent Road SE15<br><br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035535&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50035535&amp;Opt=0</a> | Stephen Platt<br>Director of Planning and Growth                              | Stephen Platts<br>Director of Planning & Growth     | Marcus Mayne,<br>Principal Development Surveyor   | Urgent decision as the developer's funder had a deadline of 19/08/24 for completion of the agreement , which if not met would jepordies the agreement and delivery of 200 new affordable homes in the borough                                                                                                                                                                                                                                                                                                                                                                    |
| 06/12/2024<br><b>Urgent Implementation</b> | Disposal of freehold vacant property at 50 Fenwick Road, London, SE15 4HW ("Property")<br><br><a href="https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8219">https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8219</a>                                                   | Clive Palfreyman<br>Strategic Director of Resources                           | Clive Palfreyman<br>Strategic Director of Resources | Mark Grant<br>Head of Property                    | Urgent decision as the property is listed at auction on the 17th December 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end                                                                                                                                                                                                                                  |
| 06/12/2024<br><b>Urgent Implementation</b> | Disposal of freehold vacant property at 139 Fort Road, London, SE1 5PZ ("Property")<br><br><a href="https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8220">https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8220</a>                                                      | Clive Palfreyman<br>Strategic Director of Resources                           | Clive Palfreyman<br>Strategic Director of Resources | Mark Grant<br>Head of Property                    | Urgent decision as the property is listed at auction on the 17th December 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end                                                                                                                                                                                                                                  |
| 06/12/2024<br><b>Urgent Implementation</b> | Disposal of freehold vacant property at 198 Hollydale Road, London, SE15 2TQ ("Property")<br><br><a href="https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8221">https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8221</a>                                                | Clive Palfreyman<br>Strategic Director of Resources                           | Clive Palfreyman<br>Strategic Director of Resources | Mark Grant<br>Head of Property                    | Urgent decision as the property is listed at auction on the 17th December 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end                                                                                                                                                                                                                                  |
| 06/12/2024<br><b>Urgent Implementation</b> | Disposal of freehold vacant property at 212 Barry Road, London, SE22 0JU ("Property")<br><br><a href="https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8222">https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8222</a>                                                    | Clive Palfreyman<br>Strategic Director of Resources                           | Clive Palfreyman<br>Strategic Director of Resources | Mark Grant<br>Head of Property                    | Urgent decision as the property is listed at auction on the 17th December 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end                                                                                                                                                                                                                                  |
| 06/12/2024<br><b>Urgent Implementation</b> | Disposal of freehold vacant property at Dover Lodge 41 Wood Vale, London, SE23 3DS ("Property")<br><br><a href="https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8223">https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8223</a>                                          | Clive Palfreyman<br>Strategic Director of Resources                           | Clive Palfreyman<br>Strategic Director of Resources | Mark Grant<br>Head of Property                    | Urgent decision as the property is listed at auction on the 17th December 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end                                                                                                                                                                                                                                  |
| 06/12/2024<br><b>Urgent Implementation</b> | Disposal of freehold vacant property at School House, Trafalgar Street, London, SE17 2TP ("Property")<br><br><a href="https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8224">https://moderngov.southwark.gov.uk/ieDecisionDetails.aspx?ID=8224</a>                                    | Clive Palfreyman<br>Strategic Director of Resources                           | Clive Palfreyman<br>Strategic Director of Resources | Mark Grant<br>Head of Property                    | Urgent decision as the property is listed at auction on the 17th December 2024, along with a number of other council owned buildings. Delaying the auction date entry would incur further holding costs, risk of squatters and potentially deflate the sale price and delay the disposal programme for which funds are required within year end                                                                                                                                                                                                                                  |
| 29/01/2025<br><b>Special Urgency</b>       | Gateway 2 Request to appoint Professional Services for the Major Works Programme<br><a href="https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50036735&amp;Opt=0">https://moderngov.southwark.gov.uk/mglIssueHistoryHome.aspx?Ild=50036735&amp;Opt=0</a>                           | Hakeem Osinaike<br>Strategic Director of Housing                              | Hakeem Osinaike<br>Strategic Director of Housing    | Richard Ndudi, Head of Investment                 | The current contract ends on 7 February. There is an urgent need to get the contracts in place prior to the expiry date otherwise the council would need to conduct a fresh procurement exercise which would be time and resource intensive.                                                                                                                                                                                                                                                                                                                                     |

|                                             |                                                                                         |
|---------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Meeting Name:</b>                        | Council Assembly                                                                        |
| <b>Date:</b>                                | 19 March 2025                                                                           |
| <b>Report title:</b>                        | The Gambling Act 2005 – renewal of the Statement of Gambling Licensing Policy 2025-2028 |
| <b>Ward(s) or groups affected:</b>          | All                                                                                     |
| <b>Classification:</b>                      | Open                                                                                    |
| <b>Reason for lateness (if applicable):</b> | Not applicable                                                                          |
| <b>From:</b>                                | Licensing Committee                                                                     |

## RECOMMENDATION

1. That council assembly agrees to the publication of the Southwark Statement of Gambling Licensing Policy for 2025-2028 (Appendix A) from 24 March 2024.

## 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. The Council does not licence online Gambling, it is licensed nationally by the Gambling Commission.

## **KEY ISSUES FOR CONSIDERATION**

### **Policy framework implications**

#### **Amendments to the existing draft policy**

9. At the full licensing committee meeting on 11 February 2025, members considered the draft Southwark Statement of Gambling Licensing Policy 2025-2028 and agreed to recommend that the Council Assembly approve the policy.
10. The committee considered the following in making its decision:
  - The proposed policy has been consulted on for a 4-week period from 30 December 2024 to 26 January 2025.
  - No responses were received during the consultation period for the policy from residents, the gambling industry or the gambling commission.
  - Two responses were received from a responsible authority and a person who appears to the authority to represent the interests of persons carrying on a gambling business. The comments were mainly within the existing policy for accuracy and have been amended in the draft policy.
  - A copy of the draft Southwark Statement of Gambling Policy 2025-2028 is attached at Appendix A.
11. It is not intended to make any changes to the Policy on this renewal as there has been no significant recent changes to gambling legislation or statutory guidance.
12. The changes that have been made to the policy are those necessary to deal with inaccuracies since the last publication of the policy document. These are:

- To update Section 2 – All about Southwark.
- Remove reference to '*The proof of age London (PAL) card*' as Southwark's proof of age scheme ceased in 2021.
- Correct legislative references.

13. The licensing committee decided to recommend to Council Assembly to agree to the publication of the Southwark Statement of Gambling Policy 2025-2028 (Appendix A) from 24 March 2025.

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

### **Community impact statement**

14. 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.
15. 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.
16. 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.
17. 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**

18. 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.
19. An assessment was carried out before the revision of the amendments were made to Section 2 – All about Southwark of the Policy. Members considered whether there are any potential negative impacts on the protected characteristics as outlined in the assessment at the Committee Hearing. A further assessment has been carried out following the public and statutory consultation in preparation for returning to the Licensing Committee. Any decision made by Members of the Committee will also have to hold this in mind.

## Health impact statement

20. The Gambling Act 2005 does not include health as a licensing objective except in the extend of the second licensing objective which is:
  - a. Protecting children and other vulnerable persons from being harmed or exploited by gambling.
21. 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
22. 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

23. Following council assembly on 14 July 2021, the council has committed to considering the climate change implications of any decisions.
24. 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.
25. 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

26. The Southwark Statement of Gambling Licensing Policy 2025-2028 has no resource issues.
27. The resource costs of managing this process may be borne within the current licensing budget.

## Consultation

28. 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.

29. The statutory consultees were notified of the review and consultation of the gambling policy and how to respond. The consultation has also been advertised at the Council's offices in Tooley Street, local libraries and on the Council's website. The draft policy has been available for comment for a 4-week period on the Council website from 30 December 2024 to 26 January 2025.
30. In the event that council assembly agrees the publication of the policy then this decision will be announced in a notice published in a local newspaper; on the council's web site; and at the council's offices, in accordance with the statutory requirements.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Assistant Chief Executive Governance and Assurance**

31. 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.
32. 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.
33. 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.
34. 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.
35. 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 3-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.
36. 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.

37. 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'.
38. 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.
39. 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.
40. 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.
41. 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.
42. 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 licensing policy must therefore be taken by Council assembly.

### Strategic Director, Resources

43. The Strategic Director of Resources notes the recommendations for the continuation of the Southwark Statement of Gambling Licensing Policy for 2025-2028 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<br><a href="https://www.legislation.gov.uk/ukpga/2005/19/contents">https://www.legislation.gov.uk/ukpga/2005/19/contents</a>                                                                            | The Licensing Service,<br>Southwark Council C/O<br>PO BOX 64529<br>London<br>SE1P 5LX | Name: Mrs<br>Kirtikula Read<br>Phone number:<br>020 7525 5748 |
| The Gambling Commission<br>Guidance to Local Licensing<br>Authorities<br><a href="https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities">https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities</a> | As above                                                                              | As above                                                      |

### APPENDICES

| No.        | Title                                                            |
|------------|------------------------------------------------------------------|
| Appendix A | Draft Southwark Statement of Gambling Licensing Policy 2025-2028 |

**AUDIT TRAIL**

|                                                                  |                                                                         |                 |                   |
|------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------|-------------------|
| Lead Officer                                                     | Toni Ainge, Strategic Director of Environment, Sustainability & Leisure |                 |                   |
| Report Author                                                    | Bina Patel, Business Unit Manager - Neighbourhood Nuisance              |                 |                   |
| Version                                                          | Final                                                                   |                 |                   |
| Dated                                                            | 4 March 2025                                                            |                 |                   |
| Key Decision?                                                    | Yes                                                                     |                 |                   |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER |                                                                         |                 |                   |
| Officer Title                                                    |                                                                         | Comments Sought | Comments Included |
| Assistant Chief Executive, Governance and Assurance              |                                                                         | Yes             | Yes               |
| Strategic Director, Resources                                    |                                                                         | Yes             | Yes               |
| Cabinet Member                                                   |                                                                         | No              | No                |
| Date final report sent to Constitutional Team                    |                                                                         |                 | 4 March 2025      |

# **THE SOUTHWARK STATEMENT OF GAMBLING LICENSING POLICY 2025 - 2028**

**March 2025**

## 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 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 to 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 2024. 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 in Appendices A-B to this document.

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 **XX March 2025**. 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 by gambling) 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.

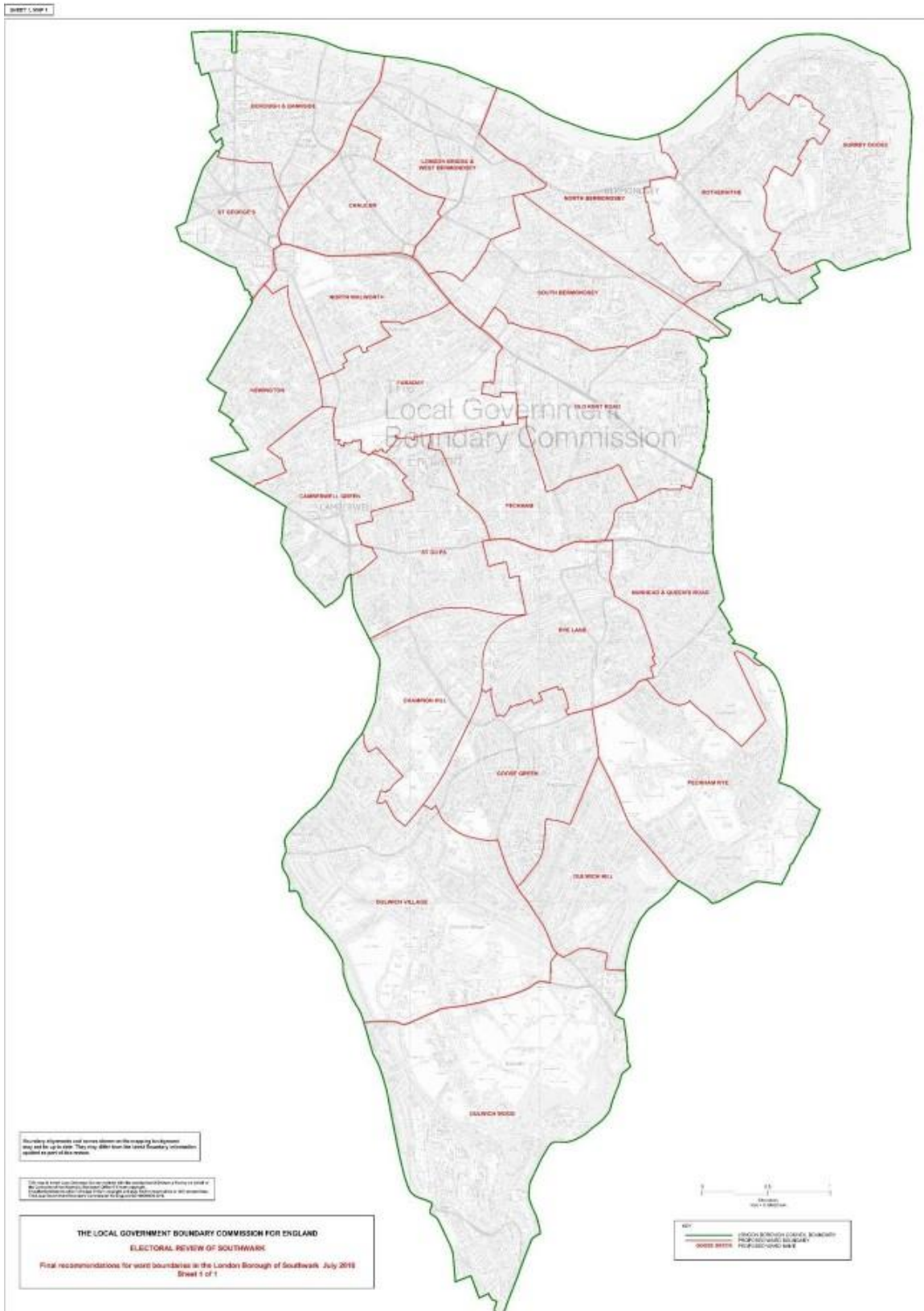
Section six of this policy provides a statement of the principles this Authority will consider when considering applications for permits, temporary and occasional use notices. Section seven of the document deals with small society lotteries.

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.

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## 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 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 52 Councillors; the Liberal Democrat party has 11; 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.

### **Fairer future principles**

13. 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.
14. Southwark’s 2030 strategy 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.

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## SECTION THREE – PURPOSE AND SCOPE OF THE POLICY

### **Purpose of the policy**

15. 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**

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

17. 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.

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

### **Definitions**

19. "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**

20. 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**

21. 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.
22. 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.
23. 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.
24. 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.
25. 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**

26. 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 relevant nor a criterion for licensing authorities in considering applications for premises licences.

**Duplication**

27. 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**

28. 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.
29. 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

30. 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.
31. 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.
32. 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**

33. 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**

34. 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.
35. 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**

36. 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 Children's 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.
37. 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.
38. 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
39. The contact details of all the responsible bodies under the Gambling Act 2005 are provided at the end of this document.

#### **Interested parties**

40. Interested parties are also entitled to make representations concerning applications for premises licences or apply for a review of an existing licence. Representations that relate to the Licensing Objectives will be relevant and those that are irrelevant will not be considered. Interested parties are defined in the Act as follows:
41. "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."
42. 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.**

43. 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.**

44. 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.
45. 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 has business interests in that catchment area that might be affected.

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

46. Interested parties includes democratically elected representatives, including local ward Councillors; the Community Council; and MPs.
47. 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 minutes 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 website or upon request from the licensing office.
48. 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

49. 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.
50. 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

51. 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.
52. 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.
53. It is also for the licensing authority to determine on its merits whether any representation by an interested party is "frivolous" or "vexatious".
54. 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.
55. 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.
56. 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**

57. 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.
58. 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.
59. 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.
60. 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 an agreement, the application and representations will be determined by the sub-committee.
61. Table 1 below sets out proposals for 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.

| <b>Table 1 – Delegation of decisions and functions</b>      |              |                                                              |                                                                          |
|-------------------------------------------------------------|--------------|--------------------------------------------------------------|--------------------------------------------------------------------------|
| Matter to be dealt with                                     | Full Council | Sub-committee of the licensing committee                     | Officers                                                                 |
| Final approval of three-year policy                         | X            |                                                              |                                                                          |
| Policy not to permit casinos                                | X            |                                                              |                                                                          |
| Fee setting (when appropriate)                              | X            |                                                              |                                                                          |
| Application for premises licence                            |              | Where representations have been received and not withdrawn   | Where no representations received or representations withdrawn           |
| Application for a variation to a premises licence           |              | Where representations have been received and not withdrawn   | Where no representations received or representations withdrawn           |
| Application for a transfer of a premises licence            |              | Where representations have been received from the Commission | Where no representations received from the Commission                    |
| Application for a provisional statement                     |              | Where representations have been received and not withdrawn   | Where no representations received or representations withdrawn           |
| Review of a premises licence                                |              | X                                                            |                                                                          |
| Application for a club gaming/club machine permit           |              | Where objections have been made (and                         | Where no objections have been made / objections have not been withdrawn. |
| Cancellation of a club gaming/club machine permit           |              | X                                                            |                                                                          |
| Applications for other permits                              |              |                                                              | X                                                                        |
| Cancellation of licensed premises gaming machine permits    |              |                                                              | X                                                                        |
| Consideration of temporary use notice                       |              |                                                              | X                                                                        |
| Decision to give a counter notice to a temporary use notice |              | X                                                            |                                                                          |

### Licence reviews

62. 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.
63. 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.
64. The licensing authority must carry out the review as soon as possible after the 28-day period for making representations has passed.
65. 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.
66. 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.
67. 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.
68. 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

69. 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**

70. 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.
71. 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.
72. Should any protocols be established as regards information exchange with other bodies then they will be made available.

## SECTION FIVE – PREMISES LICENCES

### Introduction

73. 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 authority's approach to the setting of conditions on premises licences.
74. 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.
75. 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.
76. 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

77. 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.
78. Facilities for gambling must only be offered in a manner which provides for appropriate supervision of those facilities by staff at all times.
79. 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"

80. In the Act, "premises" is defined as "any place".
81. 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 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.
82. 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.

83. 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, if they cannot participate in them. 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.
84. 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.**

85. 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.

86. 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.
87. 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.
88. 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.
89. 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.

90. 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.
91. 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**

92. 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.
93. 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).
94. 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.
95. 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
96. 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**

97. 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**

98. 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.
99. 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.
100. 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

101. The above list is not exhaustive.

102. 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**

103. 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**

104. 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.

105. 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.

106. 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.

107. 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.

108. 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**

109. 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 (e.g. 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;

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

111. 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 salesperson 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

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

113. As assistance to prospective licensees, the minimum expectations of this authority and the responsible bodies in relation to proof of age are given in Table 2 below with issues shown as being, in our view, either essential or desirable.

| Table 2 – Proof of age schemes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential                      | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Essential                      | 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                                                                                                                                                                                                                                                    |
| Desirable                      | 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. |
| Essential                      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Essential                      | 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                      | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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

114. 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.
115. 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**

116. 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
117. 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**

118. The Act does not seek to prohibit particular groups of adults from gambling in the same way that it prohibits children.
119. 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.

120. 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.

121. 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.

122. 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 publicly 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 Debt line.

123. 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**

124. 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.

125. 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

126. This list is not exhaustive.

127. 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.

128. 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**

129. 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.

130. To assist operators in conducting their risk assessments and Members of the Licensing Committee in determining contested applications the Licensing Authority has conducted a Local Area Profile.

131. In line with the current Gambling Commission statutory guidance for Local Authorities regarding Local Area Profile; this is available as a separate document attached to this Policy. This is to enable the consultation on updating the Local Area Profile to take place independently from a consultation to amend the full gambling policy.

132. The local area profile will be key to identifying those '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).

133. Appendix 1 to this policy contains "*Local Area Profile for Gambling Premises in Southwark*". This analysis was conducted in March 2017. Licence holders and applicants for gambling premises licences 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

134. 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 and conditions 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.

135. 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.

136. 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.

137. 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.

138. 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.

139. 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.

140. 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.

141. 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.

142. 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**

143. Where this authority chooses to attach a condition to a premises licence in respect of 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.

144. 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**

145. 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**

146. 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 is permitted to enter 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.
147. This authority will wish to have specific regard to the location of an 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.
148. All AGCs within the Borough are considered to be potentially 'high risk' premises by their nature and are fully inspected on an annual basis by Licensing Enforcement Officers.

### **Bingo premises**

149. 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 directly 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 scans 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.
150. 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 09:00. However, there are no restrictions on access to gaming machines in bingo premises.
151. 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.
152. 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.

153. 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**

154. 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.

155. 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.

156. 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.

157. 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.

158. 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**

159. 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

160. 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.

161. 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.

## SECTION SIX – PERMITS / TEMPORARY & OCCASIONAL USE NOTICES

### Introduction

162. 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.

163. 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)**

164. 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.

165. 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.

166. 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.

167. 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 wish to give weight to matters relating to protection of children from being harmed or exploited by gambling and to ensure that staff supervision adequately reflects the level of risk to this group."

168. 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.

169. 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 directly 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.

170. 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/sg\\_licensed.html#](https://www.londoncp.co.uk/sg_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))**

171. 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.

172. 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**

173. 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.

174. 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.

175. 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.

176. 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.

177. 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.

178. 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.

179. 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**

180. 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.

181. 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.
182. 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.
183. 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.
184. 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 monetary 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**

185. 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 gaming machines. The current entitlements can be found by visiting the Gambling Commission's website: ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).
186. A commercial club is defined as a club where membership is required but the club is operated for commercial gain.
187. 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.

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

189. 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.

190. 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.

191. 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.

192. 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?

193. 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?

194. 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.

195. 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**

196. 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.

197. 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.
198. 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**

199. 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

200. 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).
201. The local licensing authority is responsible for registering societies to run small society lotteries.
202. 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.
203. 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.
204. 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.
205. 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.
206. 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.
207. 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)

208. 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.

209. 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.

210. 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.

211. 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.

212. Where a society employs an external lottery manager, it will need to satisfy itself that the manager holds 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

213. 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

214. 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.

215. 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.

216. Our risk methodology is available upon request.

217. 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.

218. 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.

219. 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 A – Consultation

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

- The chief officer of the 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 has:

- Placed public notices in the local media and on the Council's website 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 representatives and other interest groups.
- Wrote directly to all ward Councillors; and
- Provided information to each community council.

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

|                                             |                               |
|---------------------------------------------|-------------------------------|
| <b>Meeting name:</b>                        | Council Assembly              |
| <b>Date:</b>                                | 19 March 2025                 |
| <b>Report title:</b>                        | Calendar of meetings 2025-26  |
| <b>Ward(s) or groups affected:</b>          | All                           |
| <b>Classification:</b>                      | Open                          |
| <b>Reason for lateness (if applicable):</b> | Not applicable                |
| <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 2025-26 municipal year:

| <b>Council Assembly</b>    | <b>Type of Meeting</b>                 |
|----------------------------|----------------------------------------|
| Saturday 17 May 2025       | Mayor Making/Annual meeting            |
| Wednesday 9 July 2025      | Ordinary meeting                       |
| Wednesday 12 November 2025 | Ordinary meeting                       |
| Wednesday 25 February 2026 | Budget and council tax setting meeting |
| Wednesday 18 March 2026    | Ordinary meeting                       |
| Wednesday 20 May 2026      | Mayor Making/Annual meeting            |

2. That council assembly note the agreement in May 2023 for the date of the annual/mayor making meeting for 2027 as set out below:
  - Saturday 15 May 2027 11am
3. That council assembly note the calendar of council meetings for the 2025-26 municipal year as shown at Appendix 1.

## BACKGROUND INFORMATION

### Council assembly dates

4. Council assembly procedure rules require that meetings shall take place on such dates as agreed by council assembly.

5. The proposed dates are based on the 2024-25 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**

6. A schedule of council assembly meetings for the 2025-26 municipal year has been prepared and is shown at recommendation 1.
7. Council assembly is asked to formally agree these dates, in accordance with constitutional provision council assembly procedure rule 2.1.
8. A calendar of all council meetings for the 2025-26 municipal year (including council assembly meetings) has been prepared and is shown at Appendix 1. Appendix 2 is a list of all meetings for 2025-26 in a table format.
9. 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.
10. 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.
11. 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.
12. 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**

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

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

14. 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

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

### Legal implications

16. Legal comments are incorporated within the report.

### Financial implications

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

### Consultation

18. Consultation has been undertaken with the Mayor, Group whips and relevant officers.

### SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

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

### BACKGROUND DOCUMENTS

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

### APPENDICES

| Appendix   | Title                                   |
|------------|-----------------------------------------|
| Appendix 1 | Council Calendar 2025-26                |
| Appendix 2 | Council Calendar 2025-26 (table format) |

**AUDIT TRAIL**

|                                                                  |                                                       |                 |                            |
|------------------------------------------------------------------|-------------------------------------------------------|-----------------|----------------------------|
| Lead Officer                                                     | Chidilim Agada, Head of Constitutional Services       |                 |                            |
| Report Author                                                    | Virginia Wynn-Jones, Principal Constitutional Officer |                 |                            |
| Version                                                          | Final                                                 |                 |                            |
| Dated                                                            | 6 March 2025                                          |                 |                            |
| Key Decision?                                                    | No                                                    |                 |                            |
| CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER |                                                       |                 |                            |
| Officer Title                                                    |                                                       | Comments Sought | Comments Included          |
| Assistant Chief Executive, Governance and Assurance              |                                                       | Yes             | Incorporated in the report |
| Strategic Director, Resources                                    |                                                       | No              | No                         |
| Cabinet Member                                                   |                                                       | No              | No                         |
| Date final report sent to Constitutional Team                    |                                                       |                 | 6 March 2025               |

## Draft Calendar of Meetings 2025-26

| May 2025                                    |         |                                                                    |          |                        |                                                                                                                                                                         |        |
|---------------------------------------------|---------|--------------------------------------------------------------------|----------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Monday                                      | Tuesday | Wednesday                                                          | Thursday | Friday                 | Saturday                                                                                                                                                                | Sunday |
| 28                                          | 29      | 30                                                                 | 1        | 2                      | 3                                                                                                                                                                       | 4      |
| 5<br>Early May Bank Holiday                 | 6       | 7                                                                  | 8        | 9                      | 10                                                                                                                                                                      | 11     |
| 12<br><br>Party Group Meetings (tbc)<br>7pm | 13      | 14                                                                 | 15       | 16                     | 17<br>Council<br>Assembly<br>(Annual<br>Meeting)<br>11am<br>Overview &<br>Scrutiny<br>Committee<br>(to establish<br>commissions<br>and appoint<br>chairs) TBC<br>12noon | 18     |
| 19                                          | 20      | 21<br><br>Council Assembly (July) Business<br>Panel 6pm (MS Teams) | 22       | 23                     | 24                                                                                                                                                                      | 25     |
| 26<br>Bank Holiday, Half-term start         | 27      | 28                                                                 | 29       | 30<br>End of half-term | 31                                                                                                                                                                      | 1      |

| June 2025                                                        |                                                                                                                                     |                                                                   |                                                |           |           |           |  |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------|-----------|-----------|-----------|--|
| Monday                                                           | Tuesday                                                                                                                             | Wednesday                                                         | Thursday                                       | Friday    | Saturday  | Sunday    |  |
| <b>2</b><br><br>Audit, Governance and Standards Committee 6.30pm | <b>3</b><br><br>London Councils – Leaders Committee<br>11.30am-1.30pm (tbc)<br><br>Planning Committee (Major Applications) A 6.30pm | <b>4</b>                                                          | <b>5</b>                                       | <b>6</b>  | <b>7</b>  | <b>8</b>  |  |
| <b>9</b><br><br>Party Group Meetings (tbc) 7pm                   | <b>10</b><br><br>Leaders Committee 11:30am – 1.30pm                                                                                 | <b>11</b><br><br>Planning Committee (Major Applications) B 6.30pm | <b>12</b>                                      | <b>13</b> | <b>14</b> | <b>15</b> |  |
| <b>16</b><br><br>Constitutional Steering Panel 6pm               | <b>17</b><br><br>Cabinet 11am<br><br>Planning Committee (Smaller Applications) 7pm                                                  | <b>18</b>                                                         | <b>19</b><br><br>Health & Wellbeing Board 10am | <b>20</b> | <b>21</b> | <b>22</b> |  |
| <b>23</b><br><br>Overview & Scrutiny Committee 7pm               | <b>24</b><br><br>Licensing Committee 7pm                                                                                            | <b>25</b>                                                         | <b>26</b>                                      | <b>27</b> | <b>28</b> | <b>29</b> |  |
| <b>30</b><br><br>Party Group Meetings (tbc) 7pm                  | <b>1</b>                                                                                                                            | <b>2</b>                                                          | <b>3</b>                                       | <b>4</b>  | <b>5</b>  | <b>6</b>  |  |

| July 2025                                                                       |                                                                                                                                              |                                                                                                                 |          |        |          |        |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------|--------|----------|--------|
| Monday                                                                          | Tuesday                                                                                                                                      | Wednesday                                                                                                       | Thursday | Friday | Saturday | Sunday |
| 30                                                                              | 1<br><br>Planning Committee (Smaller Applications) 7pm                                                                                       | 2<br><br>Planning Committee (Major Applications) A 6.30pm<br><br>Health and Social Care Scrutiny Commission 7pm | 3        | 4      | 5        | 6      |
| 7<br><br>Cabinet 3pm<br><br>Education and Local Economy Scrutiny Commission 7pm | 8<br><br>London Councils – Leaders Committee 11.30am-1.30pm (tbc)<br><br>Joint IT Committee (Brent, Lewisham & Southwark) 6pm (tbc)          | 9<br><br>Council Assembly <i>Ordinary meeting</i> 7pm                                                           | 10       | 11     | 12       | 13     |
| 14<br><br>Audit, Governance and Standards Committee 6.30pm                      | 15<br><br>Planning Committee (Major Applications) B 6.30pm<br><br>Housing, Community Safety and Community Engagement Scrutiny Commission 7pm | 16<br><br>Corporate Parenting Committee 2pm<br><br>Environment Scrutiny Commission 7pm                          | 17       | 18     | 19       | 20     |
| 21                                                                              | 22<br><br>Planning Committee (Major Applications) A 6.30pm                                                                                   | 23<br><br><b>Start school holidays</b>                                                                          | 24       | 25     | 26       | 27     |
| 28                                                                              | 29                                                                                                                                           | 30                                                                                                              | 31       | 1      | 2        | 3      |

| August 2025               |         |           |          |                                    |          |        |
|---------------------------|---------|-----------|----------|------------------------------------|----------|--------|
| Monday                    | Tuesday | Wednesday | Thursday | Friday                             | Saturday | Sunday |
| 28                        | 29      | 30        | 31       | 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<br>Summer Bank Holiday | 26      | 27        | 28       | 29<br>School holidays<br>end (tbc) | 30       | 31     |

| September 2025                                            |                                                              |                                                                        |                                            |           |                                                |                                                |  |
|-----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------|-----------|------------------------------------------------|------------------------------------------------|--|
| Monday                                                    | Tuesday                                                      | Wednesday                                                              | Thursday                                   | Friday    | Saturday                                       | Sunday                                         |  |
| <b>1</b><br>Party Group Meetings (tbc) 7pm                | <b>2</b>                                                     | <b>3</b>                                                               | <b>4</b>                                   | <b>5</b>  | <b>6</b>                                       | <b>7</b>                                       |  |
| <b>8</b><br>Planning Committee (Smaller Applications) 7pm | <b>9</b><br>Audit, Governance and Standards Committee 6.30pm | <b>10</b><br>Planning Committee (Major Applications) B 6.30pm          | <b>11</b>                                  | <b>12</b> | <b>13</b>                                      | <b>14</b>                                      |  |
| <b>15</b><br>Party Group Meetings (tbc) 7pm               | <b>16</b><br>Cabinet 11am                                    | <b>17</b><br>Council Assembly (November) Business Panel 6pm (MS Teams) | <b>18</b><br>Health & Wellbeing Board 10am | <b>19</b> | <b>20</b><br>Liberal Democrat Party Conference | <b>21</b><br>Liberal Democrat Party Conference |  |
| <b>22</b><br>Liberal Democrat Party Conference            | <b>23</b><br>Liberal Democrat Party Conference               | <b>24</b>                                                              | <b>25</b>                                  | <b>26</b> | <b>27</b>                                      | <b>28</b><br>Labour Party Conference           |  |
| <b>29</b><br>Labour Party Conference                      | <b>30</b><br>Labour Party Conference                         | <b>1</b><br>Labour Party Conference                                    | <b>2</b>                                   | <b>3</b>  | <b>4</b>                                       | <b>5</b>                                       |  |

| October 2025                                                    |                                                                                                                           |                                                                                                          |          |        |          |        |  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------|--------|----------|--------|--|
| Monday                                                          | Tuesday                                                                                                                   | Wednesday                                                                                                | Thursday | Friday | Saturday | Sunday |  |
| 29                                                              | 30                                                                                                                        | 1<br>Labour Party Conference                                                                             | 2        | 3      | 4        | 5      |  |
| 6<br><br>Education and Local Economy<br>Scrutiny Commission 7pm | 7<br><br>Planning Committee (Major<br>Applications) A<br>6.30pm                                                           | 8<br><br>Overview and Scrutiny<br>Committee 7pm                                                          | 9        | 10     | 11       | 12     |  |
| 13<br><br>Health and Social Care Scrutiny<br>Commission 7pm     | 14<br><br>Cabinet 11am                                                                                                    | 15<br><br>Planning Committee (Smaller<br>Applications) 7pm<br><br>Environment Scrutiny<br>Commission 7pm | 16       | 17     | 18       | 19     |  |
| 20                                                              | 21<br><br>Licensing Committee 7pm<br><br>Housing, Community Safety<br>and Community Engagement<br>Scrutiny Commission 7pm | 22<br><br>Corporate Parenting<br>Committee 2pm<br><br>Constitutional Steering Panel<br>6pm               | 23       | 24     | 25       | 26     |  |
| 27<br>Half-term                                                 | 28                                                                                                                        | 29                                                                                                       | 30       | 31     | 1        | 2      |  |

| November 2025                                  |                                                                                                                                 |                                                               |           |           |           |           |  |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------|-----------|-----------|-----------|--|
| Monday                                         | Tuesday                                                                                                                         | Wednesday                                                     | Thursday  | Friday    | Saturday  | Sunday    |  |
| <b>3</b>                                       | <b>4</b><br>Planning Committee (Major Applications) B 6.30pm                                                                    | <b>5</b>                                                      | <b>6</b>  | <b>7</b>  | <b>8</b>  | <b>9</b>  |  |
| <b>10</b><br>Party Group Meetings (tbc) 7pm    | <b>11</b><br>Planning Committee (Smaller Applications) 7pm                                                                      | <b>12</b><br>Council Assembly ( <i>Ordinary meeting</i> ) 7pm | <b>13</b> | <b>14</b> | <b>15</b> | <b>16</b> |  |
| <b>17</b>                                      | <b>18</b>                                                                                                                       | <b>19</b><br>Audit, Governance and Standards Committee 6.30pm | <b>20</b> | <b>21</b> | <b>22</b> | <b>23</b> |  |
| <b>24</b><br>Overview & Scrutiny Committee 7pm | <b>25</b><br>Joint IT Committee (Brent, Lewisham & Southwark) 6pm (tbc)<br><br>Planning Committee (Major Applications) A 6.30pm | <b>26</b><br>Environment Scrutiny Commission 7pm              | <b>27</b> | <b>28</b> | <b>29</b> | <b>30</b> |  |

| December 2025                                              |                                                                                                                                                          |                                                                                                                               |                                            |                         |           |           |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------|-----------|-----------|
| Monday                                                     | Tuesday                                                                                                                                                  | Wednesday                                                                                                                     | Thursday                                   | Friday                  | Saturday  | Sunday    |
| <b>1</b><br>Health and Social Care Scrutiny Commission 7pm | <b>2</b><br>Cabinet (Livesey Trust) Committee 10am<br><br>Cabinet 11am<br><br>Housing, Community Safety and Community Engagement Scrutiny Commission 7pm | <b>3</b><br>East Central multi ward area 6pm (non-decision making)<br><br>Education and Local Economy Scrutiny Commission 7pm | <b>4</b>                                   | <b>5</b>                | <b>6</b>  | <b>7</b>  |
| <b>8</b><br>Planning Committee (Smaller Applications) 7pm  | <b>9</b><br>London Councils – Leaders Committee 11.30am-1.30pm (tbc)<br><br>Planning Committee (Major Applications) B 6.30pm                             | <b>10</b>                                                                                                                     | <b>11</b><br>Health & Wellbeing Board 10am | <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> | <b>21</b> |
| <b>22</b><br>School holidays start (tbc)                   | <b>23</b>                                                                                                                                                | <b>24</b><br>Xmas Eve                                                                                                         | <b>25</b><br>Xmas Day                      | <b>26</b><br>Boxing Day | <b>27</b> | <b>28</b> |
| <b>29</b>                                                  | <b>30</b>                                                                                                                                                | <b>31</b><br>New Year's Eve                                                                                                   | <b>1</b><br>New Year's Day                 | <b>2</b>                | <b>3</b>  | <b>4</b>  |

| January 2026                                                                                                                   |                                                                                                               |                                                                                                                                       |                     |                          |          |        |  |
|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------|----------|--------|--|
| Monday                                                                                                                         | Tuesday                                                                                                       | Wednesday                                                                                                                             | Thursday            | Friday                   | Saturday | Sunday |  |
| 29                                                                                                                             | 30                                                                                                            | 31<br>New Year's Eve                                                                                                                  | 1<br>New Year's Day | 2<br>School holidays end | 3        | 4      |  |
| 5<br>Party Group Meetings (tbc) 7pm                                                                                            | 6<br>Cabinet<br>11am                                                                                          | 7<br>Overview and Scrutiny<br>Committee 7pm                                                                                           | 8                   | 9                        | 10       | 11     |  |
| 12<br><br>South multi ward area<br>6pm (non-decision making)<br><br>North-west multi ward area<br>6.30pm (non-decision making) | 13<br><br>Leaders Committee 11:30am –<br>1.30pm<br><br>Planning Committee (Major<br>Applications) A<br>6.30pm | 14<br><br>North-east multi ward area<br>6pm (non-decision making)<br><br>West Central multi ward<br>area 6pm (non-decision<br>making) | 15                  | 16                       | 17       | 18     |  |
| 19<br><br>Constitutional Steering Panel<br>6pm<br><br>Overview and Scrutiny<br>Committee 11.00am                               | 20<br><br>Overview and Scrutiny<br>Committee 7pm                                                              | 21<br><br>Council Assembly (March)<br>Business Panel 6pm (MS<br>Teams)<br><br>Planning Committee (Smaller<br>Applications) 7pm        | 22                  | 23                       | 24       | 25     |  |
| 26<br><br>Party Group Meetings (tbc) 7pm                                                                                       | 27<br><br>Health and Social Care Scrutiny<br>Commission 7pm                                                   | 28<br><br>Planning Committee (Major<br>Applications) B 6.30pm                                                                         | 29                  | 30                       | 31       | 1      |  |

| February 2026                                                                                                                            |                                                                                                                               |                                                                                                                                    |           |           |           |           |  |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|--|
| Monday                                                                                                                                   | Tuesday                                                                                                                       | Wednesday                                                                                                                          | Thursday  | Friday    | Saturday  | Sunday    |  |
| <b>2</b><br><br>Cabinet 3-5pm<br>Audit, Governance and Standards Committee 6.30pm<br>Education and Local Economy Scrutiny Commission 7pm | <b>3</b><br><br>London Councils – Leaders Committee 11.30am-1.30pm (tbc)<br>Environment Scrutiny Commission 7pm               | <b>4</b><br><br>Housing, Community Safety and Community Engagement Scrutiny Commission 7pm                                         | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>  |  |
| <b>9</b><br><br>Tenants’ Forum 7pm                                                                                                       | <b>10</b><br><br>London Councils – Leaders Committee 11.30am-1.30pm (tbc)<br>Planning Committee (Major Applications) A 6.30pm | <b>11</b><br><br>Overview and Scrutiny Committee 7pm                                                                               | <b>12</b> | <b>13</b> | <b>14</b> | <b>15</b> |  |
| <b>16</b><br><br><b>Half-term</b>                                                                                                        | <b>17</b>                                                                                                                     | <b>18</b>                                                                                                                          | <b>19</b> | <b>20</b> | <b>21</b> | <b>22</b> |  |
| <b>23</b><br><br>Party Group Meetings (tbc) 7pm                                                                                          | <b>24</b><br><br>Homeowner Forum 7pm                                                                                          | <b>25</b><br><br>Corporate Parenting Committee 2pm<br><br>Council Assembly ( <i>Budget &amp; Council Tax setting meeting</i> ) 7pm | <b>26</b> | <b>27</b> | <b>28</b> | <b>1</b>  |  |

| March 2026                                                                                             |                                                                                                                                                                                                              |                                                                                                                                |                                                                                                     |           |           |           |  |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------|-----------|-----------|--|
| Monday                                                                                                 | Tuesday                                                                                                                                                                                                      | Wednesday                                                                                                                      | Thursday                                                                                            | Friday    | Saturday  | Sunday    |  |
| <b>2</b><br><br>Constitutional Steering Panel<br>6pm<br><br>Health and Care Scrutiny<br>Commission 7pm | <b>3</b><br><br>Leaders Committee 11:30am –<br>1.30pm<br><br>Audit, governance and<br>standards (Civic awards)<br>sub-committee 6pm<br><br>Planning Committee (Major<br>Applications) B 6.30pm               | <b>4</b><br><br>Education and Local Economy<br>Scrutiny Commission 7pm<br><br>Planning Committee (Smaller<br>Applications) 7pm | <b>5</b><br><br>Housing, Community<br>Safety and Community<br>Engagement Scrutiny<br>Commission 7pm | <b>6</b>  | <b>7</b>  | <b>8</b>  |  |
| <b>9</b><br><br>Party Group Meetings (tbc)<br>7pm                                                      | <b>10</b><br><br>Cabinet 11am<br><br>East Central multi ward area 6pm<br><br>North-west multi ward area<br>6.30pm                                                                                            | <b>11</b><br><br>North-east multi ward area<br>6pm<br><br>South-multi ward area 6pm                                            | <b>12</b><br><br>Health & Wellbeing<br>Board 10am<br><br>Environment Scrutiny<br>Commission 7pm     | <b>13</b> | <b>14</b> | <b>15</b> |  |
| <b>16</b><br><br>Overview and Scrutiny<br>Committee 7pm<br><br>West Central multi ward area<br>6pm     | <b>17</b><br><br>London Councils – Leaders<br>Committee 11.30am-1.30pm (tbc)<br><br>Joint IT Committee (Brent,<br>Lewisham & Southwark) 6pm (tbc)<br><br>Planning Committee (Major<br>Applications) A 6.30pm | <b>18</b><br><br>Council Assembly ( <i>ordinary<br/>meeting</i> ) 7pm                                                          | <b>19</b>                                                                                           | <b>20</b> | <b>21</b> | <b>22</b> |  |

| Monday                                                                         | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------------------------------------------------------------------------|---------|-----------|----------|--------|----------|--------|
| 23<br>Party Group Meetings (tbc)<br>7pm<br><br>START OF PRE-ELECTION<br>PERIOD | 24      | 25        | 26       | 27     | 28       | 29     |
| 30<br><br>School holidays start                                                | 31      | 1         | 2        | 3      | 4        | 5      |

| April 2026         |         |                                               |          |                           |          |        |
|--------------------|---------|-----------------------------------------------|----------|---------------------------|----------|--------|
| Monday             | Tuesday | Wednesday                                     | Thursday | Friday                    | Saturday | Sunday |
| 30                 | 31      | 1                                             | 2        | 3<br>Good Friday          | 4        | 5      |
| 6<br>Easter Monday | 7       | 8                                             | 9        | 10<br>School holidays end | 11       | 12     |
| 13                 | 14      | 15<br>Constitutional Steering Panel<br>6pm    | 16       | 17                        | 18       | 19     |
| 20                 | 21      | 22<br>Corporate Parenting<br>Committee<br>2pm | 23       | 24                        | 25       | 26     |
| 27                 | 28      | 29                                            | 30       | 1                         | 2        | 3      |

| May 2026                                    |         |                                                                                                                                                                  |                                   |        |          |        |
|---------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------|----------|--------|
| Monday                                      | Tuesday | Wednesday                                                                                                                                                        | Thursday                          | Friday | Saturday | Sunday |
| 27                                          | 28      | 29                                                                                                                                                               | 30                                | 1      | 2        | 3      |
| 4<br>Early May Bank Holiday                 | 5       | 6                                                                                                                                                                | 7<br>LOCAL GOV<br>ELECTIONS (tbc) | 8      | 9        | 10     |
| 11<br><br>Party Group Meetings (tbc)<br>7pm | 12      | 13                                                                                                                                                               | 14                                | 15     | 16       | 17     |
| 18                                          | 19      | 20<br><br>Council Assembly (Annual<br>Meeting) 6pm<br><br>Overview & Scrutiny<br>Committee ( <i>to establish<br/>commissions and appoint chairs</i> )<br>TBC 7pm | 21                                | 22     | 23       | 24     |
| 25 Bank Holiday / Half term<br>starts       | 26      | 27                                                                                                                                                               | 28                                | 29     | 30       | 31     |

Table of calendar of meetings 2025-2026

|                                                                        | May<br>2025  | June<br>2025           | July<br>2025           | Aug<br>2025 | Sep<br>2025            | Oct<br>2025 | Nov<br>2025   | Dec<br>2025 |  | Jan<br>2026                       | Feb<br>2026 | Mar<br>2026   | Apr<br>2026<br>(pre-<br>election<br>period) | May<br>2026   |
|------------------------------------------------------------------------|--------------|------------------------|------------------------|-------------|------------------------|-------------|---------------|-------------|--|-----------------------------------|-------------|---------------|---------------------------------------------|---------------|
| Council Assembly                                                       | Sat 17**     |                        | Wed 9<br>***           |             |                        |             | Wed 12<br>*** |             |  |                                   | Wed 25<br>% | Wed 18<br>*** |                                             | Wed<br>20 **  |
| Constitutional Steering Panel                                          |              | Mon 16                 |                        |             |                        | Wed 22      |               |             |  | Mon 19                            |             | Mon 2         | Wed 15                                      |               |
| Party Group Meetings (to be confirmed)                                 | Mon 12       | Mon 9<br>and Mon<br>30 |                        |             | Mon 1<br>and Mon<br>15 |             | Mon 10        |             |  | Mon 5<br>and Mon<br>26            | Mon 23      | Mon 9         |                                             | Mon 11        |
| Cabinet                                                                |              | Tue 17                 | Mon 7                  |             | Tue 16                 | Tue 14      |               | Tue 2       |  | Tue 6                             | Mon 2       | Tue 10        |                                             |               |
| Cabinet (Livesey Trust) Committee                                      |              |                        |                        |             |                        |             |               | Tue 2       |  |                                   |             |               |                                             |               |
| Overview & Scrutiny Committee                                          | Sat<br>17£££ | Mon 23                 |                        |             |                        | Wed 8       | Mon 24        |             |  | Wed 7,<br>Mon 19<br>and Tue<br>20 | Wed 11      | Mon 16        |                                             | Wed 20<br>£££ |
| Health and Social Care Scrutiny Commission                             |              |                        | Wed 2                  |             |                        | Mon 13      |               | Mon 1       |  | Tue 27                            |             | Mon 2         |                                             |               |
| Education and Local Economy Scrutiny Commission                        |              |                        | Mon 7                  |             |                        | Mon 6       |               | Wed 3       |  |                                   | Mon 2       | Wed 4         |                                             |               |
| Housing, Community Safety and Community Engagement Scrutiny Commission |              |                        | Tue 15                 |             |                        | Tue 21      |               | Tue 2       |  |                                   | Wed 4       | Thu 5         |                                             |               |
| Environment Scrutiny Commission                                        |              |                        | Wed 16                 |             |                        | Wed 15      | Wed 26        |             |  |                                   | Tue 3       | Thu 12        |                                             |               |
| Tri-Borough IT Committee                                               |              |                        | Tue 8                  |             |                        |             | Tue 25        |             |  |                                   |             | Tue 17        |                                             |               |
| Audit, Governance and Standards Committee                              |              | Mon 2                  | Mon 14                 |             | Tue 9                  |             | Wed 19        |             |  |                                   | Mon 2       |               |                                             |               |
| Audit, governance and standards (Civic awards) sub-committee           |              |                        |                        |             |                        |             |               |             |  |                                   |             | Mon 2         |                                             |               |
| Corporate Parenting Committee                                          |              |                        | Wed 16                 |             |                        | Wed 22      |               |             |  |                                   | Wed 25      |               | Wed 22                                      |               |
| Health & Wellbeing Board                                               |              | Thu 19                 |                        |             | Thu 18                 |             |               | Thu 11      |  |                                   |             | Thu 12        |                                             |               |
| Licensing Committee                                                    |              | Tue 24                 |                        |             |                        | Tue 21      |               |             |  |                                   |             |               |                                             |               |
| Planning Committee (Major Applications) A                              |              | Tue 3                  | Wed 2<br>and<br>Wed 22 |             |                        | Tue 7       | Tue 25        |             |  | Tue 13                            | Tue 10      | Tue 17        |                                             |               |
| Planning Committee (Major Applications) B                              |              | Wed 11                 | Tue 15                 |             | Wed 10                 |             | Tue 4         | Tue 9       |  | Wed 28                            |             | Tue 3         |                                             |               |
| Planning Committee (Smaller Applications)                              |              | Tue 17                 | Tue 1                  |             | Mon 8                  | Wed 15      | Tue 11        | Mon 8       |  | Wed 21                            | Tue 24      | Wed 4         |                                             |               |
| North-west multi ward area                                             |              |                        |                        |             |                        |             |               |             |  | Mon<br>12&                        |             | Tue 10        |                                             |               |
| North-east multi ward area                                             |              |                        |                        |             |                        |             |               |             |  | Wed 14<br>&                       |             | Wed 11        |                                             |               |
| West Central multi ward area                                           |              |                        |                        |             |                        |             |               |             |  | Wed 14<br>&                       |             | Tue 3         |                                             |               |
| East Central multi ward area                                           |              |                        |                        |             |                        |             |               | Wed 3<br>&  |  |                                   |             | Tue 10        |                                             |               |
| South multi ward area                                                  |              |                        |                        |             |                        |             |               |             |  | Mon<br>12&                        |             | Wed 11        |                                             |               |

\$ 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  
& non-decision making meeting

|                                                                                                                              |                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <p align="center"><b>COUNCIL ASSEMBLY AGENDA DISTRIBUTION LIST (OPEN) (FULL LIST)</b><br/> <b>MUNICIPAL YEAR 2024/25</b></p> |                                                                                                        |
| <b>NOTE:</b>                                                                                                                 | Original held by Constitutional Team; all amendments/queries to Virginia Wynn-Jones Tel: 020 7525 7055 |

| ONE COPY TO ALL UNLESS OTHERWISE STATED | Copies | To | Copies |
|-----------------------------------------|--------|----|--------|
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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Councillors</b> (1 each)</p> <p>Councillor Jasmine Ali<br/>Councillor Naima Ali<br/>Councillor Renata Hamvas<br/>Councillor Maria Linfoorth-Hall<br/>Councillor Darren Merrill<br/>Councillor Leo Pollak<br/>Councillor Sandra Rhule<br/>Councillor Martin Seaton<br/>Councillor Andy Simmons<br/>Councillor Cleo Soanes<br/>Councillor Kath Whittam<br/>Councillor Kieron Williams</p> <p><b>Electronic Versions (No hard copy)</b></p> <p>All other councillors</p> | <b>12</b> | <p><b>Press</b></p> <p>Southwark News<br/>South London Press</p> <p><b>Group Offices</b></p> <p>Arthur Holmes, Labour Group Office<br/>Oliver Bradfield, Liberal Democrat Group Office</p> <p><b>Officers</b></p> <p>Althea Loderick<br/>Clive Palfreyman<br/>Doreen Forrester-Brown<br/>Rhona Cadenhead<br/>Chidilim Agada<br/>Toni Ainge<br/>David Quirke-Thornton<br/>Hakeem Osinaike<br/>Darren Summers</p> <p><b>Constitutional Team</b></p> <p>(Copies to Virginia Wynn-Jones, 2<sup>nd</sup> Floor, Hub 2, Tooley Street)</p> | <p>by email<br/>by email</p> <p>by email<br/>by email</p> <p>by email<br/>by email<br/>1<br/>by email<br/>by email<br/>by email<br/>by email<br/>by email</p> <p>7</p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <p><b>Total:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>20</b>                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <p><b>Last updated:</b> March 2025</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                        |
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