

# **COUNCIL AGENDA**

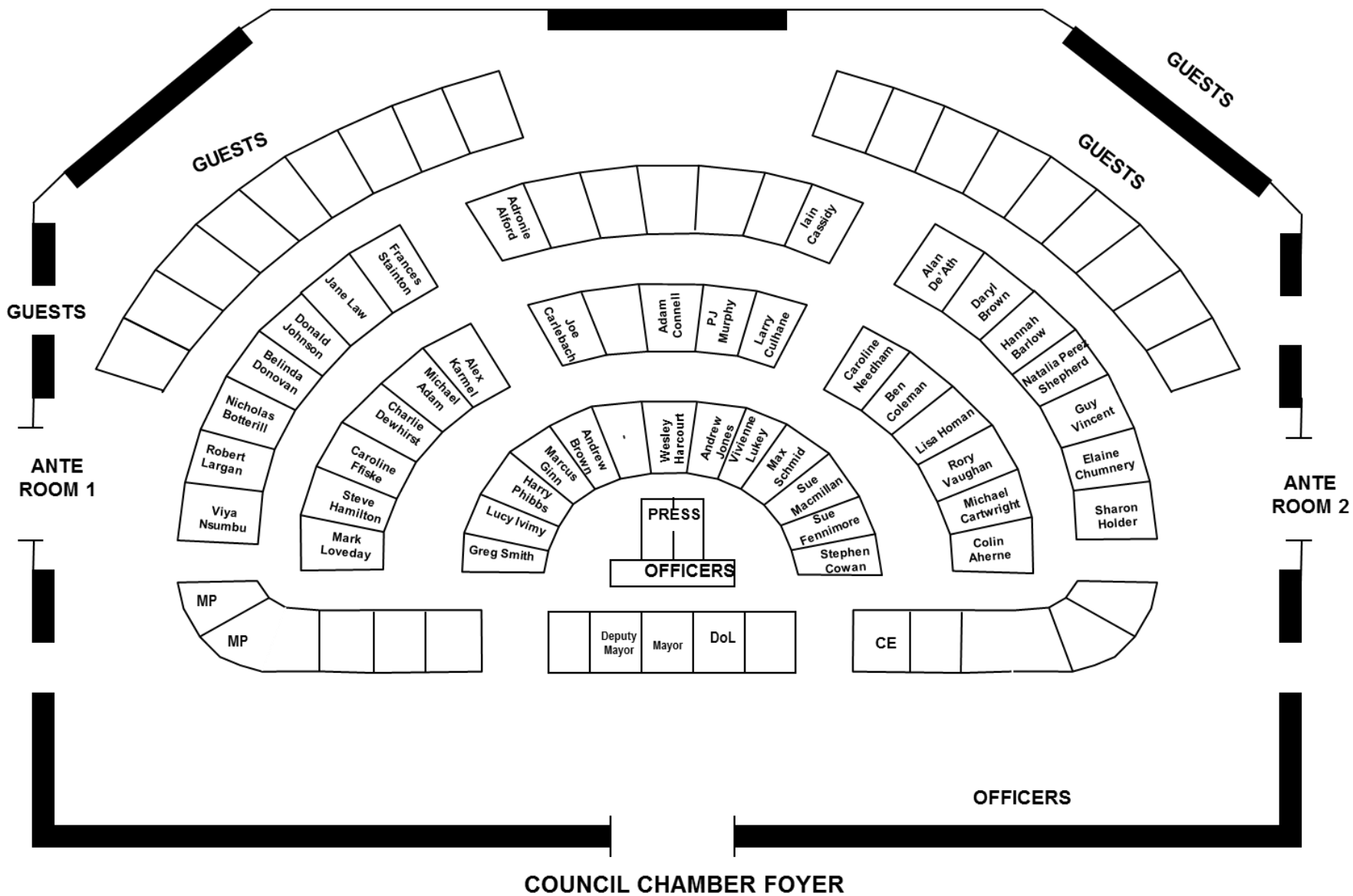
**(ORDINARY COUNCIL MEETING)**

**Wednesday 22 October 2014**

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# COUNCIL CHAMBER SEATING 2014/15





The Mayor Councillor Mercy Umeh  
Deputy Mayor Councillor Ali Hashem

ADDISON

Adam Connell (L)  
Belinda Donovan (C)  
Sue Fennimore (L)

HAMMERSMITH  
BROADWAY

Michael Cartwright (L)  
Stephen Cowan (L)  
PJ Murphy (L)

RAVENS COURT PARK

Charlie Dewhurst (C)  
Lucy Ivimy (C)  
Harry Phibbs (C)

ASKEW

Lisa Homan (L)  
Caroline Needham (L)  
Rory Vaughan (L)

MUNSTER

Michael Adam (C)  
Adronie Alford (C)  
Alex Karmel (C)

SANDS END

Steve Hamilton (C)  
Robert Largan (C)  
Jane Law (C)

AVONMORE &  
BROOK GREEN

Hannah Barlow (L)  
Joe Carlebach (C)  
Caroline Ffiske (C)

NORTH END

Daryl Brown (L)  
Larry Culhane (L)  
Ali Hashem (L)

SHEPHERDS BUSH  
GREEN

Andrew Jones (L)  
Natalia Perez Shepherd (L)  
Mercy Umeh (L)

COLLEGE PARK &  
OLD OAK

Elaine Chumnerly (L)  
Wesley Harcourt (L)

PALACE RIVERSIDE

Marcus Ginn (C)  
Donald Johnson (C)

TOWN

Andrew Brown (C)  
Viya Nsumbu (C)  
Greg Smith (C)

FULHAM BROADWAY

Ben Coleman (L)  
Alan De'Ath (L)  
Sharon Holder (L)

PARSONS GREEN AND  
WALHAM

Nicholas Botterill (C)  
Mark Loveday (C)  
Frances Stainton (C)

WORMHOLT AND  
WHITE CITY

Colin Aherne (L)  
Sue Macmillan (L)  
Max Schmid (L)

FULHAM REACH

Iain Cassidy (L)  
Vivienne Lukey (L)  
Guy Vincent (L)

# SUMMONS

Councillors of the London Borough of  
Hammersmith & Fulham  
are requested to attend the  
Meeting of the Council on  
Wednesday 22 October 2014  
at Hammersmith Town Hall, W6

The Council will meet at 7.00pm.

13 October 2014  
Town Hall  
Hammersmith W6

Nicholas Holgate  
Chief Executive

# Full Council Agenda

22 October 2014

<u>Item</u>		<u>Pages</u>
1.	<b>MINUTES</b>	202 - 216

To approve and sign as an accurate record the Minutes of the Council Meeting held on 23 July 2014.

2. **APOLOGIES FOR ABSENCE**

3. **MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS (IF ANY)**

4. **DECLARATIONS OF INTERESTS**

If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.

At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a disclosable pecuniary interest or other significant interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken.

Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest.

Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee.

## **5. PUBLIC QUESTIONS (20 MINUTES)**

The Leader/relevant Cabinet Member to reply to questions submitted by members of the public:

**5.1 QUESTION 1 - MR BRIAN MOONEY** 217

**5.2 QUESTION 2 - MR WILL MARSHALL** 218

**5.3 QUESTION 3 - MRS MAUREEN WAY** 219

## **6. ITEMS FOR DISCUSSION/COMMITTEE REPORTS**

**6.1 REVIEW OF THE COUNCIL'S CONSTITUTION - MID YEAR CHANGES** 220 - 225

This report recommends additions to the Cabinet portfolios to cover emerging responsibilities and addition to the officer Schemes of Delegation to incorporate new legislation (the Anti-Social Behaviour Crime and Policing Act 2014 and Explosives Act 2014). In response to the Openness of Local Government Bodies Regulations 2014, it also seeks approval to change Standing Orders to ensure the Council fully complies with the changes in legislation.

Changes to the Licensing Committee and Licensing Sub Committee Terms of Reference are proposed to clarify the Committees' powers in relation to Street Trading. Minor updates and changes to officer job titles and responsibilities within the officer Schemes of Delegation, approved by the Monitoring Officer under delegated authority, are also recommended for endorsement. Lastly, approval is sought to the appoint three members to the Corporate Parenting Board.

**6.2 STATUTORY REVIEW OF POLLING DISTRICTS AND POLLING PLACES** 226 - 255

This report outlines the recommendations of the Returning Officer following a review of the current Borough Polling Districts and Polling Places arrangements and informs the Council of the responses received to the associated consultation exercise.

**6.3 TREASURY REPORT 2013/2014 OUTTURN** 256 - 262

This report presents the Council's outturn Treasury Report for 2013/14 in accordance with the Council's treasury management practices.

**6.4 ANNUAL REPORT OF THE CHAIR OF THE AUDIT, PENSIONS AND STANDARDS COMMITTEE** 263 - 279

This report relates to the work of the Audit, Pensions and Standards Committee's work during the period 1 April 2013 to 31 March 2014 excluding all matters relating to pensions and standards.

## **7. SPECIAL MOTIONS**

To consider and determine any Special Motions:

<b>7.1</b>	<b>SPECIAL MOTION 1 - LABOUR'S MANSION TAX</b>	<b>280</b>
<b>7.2</b>	<b>SPECIAL MOTION 2 - TRADE UNIONS</b>	<b>281</b>
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<b>7.5</b>	<b>SPECIAL MOTION 5 - SUPPORT LOCAL BUSINESSES AND IMPROVING THE BOROUGH'S NEIGHBOURHOODS</b>	<b>284</b>
<b>7.6</b>	<b>SPECIAL MOTION 6 - TRADES UNIONS</b>	<b>285</b>
<b>7.7</b>	<b>SPECIAL MOTION 7 - BEDROOM AND MANSION TAX</b>	<b>286</b>

## **8. INFORMATION REPORTS - TO NOTE (IF ANY)**

There are no information reports to consider.



# COUNCIL MINUTES

(ORDINARY COUNCIL MEETING)

WEDNESDAY 23 JULY 2014

**PRESENT**

The Mayor Councillor Mercy Umeh  
Deputy Mayor Councillor Ali Hashem

**Councillors:**

Michael Adam  
Adronie Alford  
Colin Aherne  
Hannah Barlow  
Nicholas Botterill  
Andrew Brown  
Daryl Brown  
Joe Carlebach  
Michael Cartwright  
Iain Cassidy  
Elaine Chumnerly  
Ben Coleman  
Adam Connell  
Stephen Cowan

Larry Culhane  
Alan De'Ath  
Charlie Dewhirst  
Belinda Donovan  
Sue Fennimore  
Caroline Ffiske  
Marcus Ginn  
Steve Hamilton  
Wesley Harcourt  
Lisa Homan  
Lucy Ivimy  
Donald Johnson  
Andrew Jones  
Alex Karmel

Robert Largan  
Jane Law  
Mark Loveday  
Vivienne Lukey  
Sue Macmillan  
PJ Murphy  
Caroline Needham  
Viya Nsumbu  
Natalia Perez Shepherd  
Harry Phibbs  
Max Schmid  
Greg Smith  
Rory Vaughan  
Guy Vincent

**9. MINUTES**

**RESOLVED:**

That the minutes of the Annual Council Meeting held on 16 June 2014 were confirmed and signed as an accurate record.

**10. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Sharon Holder and Frances Stainton.

**11. MAYOR'S/CHIEF EXECUTIVE'S ANNOUNCEMENTS**

The Council observed a minute silence for the victims of flight MH17.

## **12. DECLARATIONS OF INTERESTS**

In respect of Special Motion 2 – Trade Unions, the following significant interests were declared:

- Councillors Colin Aherne, Michael Cartwright, Adam Connell, Stephen Cowan, Wesley Harcourt, Lisa Homan, Andrew Jones, Natalia Perez Shepherd, Max Schmid, Rory Vaughan and Guy Vincent as they were members of Unite the Union.
- Councillor Stephen Cowan as he was a lapsed member of the Institute of Directors.
- Councillors Stephen Cowan, Larry Culhane, Alan De’Ath and Ali Hashem as they were members of the GMB
- Councillor Daryl Brown as she was a member of UCU
- Councillor Wesley Harcourt as he was a member of USDAW
- Councillor Sue Macmillan as she was a member of Community Union
- Councillor Guy Vincent as he was a member of the Law Society

The above Councillors considered that this did not give rise to a perception of a conflict of interests and, in the circumstances it would be reasonable to participate in the discussion and vote thereon.

In respect of Special Motion 6 – Saving Our Hospitals, Councillor Joe Carlebach declared a significant interest as he was a trustee of Arthritis Research UK and a non-executive director of the Royal National Orthopaedic Trust. He considered that this did not give rise to a perception of a conflict of interests and, in the circumstances it would be reasonable to participate in the discussion and vote thereon.

## **13. PUBLIC QUESTIONS (20 MINUTES)**

### **13.1 Question 1 - Lance Pierson**

7.07pm - The Mayor called on Mr Lance Pierson who had submitted a question to the Leader of the Council, Councillor Stephen Cowan, to ask his question. The Leader responded. Mr Pierson asked a supplementary question which was also answered.

### **13.2 Question 2 - Nnamdi E.S. Okoye**

7.15pm - The Mayor called on Mr Nnamdi E.S. Okoye who had submitted a question to the Cabinet Member for Environment, Transport and Residents Services, Councillor Wesley Harcourt, to ask his question. The Cabinet Member for Environment, Transport and Residents Services responded. Mr Okoye asked a supplementary question which was also answered.

(A copy of all the public questions submitted and the replies given are attached at **Appendices 1 and 2** to these minutes).

## 14. ITEMS FOR DISCUSSION/COMMITTEE REPORTS

### 14.1 Interim Budget Report

7.19pm - The report and recommendations were formally moved for adoption by the Cabinet Member for Finance, Councillor Max Schmid.

Speeches on the report were made by Councillors Max Schmid, Larry Culhane, Stephen Cowan, Andrew Jones and PJ Murphy (for the Administration) and Councillors Greg Smith, Harry Phibbs and Nicholas Botterill (for the Opposition).

The report and recommendations were put to the vote:

FOR	25
AGAINST	19
NOT VOTING	0

The report and recommendations were declared **CARRIED**.

#### 7.49pm **RESOLVED:**

- (1) That the Council notes the plan to reduce spend against the 2014/15 general fund budget by £3,998,000 and the HRA budget by £108,000.
- (2) That the charge of £478 for a burial at 24 hours notice, outside the normal operational hours of 10AM – 4PM Monday to Friday, be abolished.

### 14.2 Review of the Council's Constitution - In Year Revisions

7.50pm - The report and recommendations were formally moved for adoption by the Leader of the Council, Councillor Stephen Cowan.

Speeches on the report were made by Councillor Mark Loveday (for the Opposition) and Councillor Stephen Cowan (for the Administration).

The report and recommendations were put to the vote :

FOR	25
AGAINST	19
NOT VOTING	0

The report and recommendations were declared **CARRIED**.

8pm **RESOLVED:**

- (1) That the amendments to the Overview and Scrutiny Procedure Rules applying to co-optees to the Policy and Accountability Committees as set out in paragraph 4.2 of the report be agreed.
- (2) That the revised Contract Standing Orders as set out in paragraph 4.3 and Appendix 1 of the report be agreed.
- (3) That the quorum of the Audit, Pensions and Standards Committee be increased from 3 Members to 5 Members as set out in paragraph 4.4 of the report.
- (4) That the minor amendments made to the Officer Schemes of Delegation by the Monitoring Officer, as set out in paragraph 4.5 and Appendix 2 of the report, be agreed.
- (5) That the amendments to the Cabinet portfolios enabling Cabinet Members to set up advisory Groups which will advise on policy issues, be agreed.

## **15. SPECIAL MOTIONS**

8pm – Under Standing Order 15(e) iii, Councillor Colin Aherne moved a motion that Special Motion 6 Saving Our Hospitals take precedence on the agenda and be considered. This was agreed.

### **15.1 Special Motion 6 - Saving Our Hospitals**

8.01pm – Councillor Stephen Cowan moved, seconded by Councillor Rory Vaughan, the special motion standing in their names:

“The Council notes that the former administration put out literature claiming that it had “saved” Charing Cross Hospital and “retained” the A&E. It regrets that misleading propaganda and calls for a vigorous defence of Charing Cross Hospital, the borough’s A&E’s and local health services.”

Speeches on the Special Motion were made by Councillors Stephen Cowan and Rory Vaughan (for the Administration) and Councillor Marcus Ginn (for the Opposition).

Under Standing Order 15(e) (vi), Councillor Andrew Brown moved, seconded by Councillor Marcus Ginn, an amendment to the motion as follows:

“Delete all after "This Council" and insert:

- (1) understands that there is widespread expert clinician support for changes to emergency healthcare services to ensure patients have access to the very best specialist consultant present care 24 hours a day 7 days a week which is

supported by: Sir Bruce Keogh, National Medical Director; the Academy of Medical Royal Colleges; the College of Emergency Medicine; the Royal College of Physicians; the Royal College of Paediatrics and Child Health; as well as the Royal College of Surgeons.

- (2) Accepts that locally, proposed changes to the NHS originated from Professor Lord Darzi, at the time a Labour Health Minister and a surgeon based at St Mary's Hospital, and his review, "High Quality Care for All", and that the "Shaping a Healthier Future" proposals in respect of emergency care are supported by the lead clinicians of all the NHS Trusts in North West London, as well as GPs and Clinical Commissioning Groups, including in Hammersmith and Fulham.
- (3) Recognises the need for reform of NHS services to address the challenges and opportunities of 21<sup>st</sup> century medicine, but at the same time understands the public's concern about proposed changes to Charing Cross and Hammersmith Hospitals and is determined to secure the best healthcare that it can for local residents.
- (4) Notes that the original 'Shaping a Healthier Future' proposal for the Charing Cross site was little more than an urgent care centre in one small corner of the site, with no facilities for Imperial College Faculty of Medicine and the loss of most of the specialist treatment and clinics currently available there.
- (5) Acknowledges the importance of the cross party opposition to these proposals coupled with the strong lobby from local residents in causing the NHS to rethink their proposals for the Charing Cross site.
- (6) Further notes that the former administration negotiated a greatly improved proposal for the Charing Cross site, which included retention of an A&E for all except the most serious cases; augmented consultant led care of the elderly medicine; retention of consultant led oncology services including full diagnostics, chemotherapy and increased radiotherapy provision; retention of outpatient facilities; retention of full general diagnostic services including MRI scanners and ultrasound; retention of medical school facilities; and creation of a world class centre for elective medicine.
- (7) Notes that it was the enhanced proposal for the Charing Cross site that was formally approved by the JCPCT in February 2013 and that the JCPCT refused to approve the original 'Shaping a Healthier Future' proposal without the enhancements.
- (8) Regrets that there has not been greater involvement in the public debate from local leading clinicians and the NHS and calls on those healthcare experts to convince the public of the evidence behind, and the need for, their proposals.
- (9) Calls on the new administration to work with the NHS and Imperial College Healthcare Trust to further develop the enhanced Shaping a Healthier Future proposals for the Charing Cross site programme which is supported by evidence and expert local clinicians, and further calls on them to conduct the

debate on local healthcare with honesty and integrity and without scaremongering.”

Speeches on the amendment were made by Councillors Andrew Brown, Lucy Ivimy and Greg Smith (for the Opposition) and Councillors Stephen Cowan and Max Schmid (for the Administration) before it was put to the vote:

FOR	19
AGAINST	25
NOT VOTING	0

The amendment was declared **LOST**.

Speeches on the substantive amendment were made by Councillors Adam Connell, Vivienne Lukey, Hannah Barlow and Stephen Cowan (for the Administration) and Councillors Joe Carlebach and Andrew Brown (for the Opposition) before it was put to the vote:

FOR	25
AGAINST	19
NOT VOTING	0

The motion was declared **CARRIED**.

9.09pm – **RESOLVED**:

The Council notes that the former administration put out literature claiming that it had “saved” Charing Cross Hospital and “retained” the A&E. It regrets that misleading propaganda and calls for a vigorous defence of Charing Cross Hospital, the borough’s A&E’s and local health services.

9.09pm – Under Standing Order 15(e) iii, Councillor Colin Aherne moved a motion that Special Motion 3 Homes for Residents and not Overseas Investors takes precedence on the agenda and be considered. This was agreed.

## 15.2 Special Motion 3 - Homes for Residents not Overseas Investors

9.10pm – Councillor Andrew Jones moved, seconded by Councillor Ben Coleman, the special motion standing in their names:

“This Council notes the poor historic delivery of affordable housing in the Borough, including developments under the last Administration achieving only 0% affordable housing against the London Plan target of 40%.

Furthermore, the Council notes that the housing crisis affects a wide range of Londoners from twenty- and thirty- somethings looking to get onto the property ladder to those seeking genuinely affordable homes to rent.

The Council therefore resolves to review, as a matter of urgency, the Local Plan in order to deliver much greater levels of truly affordable housing for residents to rent and for residents to buy.”

Speeches on the Special Motion were made by Councillors Andrew Jones, Ben Coleman and Sue Fennimore (for the Administration).

Under Standing Order 15(e) (vi), Councillor Lucy Ivimy moved, seconded by Councillor Marcus Ginn, an amendment to the motion as follows:

“Delete everything after "This Council" and insert:

“Notes the excellent delivery of housing in the borough achieved by the last administration, including the exceptional 5,703 additional homes approved in 2011/12, and notes that the Borough is well ahead of its London Plan target for housing approvals.

- (1) Notes the great need for housing in London for all sections of the population and in particular the difficulty for young Londoners in buying their first homes. It applauds the initiative of the last administration in promoting H&F Homebuy and acknowledges its success in meeting this need.
- (2) Resolves to continue to support the work of H&F Homebuy.
- (3) Further notes the potential delivery of 12,780 additional dwellings between 2011/12 and 2031/32 in the Regeneration Areas of the Borough and resolves to do all in its power to ensure that this much needed housing is built.

This Council further notes the planned delivery of very substantial quantities of housing in the Regeneration Areas of the Borough and resolves to do all in its power to ensure that these are achieved.”

Speeches on the amendment to the Special Motion were made by Councillors Lucy Ivimy, Marcus Ginn and Nicholas Botterill (for the Opposition) and by Councillors Lisa Homan, Iain Cassidy, Michael Cartwright and Stephen Cowan (for the Administration) before it was put to the vote:

FOR	19
AGAINST	24
NOT VOTING	0

The amendment was declared **LOST**.

A speech on the substantive motion was made by Councillor Andrew Jones (for the Administration) before it was put to the vote:

FOR	24
AGAINST	19
NOT VOTING	0

The motion was declared **CARRIED**.



10.03pm – **RESOLVED:**

This Council notes the poor historic delivery of affordable housing in the Borough, including developments under the last Administration achieving only 0% affordable housing against the London Plan target of 40%.

Furthermore, the Council notes that the housing crisis affects a wide range of Londoners from twenty- and thirty- somethings looking to get onto the property ladder to those seeking genuinely affordable homes to rent.

The Council therefore resolves to review, as a matter of urgency, the Local Plan in order to deliver much greater levels of truly affordable housing for residents to rent and for residents to buy.

*(as the guillotine had passed, all remaining items on the agenda were considered without discussion).*

15.3 Special Motion 1 - Labour's Mansion Tax

This motion was withdrawn.

15.4 Special Motion 2 - Trade Unions

This motion was withdrawn.

15.5 Special Motion 4 - Cutting Waste and Delivering Better Value

10.04pm – Councillor Max Schmid moved, seconded by Councillor Michael Cartwright, the special motion standing in their names:

“The Council agrees with the new administration’s decisions to close down expensive propaganda magazines, stop the former administration’s practice of hanging vanity banners from lamp posts and cut the wasteful expenditure on food at council meetings.

It further notes the new revenues being generated from selling sponsorship on banners and agrees with the tougher and more effective approach to negotiating with developers.”

The motion was put to the vote:

FOR	24
AGAINST	19
NOT VOTING	0

The motion was declared **CARRIED.**

10.04pm – **RESOLVED:**

The Council agrees with the new administration's decisions to close down expensive propaganda magazines, stop the former administration's practice of hanging vanity banners from lamp posts and cut the wasteful expenditure on food at council meetings.

It further notes the new revenues being generated from selling sponsorship on banners and agrees with the tougher and more effective approach to negotiating with developers.

15.6 Special Motion 5 - Fulham Boys School

10.05pm – Councillor Sue Macmillan moved, seconded by Councillor Stephen Cowan, the special motion standing in their names:

“The Council notes that The Conservative government designed free schools to be totally free of locally authorities but despite that will do all it reasonably can to support Fulham Boys School.”

Under Standing Order 15(e) (vi), Councillor Sue Macmillan moved, seconded by Councillor Alan De'Ath, an amendment to replace the original motion as follows:

“Delete all after "This Council" and insert:

"welcomes the news that Fulham Boys School will now be opening in September 2014 and notes that the Conservative-Lib Dem Government designed free schools to be totally free of local authorities.

The Council recognises that the two weeks of uncertainty over whether the school was opening or not, after the DfE cancelled and then reinstated its funding, caused unacceptable anxiety and concern for children, parents and teachers.

The Council notes that rather than try and help that situation the borough's current and former Conservative councillors sought to spread absolutely false rumours such as the council was "blocking FBS' talks with CapCo" or that the Watermeadow Court was legally available for use as a school - despite the former administration disposing of that site on 28 March 2014. There was no substance to these and other rumours which were no more than ill-advised and dishonest political mischief making. The Council regrets that.

The Council further notes that despite the free schools legislation making it absolutely clear that it is the role of the Government's Department for Education Funding Agency to ensure that free schools can be housed, temporarily and permanently, it was actually this Council and the London Mayor who were called upon and ended up sorting this problem out demonstrating clearing flaws in the government's approach.

The Council re-affirms its commitment to work with schools of all types, including free schools and academies, to promote excellent teaching and the best outcome for the Borough's children."

The amendment was unanimously agreed and declared **CARRIED**.

Under Standing Order 15(e) (vi), Councillor Caroline Ffiske moved, seconded by Councillor Robert Largan, a further amendment to motion as follows:

"Delete all after "This Council" and replace with:

- Welcomes the wonderful news that the Fulham Boys School will be opening this September on a temporary site in the borough.
- Acknowledges the challenge of finding a permanent site for the School in Fulham.
- Commits itself to engage pro-actively with the Mayor of London, Fulham Boys School, the Education Funding Agency and all other relevant parties to ensure that a permanent home is found as soon as possible for the Fulham Boys School."

The amendment was put to the vote:

FOR	19
AGAINST	25
NOT VOTING	0

The amendment was declared **LOST**.

The substantive motion as amended was put to the vote:

FOR	25
AGAINST	19
NOT VOTING	0

The substantive motion as amended was declared **CARRIED**.

10.09pm – **RESOLVED**:

This Council welcomes the news that Fulham Boys School will now be opening in September 2014 and notes that the Conservative-Lib Dem Government designed free schools to be totally free of local authorities.

The Council recognises that the two weeks of uncertainty over whether the school was opening or not, after the DfE cancelled and then reinstated its funding, caused unacceptable anxiety and concern for children, parents and teachers.

The Council notes that rather than try and help that situation the borough's current and former Conservative councillors sought to spread absolutely false rumours such as the council was "blocking FBS' talks with CapCo" or that the

Watermeadow Court was legally available for use as a school - despite the former administration disposing of that site on 28 March 2014. There was no substance to these and other rumours which were no more than ill-advised and dishonest political mischief making. The Council regrets that.

The Council further notes that despite the free schools legislation making it absolutely clear that it is the role of the Government's Department for Education Funding Agency to ensure that free schools can be housed, temporarily and permanently, it was actually this Council and the London Mayor who were called upon and ended up sorting this problem out demonstrating clearing flaws in the government's approach.

The Council re-affirms its commitment to work with schools of all types, including free schools and academies, to promote excellent teaching and the best outcome for the Borough's children.

## **16. INFORMATION REPORTS - TO NOTE**

### 16.1 Special Urgency Decisions - Monitoring Report

The report was noted.

\* \* \* \* \* CONCLUSION OF BUSINESS \* \* \* \* \*

Meeting Started: 7.00pm  
Meeting ended: 10.10pm

Mayor .....

**PUBLIC QUESTION TIME**

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**COUNCIL MEETING – 23 JULY 2014**

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Question by: Lance Pierson

To: The Leader of the Council

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**QUESTION**

“Can the Leader of the Council summarise what he has done since becoming Leader to continue the Council’s opposition to the Thames Tideway Tunnel?”

**ANSWER**

I commissioned a report from Council Officials about the Carnwath Road site being used as a potential permanent site for the Fulham Boys School (FBS) instead of the Thames Tideway Tunnel. Hammersmith and Fulham Council has freehold interest in the Carnwath Road site.

On 9 July I met with the Rt Hon Greg Hands MP for Chelsea and Fulham, and officials from the Council and the Department of Education (DfE). I suggested to Mr Hands that we join forces to encourage the government and the London Mayor to seriously consider the Carnwath Road site as a permanent site for FBS. I suggested we make representations to the Department of Communities and Local Government (DCLG) and the DfE together. Greg Hands declined.

Later, on 9 July I met with Lord Nash the Parliamentary Under Secretary of State for Schools at the DfE, Greg Hands, DfE and Council Officials to discuss the future of FBS. I offered the Carnwath Road Site and suggested this should at least should be in the government’s considerations and open a dialogue with the DCLG and London Mayor. This was declined.

It is the Council’s view that a school at Carnwath Road would be a far more appropriate use than a tunnel excavation which would heap misery on thousands of local residents for years to come. The Government should instead use open land over the river at Barn Elms for the tunnel, which would be far less disruptive to people’s lives.

Prior to this the Council participated in a six month examination into the Thames Tideway Tunnel application which closed on 12 March 2014. The examination ran for 6 months and included hearings and allowed interested parties to make formal submissions to the Planning Inspectorate. During the six month examination, the Council gave oral evidence at 20 of the 48 formal examination hearings and made 10 formal submissions including a Local Impact Report. Each submission made to the Planning Inspectorate identified areas of concern and potential detrimental impacts on the borough, concentrating on the inappropriate selection of Carnwath Road Riverside as a main drive site and the significant impacts that would be felt by the residents and community in the South Fulham Area in terms of noise, traffic, odour and disruption for a prolonged period of time.

Following 6 months of examination, it is firmly the Council's view that Carnwath Road Riverside is not the best available site for a main tunnel drive site.

Today I met with Council officers and senior executives at Thames Water to lobby against the use of the Carnwath Road site.

I fully endorse the Council's position at the recent examination in public, robustly opposing the use of Carnwath Road. But had I been in office, greater efforts would have been made much earlier in defending Carnwath Road from the imposition of massive unjustified disruption and environmental damage despite the presence of the readily available alternative site originally put forward by Thames Water themselves at Barn Elms.

The previous Administration and the local MP were too busy attacking Thames Water and feeding a massive publicity campaign against the project as a whole to spot that they were being outflanked by politicians south of the river.

**PUBLIC QUESTION TIME**

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**COUNCIL MEETING – 23 JULY 2014**

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Question by: Nnamdi E.S. Okoye

To: Cabinet Member for Environment, Transport and Residents Services

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**QUESTION**

“In Opposition, the Labour Party attacked the previous administration for issuing fixed penalty notices for moving traffic offences, particularly infringements into yellow box junctions. Given their opposition to these fines, will the new administration be turning those cameras off?”

**ANSWER**

“In opposition the Labour Party argued that the Conservatives had a deliberate policy of “entrapping motorists”.

The new Labour administration is reviewing the use of cameras and yellow boxes and will be taking evidence through the new policy and accountability committees (PAC).

Labour does not and has never opposed the Council's right to enforce against moving traffic offences. It just believes this should be done fairly. Dates when this goes to the relevant PAC will be announced in due course.”

**PUBLIC QUESTION TIME**

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**COUNCIL MEETING – 22 OCTOBER 2014**

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Question by: Mr Brian Mooney

To: The Cabinet Member for Environment, Transport and Residents Services

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**QUESTION**

“I understand that the Council is proceeding with a public consultation, including a feasibility design, on a substantially borough-wide 20mph zone.

I wish to point out that:

1. Speed is not the major factor in motor accidents - misjudgement, inattention or tiredness are far more likely to be at fault.
2. Wide area 20mph zones elsewhere have not been respected by drivers who perceive this speed limit as unnaturally low.

Can you please provide quantified hard evidence that having such a zone in the Borough earlier would have prevented any accidents?”



**PUBLIC QUESTION TIME**

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**COUNCIL MEETING – 22 OCTOBER 2014**

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Question by: Mr Will Marshall

To: The Leader of the Council

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**QUESTION**

“If the Council is no longer proceeding with the joint-venture schemes for Watermeadow Court and Edith Summerskill House, what are its intentions for these two sites?”

**PUBLIC QUESTION TIME**

**LONDON BOROUGH OF HAMMERSMITH & FULHAM**

**COUNCIL MEETING – 22 OCTOBER 2014**

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Question by: Mrs Maureen Way


To:           The Leader of the Council

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**QUESTION**

“What discussions, and by whom, has the administration had with board members and/or representatives of West Kensington and Gibbs Green Community Homes (WKGGCH) Ltd following the resolution granted at the general meeting of WKGGCH on 1st July 2014 proposing the serving of a Right to Transfer notice on Hammersmith and Fulham Council, and what steps has the council, as a social landlord, taken to inform all affected residents across the two estates of the outcomes of those discussions?”

# Agenda Item 6.1

	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>COUNCIL</b>  <b>22 OCTOBER 2014</b>
<b>REVIEW OF THE COUNCIL'S CONSTITUTION - MID YEAR CHANGES</b>	
<b>Report of the Leader of the Council – Councillor Stephen Cowan</b>	
<b>Open Report</b>	
<b>Classification:</b> For Decision	
<b>Key Decision:</b> No	
<b>Wards Affected:</b> All	
<b>Accountable Director:</b> Tasnim Shawkat, Monitoring Officer	
<b>Report Author:</b> Kayode Adewumi, Head of Governance and Scrutiny	<b>Contact Details:</b> Tel: 020 8753 2499 E-mail: kayode.adewumi@lbhf.gov.uk

## 1. EXECUTIVE SUMMARY

- 1.1. The Council at its meeting on 16 June 2014 agreed revisions to the Constitution and re-adopted the document for the 2014/15 Municipal Year. Further revisions were approved at the meeting held on 23 July 2014.
- 1.2. This report recommends additions to the Cabinet portfolios to cover emerging responsibilities and addition to the officer Schemes of Delegation to incorporate new legislation (the Anti-Social Behaviour Crime and Policing Act 2014 and Explosives Act 2014). In response to the Openness of Local Government Bodies Regulations 2014, it also seeks approval to change Standing Orders to ensure the Council fully complies with the changes in legislation.
- 1.3 Changes to the Licensing Committee and Licensing Sub Committee Terms of Reference are proposed to clarify the Committees' powers in relation to Street Trading. Minor updates and changes to officer job titles and responsibilities within the officer Schemes of Delegation, approved by the Monitoring Officer under delegated authority, are also recommended for endorsement. Lastly, approval is sought to the appoint three members to the Corporate Parenting Board.

## 2. RECOMMENDATIONS

- 2.1. That the additions and amendments to the Council's Constitution, as summarised in paragraphs 5.2 of the report be approved, and that the minor changes to the officer Schemes of Delegation referred to in paragraph 5.7 to 5.9 be noted.

- 2.2. That standing Order 21.g be amended as outlined in paragraph 5.6 in the report.
- 2.3. That Councillors Caroline Needham, Sue Fennimore and Joe Carlebach be appointed to the Corporate Parenting Board.
- 2.4. That the amendments to the Licensing Committee and Licensing Sub Committee Terms of Reference as outlined in paragraph 5.9 of the report be approved.

### **3. REASONS FOR DECISION**

- 3.1. The Council's Monitoring Officer is required to keep the Council's Constitution up to date to ensure that its aims and principles are given full effect in accordance with Article 15 of the Constitution.

### **4. INTRODUCTION AND BACKGROUND**

- 4.1. The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.
- 4.2. This report seeks approval to changes and additions to the Constitution to ensure that it remains up to date and fit for purpose. The changes and additions, and the reasons for them, are set out section 5.

### **5. PROPOSAL AND ISSUES**

#### **CHANGES TO THE CONSTITUTION**

- 5.1 The following changes to the Constitution have been proposed.

#### **Minor Amendments to Cabinet Member Portfolios**

- 5.2 Approval is sought to minor amendments to the portfolios of the Leader and the Cabinet Member for Social Inclusion :

a) **The Leader:** Paragraph 1.9 of the Leader's portfolio authorises him as follows:

"Appointing or nominating and where appropriate removing the Authority's representatives on appropriate outside bodies".

In addition to outside bodies, there are some other entities (e.g. wholly-owned companies) to which the Council nominates representatives. Approval is therefore sought to extend paragraph.1.9 so that the meaning covers all types of appointments. The additional wording also clarifies the nomination, approval and removal powers to a wide range of external bodies.

"Appointing or nominating and where appropriate removing the Authority's representatives on appropriate outside bodies, charitable organisations and Council-owned companies and subsidiaries".

b) **The Cabinet Member for Social Inclusion:** To add to this portfolio “The development and implementation of strategies to address the threat of extremism, including the Prevent Strategy”, to ensure that this area of the Council’s responsibilities has proper Executive oversight.

### **Filming, Blogging and Tweeting from Public Meetings**

- 5.3 At its meeting on 23 October 2013 Council revised Standing Orders to enable members of the public to film, photograph or record for social media any meeting of the Council that is open to the public. It noted that the Monitoring Officer will (in conjunction with the Overview and Scrutiny Board) from time to time provide guidance on the taking of photographs, filming, recording or other means of communication of the proceedings of any meeting.
- 5.4. The Overview and Scrutiny Board at its meeting on 26 November 2013 approved the following guidance:
- Members of the public may film, photograph or record for social media any meeting of the Council that is open to the public. Members of the public wishing to do so are asked to make themselves known to Council officers so that appropriate provisions can be made
  - Private meetings or discussions of agenda items containing exempt or confidential information (as defined by paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended) may not be filmed or recorded.
  - Filming and photography may not be allowed when young or vulnerable people are speaking or in attendance.
  - Filming, photographing or any other form of recording must not be disruptive to the meeting or distracting to the participants or observers of the meeting.
  - Filming and photographing should be conducted using hand-held devices and users should remain seated at all times. Standing up, walking or roving whilst filming or photographing is not allowed .
  - The Mayor or Chairman of the meeting may order that filming or photography must stop if it is being disruptive to the conduct of the meeting.
  - Larger film crews with roving cameras are only to be permitted with advance authorisation of at least one working day before the meeting commences.
  - Recordings of meetings can be shared online, however if they are edited to misrepresent proceedings, the Council may request that recordings are removed.
- 5.5. The Openness of Local Government Bodies Regulations 2014 amends the law dealing with public access to meetings allowing any person attending a meeting of the Council which is open to the public to report on the meeting. The Council must so far as is practicable provide reasonable facilities for doing so. Reporting includes filming, photographing or making an audio recording. Any member of the public reporting on the meeting may use the internet to publish, post or share their report and publication or dissemination of their report may take place at the time of the meeting or afterwards. Guidance ‘Transparent and Open Local Government’ has been issued by the Department for Communities and Local Government to make the public aware of their rights to attend and report on meetings.
- 5.6. Council is asked to incorporate this guidance into standing orders to comply with the new legislative requirement. *This existing Standing Order 21(g) to be deleted and replaced to read:*

- (g) The Council will provide reasonable facilities for any member of the public to report on meetings that are open to the public:
- Members of the public may film, photograph or record for social media any meeting of the Council that is open to the public. Members of the public wishing to do so are asked to make themselves known to Council officers so that appropriate provisions can be made.
  - Private meetings or discussions of agenda items containing exempt or confidential information (as defined by paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended) may not be filmed or recorded.
  - Filming and photography may not be allowed when young or vulnerable people are speaking or in attendance.
  - Filming and photographing should be conducted using hand-held devices and carried out in a way which is conducive to the good order and conduct of the meeting.
  - Attendees should be informed that a meeting is being photographed, filmed or recorded.
  - The Mayor or Chairman of the meeting may order that filming or photography must stop if it is being disruptive to the conduct of the meeting.
  - Larger film crews with roving cameras are obliged to agree authorisation at least one working day before the meeting commences.
  - Recordings of meetings can be shared online, however if they are edited to misrepresent proceedings, the Council may request that recordings are removed.

### **New Anti-Social Behaviour Crime and Policing Act 2014**

- 5.7 The new Anti-Social Behaviour Crime and Policing Act 2014 will come into effect on 20 October 2104. Within the Act is the ability for Council officers to be able to issue Community Protection Notices and for Fixed Penalty Notices to be issued if the Notices are breached.

Approval is sought for these powers to be added to the Scheme of Delegation of the Bi-borough Executive Director of Environment, Leisure and Residents Services and Executive Director of Housing and Regeneration and for named officers within that department to be authorised to discharge them.

### **New Explosives Regulations Act 2014**

- 5.8 The new Explosives Regulations 2014 came into effect on 1 October 2014. The regulations consolidate and revoke the following acts: Control of Explosives Regulations 1991 (SI 1991/1531); the Placing on the Market and Supervision of Transfers of Explosives Regulations 1993 (SI 1993/2714); the Marking of Plastic Explosives for Detection Regulations 1996 (SI 1996/890); the Manufacture and Storage of Explosives Regulations 2005 (SI 2005/1082); and the Identification and Traceability of Explosives Regulations 2013 (SI 2013/449). This will allow officers to ensure that businesses who are registered to sell explosives are compliant with the Regulations and do not compromise public safety.

Approval is sought for these powers to be added to the Scheme of Delegation of the Bi-borough Executive Director of Transport and Technical Services and for named officers within that department to be authorised to discharge them.

## **Licensing Committee and Licensing Sub Committee Terms of Reference**

- 5.9 The Council on 12 November 1990 adopted the London Local Authorities Act 1990. Under Part III of the Act, the Council adopted the powers and functions in relation to Street Trading. The Council has operational designated Street markets within the borough which it maintains. Council is requested to amend both the Licensing Committee and Sub Committee's terms of reference to make it clearer how street trading license and designation powers will be exercised. The officers' scheme of delegation will also be updated to reflect these changes.

### Licensing Committee – Terms of Reference (Addition)

- To make regulations prescribing standard conditions to be attached to street licences, to revoke, to refuse to grant, to refuse to renew and to make or vary the conditions attached to a street trading licence.
- To designate streets as prohibited or licence streets.

### Licensing Sub Committee – Terms of Reference (Addition)

- To make regulations prescribing standard conditions to be attached to street licences, to revoke, to refuse to grant, to refuse to renew and to make or vary the conditions attached to a street trading licence.
- To designate streets as prohibited or licence streets, where the determination of the matter could not wait until the subsequent meeting of the Licensing Committee.

## **5.10. Corporate Parenting Board Appointment**

The Corporate Parenting Board currently consists of 3 Councillor members, but only 1 (Councillor Sue Macmillan) was appointed by the Council on 16 June 2014. Council is requested to increase the membership to 4 members and appoint Councillors Caroline Needham, Sue Fennimore and Joe Carlebach to the board, bringing the total number of Councillor members to 4.

## **5.11. Scheme of Delegation of Powers**

The Scheme of Delegation of powers to officers in part 3 of the Constitution sets out the titles of the post-holders to whom powers are delegated. There have been a number of changes to the titles of such posts, as well as certain minor changes in the relevant legislation, which require to be reflected in the Constitution.

## **6. OPTIONS AND ANALYSIS OF OPTIONS**

- 6.1. These have been addressed in the report above.

## **7. CONSULTATION**

- 7.1. The relevant Councillors have been consulted.

## **8. EQUALITY IMPLICATIONS**

8.1. There are none.

## **9. LEGAL IMPLICATIONS**

9.1. It is important to note that the Local Government Act 2000 requires the Council to have and maintain a Constitution. The Monitoring Officer is satisfied that the Council's Constitution continues to fulfil its stated purposes, as set out in Article 1 of the Constitution.

9.2. Implications verified by: Tasnim Shawkat, Director of Law 020 8753 2700

## **10. FINANCIAL AND RESOURCES IMPLICATIONS**

10.1. There are no direct financial implications.

10.2. Implications verified/completed by: Kayode Adewumi, Head of Governance and Scrutiny 020 8753 2499

## **11. RISK MANAGEMENT**

11.1. There are no significant risk management implications for this report.

## **12. PROCUREMENT AND IT STRATEGY IMPLICATIONS**


12.1. There are no procurement of IT strategy implications.

### **LOCAL GOVERNMENT ACT 2000** **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		



# Agenda Item 6.2

 <p>h&amp;f hammersmith &amp; fulham</p>	<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>COUNCIL</b></p> <p><b>22 OCTOBER 2014</b></p>
<b>STATUTORY REVIEW OF POLLING DISTRICTS AND POLLING PLACES</b>	
<b>Report of the Returning Officer</b>	
<b>Open Report</b>	
<b>Classification - For Decision</b> <b>Key Decision: No</b>	
<b>Wards Affected: ALL</b>	
<b>Accountable Executive Director:</b> Jane West, Executive Director of Finance and Corporate Governance	
<b>Report Author: Zoe Wilkins, Electoral Services Manager</b>	<b>Contact Details:</b> Tel: 0208 753 2640 E-mail: <a href="mailto:zoe.wilkins@lbhf.gov.uk">zoe.wilkins@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1 To outline the recommendations of the Returning Officer following a review of the current Borough Polling Districts and Polling Places arrangements and to inform the Council of the responses received to the associated consultation exercise.

## 2. RECOMMENDATIONS

### **Council is asked:**

- 2.1. To confirm the following existing polling district boundaries with no changes:-

**Addison, Askew, Avonmore & Brook Green, College Park & Old Oak, Fulham Broadway, Fulham Reach, Hammersmith Broadway, Munster, North End, Parsons Green and Walham, Palace Riverside, Ravenscourt Park, Shepherds Bush Green, Town, Wormholt & White City Wards.**

- 2.2. To agree in Sands End Ward that electors in Althea Street, Hamble Street, De Morgan Road (eastern side) and Stephendale Road (southern side to junction with De Morgan Road) be transferred from SEB to SEC polling

district. The boundary to run from De Morgan Road in a straight line to the River Thames.

- 2.3. To approve the use of Parsons Green Club temporary clubhouse as the polling place for Sands End ward (SEA polling district) subject to the Returning Officer being satisfied as to its suitability.
- 2.4. To approve the use of a temporary cabin on the Daisy Lane/Peterborough Road site as the polling place for Sands End (SEA polling district), until such time that the Parsons Green Club temporary clubhouse be available and assessed as suitable for use by the Returning Officer.
- 2.5. To approve Townmead Youth Centre as the new polling place for Sands End ward (SEB polling district).
- 2.6. To approve St Saviours Church Hall, Cobbold Road, as the new polling place for the ASA polling district in Askew ward.

### **3. REASONS FOR DECISION**

- 3.1. Under Section 18A of the Representation of the People Act 1983 (as amended) the Council is required to divide each parliamentary constituency in the area into polling districts, to designate polling places for those polling districts, and to keep these under review. Electors must be given such reasonable and accessible facilities for voting as are practicable. In accordance with the Electoral Registration and Administration Act 2013 the Council is required to complete a review by 31 January 2015. The Review did not cover constituency or ward boundaries.

### **4. INTRODUCTION AND BACKGROUND**

- 4.1. A 'polling district' is a geographical sub-division of a ward or constituency, and for each polling district there must be designated a 'polling place'. The Council has a duty to divide the borough into polling districts and to designate a polling place for each district. It also has to keep these arrangements under review.
- 4.2. Polling Districts and Polling Places are kept under regular review to ensure that they are suitable for use and accessible for electors who are disabled. As far as possible, they should be convenient within the polling district concerned and located close to where the majority of the electors in the polling district live. They can however be located outside of the polling district if circumstances make that desirable, for example if no accessible polling place can be identified within the district.

## **5. PROPOSAL AND ISSUES**

### **THE REVIEW AND CONSULTATION**

- 5.1. The review was announced by public notice on 14 July 2014. The Returning Officer reported on existing arrangements and proposed changes and this formed the basis for consultation between 2 September 2014 and 1 October 2014. (APPENDIX 1)
- 5.2. The Review was widely publicised across the Borough and details published on the Council's website. Information was available in the Electoral Services Office and sent to all Councillors, Borough MPs, local political parties and to local libraries. 554 Community and Disabled groups were sent the notice for information and display where possible.
- 5.3. All presiding officers were contacted and their comments plus any concerns mentioned in their Polling Station logbooks for the May 2014 election were considered as part of this review.
- 5.4. Submissions to the review were received from electors in Fulham Broadway, the Chelsea and Fulham Member of Parliament commented on Fulham Broadway and Sands End wards and a local Conservative councillor commented on College Park and Old Oak ward, Fulham Broadway ward, Fulham Reach ward, Hammersmith Broadway ward, Sands End ward and Shepherds Bush Green ward. Submissions are available in the background papers to this report.
- 5.5. Except where highlighted below, the comments received from the consultation were in favour of the Returning Officer's proposals, and there were no objections. Comments on the consultation were received from local councillors, and are available in the background papers to this report.
- 5.6. In general, because there have been no significant problems under the current arrangements, and to avoid confusion for voters at the forthcoming General Election, the Returning Officer proposed to keep existing polling arrangements where possible, and to make minimal changes only where circumstances required this.
- 5.7. The report now considers wards with no changes, followed by wards where either the Returning Officer suggested changes or highlighted issues, or alternatives arose from the consultation.

### **Wards with no changes**

- 5.8. The Returning Officer proposed no changes to polling arrangements and no alternatives were suggested during consultation, in the following wards:

#### **Addison, Avonmore & Brook Green, Munster, North End, Parsons Green and Walham, Palace Riverside, Ravenscourt Park, Town, Wormholt & White City**

- 5.9. The Returning Officer recommends the existing polling arrangements continue in these wards.

### **Askew Ward**

- 5.10. The Returning Officer proposed no changes for this ward.
- 5.11. At consultation, a proposal was received from St Saviours Church that their church hall, on Cobbold Road, be considered as a polling place, replacing the current polling place in Wendell Park Primary School (ASA polling district).
- 5.12. Officers have visited the hall, which has recently been refurbished and now has a permanent ramp to facilitate access to the hall for wheelchair users. Officers found that the hall was of adequate size, with good facilities, and is easily located. The hall is directly opposite the Wendell Park School. It is centrally located in the polling district, so voters will have no significant change to the distance they need travel to their polling station.
- 5.13. The Returning Officer prefers not to use schools where suitable alternatives are available, and as the church hall is suitable, she therefore recommends using the church hall.

### **College Park & Old Oak Ward**

- 5.14. A submission was received during the review that the polling place for the CPF polling district of College Park and Old Oak ward should be the White City Community Centre, currently the polling place for the WWB polling district of Wormholt and White City ward.
- 5.15. The proposal argued that voters in CPF should vote in WWB because, with only 296 voters registered and only 78 actually voting in May, costs would be reduced whilst not significantly risking a reduced turnout. It was also argued that electors in CPF polling district concerned considered themselves part of the White City Estate, and that the distance for voters travelling from CPF to WWB was reasonable.
- 5.16. In general, the Returning Officer believes the guidelines set out by the Electoral Commission are sound, and recommends working within them where practical. While this does not mean that the Council cannot use cross-boundary polling places, the Returning Officer does not consider it ideal in most circumstances. The guidelines for this review stated that ideally no

polling place should be shared by two wards, and this submission was not therefore further considered at the review.

- 5.17. At consultation, a further submission was made regarding this proposal, asking that the Returning Officer consider it again, citing as a precedent the example of the polling place at New King's School, which is successfully used as polling place for two wards, namely Parsons Green & Walham and Town wards. (PGA and TWA polling districts respectively).
- 5.18. The TWA/PGA polling place sits just north of the polling district boundary between PGA and TWA, and is centrally located within the area covered by the two polling districts. The facilities available to electors and staff at the school are considerably superior to those available at the church that was previously used as a polling place in PGA. Costs were also reduced as there was no longer a fee paid to hire the church building.
- 5.19. In contrast, the CPF/WWB polling district boundary is considerably to the east of the White City Community Centre. The community centre is not central to the two polling districts, nor does it offer significantly better facilities than the polling place in CPF. The use of the WWB community centre would not, therefore, improve access to their polling station for the voters in CPF.
- 5.20. Transferring voters from the polling place in CPF to WWB would save the venue hire fee for CPF. However, savings in staffing or stationery and equipment costs would be minimal as the Returning Officer would still need to provide two polling stations within the venue.
- 5.21. The Returning Officer is mindful of the need to avoid unnecessary expenditure and to regularly evaluate the necessity of providing polling places for smaller polling districts. As a place serving a district of less than 300 electors, the Returning Officer accepts that CPF merits such evaluation.
- 5.22. However, the Returning Officer wishes to minimise disruption to voters for the General Election in May 2015, so does not recommend changing the polling arrangements this year.
- 5.23. The Returning Officer will review this arrangement next year, when General Election levels of turnout can be taken into consideration, and further, more focussed consultation can take place with electors, elected representatives and other interested parties about future arrangements for this district.
- 5.24. The Returning Officer recommends no change to the polling arrangements for CPF polling district at this time.

### **Fulham Broadway**

- 5.25. Submissions were received concerning the use of the Community Hall on the Clem Attlee Estate as a polling place for the FBA polling district of Fulham Broadway Ward. Concerns were raised about the accessibility and visibility of the Community Hall, particularly for those electors approaching from the

western side of the polling district. Some submissions also raised concerns about perceived risk from other members of the public in the area surrounding the polling place.

- 5.26. Two alternative buildings were suggested, namely the Church of St Thomas of Canterbury's Hall, on Rylston Road, and St Thomas of Canterbury School on Estcourt Road.
- 5.27. The Returning Officer prefers not to use schools, unless there is no suitable alternative, in order to avoid disruption for pupils and parents/guardians. As there is an alternative venue, namely the community hall in Clem Attlee Court, the school was therefore not further considered.
- 5.28. Officers visited FBA polling district to assess the visibility of the Clem Attlee Community Hall, and the likely suitability of the St Thomas' Church Hall. They found that although the Clem Attlee Community Hall can be seen from Rylston Road, although it was slightly obscured, and the Returning Officer will therefore provide extra signage to help electors identify the building.
- 5.29. On external inspection, the St Thomas of Canterbury's Church hall site appeared to be well located and worthy of further investigation as an alternative venue. However, on contacting the parish secretary, officers were informed that the church hall had no toilet facilities. Furthermore, officers were aware that, as this is a well-attended and busy church, the entrance to the hall was quite likely to be obscured by vehicles if services were taking place during polling day. The Returning Officer therefore proposed no changes to the provision of polling places in this district.
- 5.30. During consultation, the Returning Officer was asked to re-consider the use of this building, and further explore the facilities that might be available at the site. Officers therefore contacted the parish administrator to discuss the possibility of hiring the venue further. The parish administrator explained that, in addition to the hall not having any toilet facilities, it is not currently in a good state of repair, having suffered a fairly serious leak during the summer. While the hall is still hired on a very limited basis by a small number of regular users, the parish administrator did not believe the hall was suitable for use by the general public in its current condition.
- 5.31. The Returning Officer believes that the location of this potential venue is a good one, central to the polling district, and easily located. However, it is not considered suitable for use as a polling place in its present condition. Officers will maintain contact with the church about the condition of the hall to aid in any further review of the polling arrangements in this ward.
- 5.32. The Returning Officer proposes no change to polling arrangements at this time. More signage will be provided to help electors find the current polling place. The Presiding Officer at the polling station will be asked to carry out checks around the premises during polling day and to report any concerns regarding possible intimidating behaviour occurring around the station to the

Returning Officer. This is usual practice at all polling stations, but the Presiding Officer will be asked to be extra vigilant given the concerns raised.

### **Fulham Reach**

- 5.33. A proposal was submitted to the review to transfer Beryl Road and St Dunstan's Road, together with the eastern side of Fulham Palace Road currently in FRA polling district to FRB. (357 electors)
- 5.34. The same submission also proposed that the polling place in FRD be moved from Twynholm Baptist Church to Tasso Road Baptist Church. Unfortunately, officers have still not been able to make any contact with the church, despite numerous attempts, including making personal visits, phoning the advertised number and writing to the church. Officers will continue to attempt to contact church administrators, and the Electoral Registration Officer's canvassing staff will also be asked to call at the church over the coming few weeks, but until such time as contact is made, the venue cannot be assessed for its suitability as a polling place, nor hired for that purpose.
- 5.35. A second proposal to use St Augustine's RC Primary School was not considered as the Council avoids the use of schools as polling places if at all possible. Additionally the school was previously considered for use as a polling place as part of the 2007 review, but was considered to be less favourably situated than the Twynholm Baptist Church.
- 5.36. In the light of the above, the Returning Officer has concluded that the polling place for FRD should remain at Twynholm Baptist Church.
- 5.37. The Returning Officer had proposed moving electors in Tasso Road, Spencer Mews and part of Greyhound Road from FRB to FRD. However, at consultation it has been noted that if the polling place were to remain at Twynholm Baptist church, then voters in these roads would have a more inconvenient and illogical journey (travelling north, then back south to reach the polling station, instead of simply travelling north as at present). The Returning Officer therefore withdraws the recommendation that these electors be transferred to FRD at present.
- 5.38. Without a balancing transfer of electors from FRB to FRD, the proposal to move electors from Beryl Road, St Dunstan's Road and Fulham Palace Road from FRA to FRB would increase the disparity between FRB polling districts and the other districts in this ward. Concerns have also been raised about the ability of the polling station in FRB (Matthews Hall) to accommodate the increased electorate. The Returning Officer therefore withdraws the recommendation that these electors be transferred to FRB at present.
- 5.39. An alternative solution to move Fulham Reach polling district boundaries to make a three polling district ward was also submitted at the review. This was

considered but rejected as overly disruptive for electors prior to a General Election, and would breach the Electoral Commissions guidelines that there should be 2000 – 2500 electors per polling district.

- 5.40. This submission also suggested that electors in FRC be allocated to the FRA polling place in Melcombe School. The Returning Officer initially did not consider the use of a shared polling place as this is counter to the guidelines that polling places should be in the polling district that they serve.
- 5.41. The Returning Officer was asked to re-consider this submission, and the successful use of a shared polling place in TWA/PGA was cited as a precedent. As discussed above, the polling place for TWA/PGA is centrally located within the two polling districts, is very nearly on the boundary between them, and the alternative polling place in PGA is not considered very suitable by the Returning Officer.
- 5.42. That is not the situation in FRA/FRC, where there are viable polling places available in both districts. Neither of these polling places could be considered central to the combined area. Furthermore, the Returning Officer believes the number of electors in FRC (2087) merits a polling place being provided to accommodate them within their own area if practical.
- 5.43. The Returning Officer believes that the current polling place of Bishop Creighton House is reasonably central to the FRC polling district, and that to transfer electors to a new polling place at Melcombe Primary School prior to a General Election would be unduly disruptive to voters who are used to the current arrangements.
- 5.44. Given the developments taking place in the ward, the current disparity of electorates between polling districts, concerns about the size of the electorate using Matthews Hall, and the need to investigate the use of Tasso Road Baptist Church further, the Returning Officer will review the arrangements for this ward again next year.
- 5.45. The Returning Officer recommends no alterations to polling arrangements in this ward at this time.

#### **Hammersmith Broadway**

- 5.46. A submission was received at the review, proposing several alternative arrangements for HBC polling district, as the Macbeth Centre was felt to be poorly situated. The alternative venues proposed were Hammersmith Tube Station, Sacred Heart High School, and the Lyric Theatre.
- 5.47. Officers contacted the management of the Hammersmith Broadway Shopping centre. The Hammersmith Broadway Shopping centre informed Electoral Services that there are no rooms available for hire of a suitable size or location within the building.



- 5.48. The proposal to use the Sacred Heart High School was considered unsuitable because the Returning Officer prefers not to use of schools as polling places if alternative venues are available.
- 5.49. The proposal to use rooms at the Lyric Theatre in Lyric Square was investigated by officers, who contacted the theatre's management. The major renovation work taking place in the theatre is expected to be completed in 2015. The Returning Officer will enquire about the availability of suitable rooms when renovation has concluded.
- 5.50. The Returning Officer proposes that no changes are made to arrangements in this ward at this time.

### **Sands End**

- 5.51. The Returning Officer proposed to use the Parsons Green Club temporary club house as a polling place for SEA polling district. The polling place was previously located in the club house building, but this was unavailable in the 2014 elections due to building works. A temporary cabin was installed at the Daisy Lane/Peterborough Road junction, where polling places had been located in the past.
- 5.52. The Returning Officer has been informed by the Parsons Green Club that a temporary club house is to be erected, providing similar facilities of similar dimensions to the previous, permanent, building. The club anticipates that it will be available for the elections in May 2015.
- 5.53. The Returning Officer recommends that the polling place for SEA polling district be the temporary clubhouse at the Parsons Green Club, subject to its completion and the Returning Officer being satisfied as to its suitability, with the temporary station at the junction of Daisy Lane/Peterborough Road to be the polling place in the meantime.
- 5.54. Submissions were received during the review suggesting that the boundaries between SEB and SEC polling district be reviewed, to alleviate the disparity between the sizes of those polling districts, and to take account of the new developments taking place in them. Townmead Youth Centre was also suggested as a suitable polling place for the SEC polling district.
- 5.55. The Returning Officer subsequently proposed that the boundaries be altered to reduce the size of SEB polling district, and that electors in Althea Street, Hamble Street, the eastern side of De Morgan Road and part of Stephendale Road be transferred to SEC polling district. The new boundary would run from De Morgan Road in a straight line to the River Thames, but kept under review as new housing and other developments are planned and built.
- 5.56. Officers visited The Townmead Youth Centre, which was found to be of adequate size, with reasonable facilities. It has a ramped entrance, although subject to further assessment it may prove desirable to install handrails alongside the ramp and/or stairwell entrances.

- 5.57. The Returning Officer considers the Townmead Youth Centre to be a suitable alternative to the current polling place in Langford Primary School. The building offers reasonable facilities, is centrally located in the polling district, and sits on a main road on which it is very visible. It would also avoid the disruption to the pupils at Langford Primary School, which has previously been used as the polling place.
- 5.58. The Returning Officer recommends that the Townmead Youth Centre be the polling place for the SEB polling district, and that the boundary between SEC and SEB polling districts be re-aligned as described in paragraph 5.55 above.
- 5.59. A proposal was also made to use land near the Imperial Wharf Railway station for a temporary cabin to be used as a polling place for SED, instead of the Wharf Rooms on Imperial Road, because it was felt that the Wharf Rooms were difficult to find, due to it being located on a side road, and not on the route that many electors would naturally take towards Imperial Wharf station.
- 5.60. Officers contacted the management of the land concerned. They were reluctant to allow the use of a temporary cabin on this site, as they already allow the Council to use the Wharf Rooms free of charge. Temporary cabins are very expensive to hire and disabled access can be difficult, so the Returning Officer prefers not to use them if viable premises are otherwise available.
- 5.61. The Returning Officer recommends no change to the polling place in SED at this time. Extra signage will be provided to direct electors to the Wharf Rooms, and updated maps will be provided on poll cards to make the location more apparent to electors.

### **Shepherds Bush Green**

- 5.62. A submission was received proposing that electors in SBD polling district, be transferred to the SBC polling place in the Village Hall in Bulwer Street. The polling place for SBD polling district is currently the Edward Woods Community Centre. It was argued that electors in SBD were now able to access the polling station in SBC as the footbridge across the A3220 has been completed, and also that reducing the number of polling places in the ward would help reduce costs.
- 5.63. This submission was initially turned down, because it did not meet the guidelines that each polling place should be in its own polling district.
- 5.64. However, at consultation, the Returning Officer was asked to reconsider this proposal. The arrangement in PGA/TWA was cited as an example of a polling place successfully hosting more than one polling station, and availability of the footbridge, and the consequent improvement to access to the polling place at the Village Hall was re-iterated.

- 5.65. As discussed above, the station at New King's School is centrally located between the two polling districts concerned. This is not the case with the polling place at Village Hall, which is some distance east of the boundary between the two polling districts. Electors' access to their polling place would therefore not be improved by merging the two districts. Neither is there any difficulty with the suitability of facilities at the Edward Woods Community Centre.
- 5.66. The polling place in SBD serves just over 1100 electors. Should the polling place for this polling district be moved to the Village Hall in SBC, the venue would be serving 2900 electors. Extra issuing tables and staff would need to be provided in Village Hall for these electors, so although some savings could be made in venue and staffing costs, they would not be substantial.
- 5.67. While the footbridge provides access to the SBC side of the boundary for voters in SBD, the electors are still some considerable distance from the polling place in Village Hall.
- 5.68. The submission to the review suggested a more central polling place be provided to a merged SBC/SBD polling district by using a temporary cabin near Shepherds Bush station. Temporary cabins are expensive and access for disabled electors can be difficult, so the Returning Officer prefers to avoid using them. In this case, it would negate the savings made by reducing the number of polling places, especially as the cabin would have to be larger and thus more costly than others used in the borough, due to the size of the electorate in the merged district.
- 5.69. The Returning Officer believes that the location of the polling place in SBD is well situated for the electors it serves, and to change polling places at this time would cause unnecessary disruption to voters for the forthcoming General Election. However, the Returning Officer is conscious of the need to evaluate the costs of arranging polling places for smaller polling districts, and as with CPF, will review this arrangement again next year.
- 5.70. The Returning Officer does not recommend change to the voting arrangements in Shepherds Bush Green Ward at this time.

## **6. OPTIONS AND ANALYSIS OF OPTIONS**

- 6.1 The options considered and the analysis of options are set out in section 5 above.

## **7. EQUALITY IMPLICATIONS**

- 7.1. Legislation concerning the conduct of polling district and polling places reviews requires that the consultation must seek comments from people who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

- 7.2. No comments have been received from such groups. However, it should be noted that all polling stations are kept under review and if necessary temporary ramps, extra lighting and other equipment is put in place for each election.
- 7.3. Every effort is made to ensure that polling stations are fully accessible to all potential electors. Additional ramps, improved lighting, temporary floor coverings and special signage are among the requirements at individual polling places. Unfortunately not all venues are easily accessible by large motorised mobility scooters. All Presiding Officers are fully briefed on the measures that they might need to take to facilitate access to the democratic process.
- 7.4. Information on the accessibility of polling stations will continue to be highlighted in voter guides and on poll cards.

## **8. CONSULTATION**

- 8.1. The details of the consultation undertaken are set out in the body of the report.

## **9. LEGAL IMPLICATIONS**

- 9.1. The legislative requirements of this review are outlined in the report.
- 9.2. Implications verified by: Tasnim Shawkat, Bi-Borough Director of Law, 020 8753 2700

## **10. FINANCIAL AND RESOURCES IMPLICATIONS**

- 10.1. Additional publicity and revised poll card maps are required for all polling station changes. All electors affected by the proposed re-alignment of polling district boundaries or changes to their polling place will be notified of the change and given details of their new polling station with their 2015 confirmation letter in February 2015. Any additional costs will be met from within existing budgets.
- 10.2. Implications verified by: Jane West, Executive Director of Finance and Corporate Governance, 020 8753 1900

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	Representation of the People Act 1983. Electoral Registration and Administration Act 2013	Zoe Wilkins Acting Electoral Services Manager  ext 2640	FCS Electoral Services Room 28, Hammersmith Town Hall
2.	Review of polling district and polling places – background information and the Returning Officer’s proposals.	Zoe Wilkins Acting Electoral Services Manager  ext 2640	FCS Electoral Services Room 28, Hammersmith Town Hall
3	Electoral arrangements review file and working papers.	Zoe Wilkins Acting Electoral Services Manager  ext 2640	FCS Electoral Services Room 28, Hammersmith Town Hall
Responsible officer: Zoe Wilkins, Electoral Services, ext 2640 <a href="mailto:zoe.wilkins@lbhf.gov.uk">zoe.wilkins@lbhf.gov.uk</a>			

**LIST OF APPENDICES:**

Appendix 1 - Review of polling districts and polling places 2014 - Background information and the Returning Officer’s proposals.

# Electoral Services



## Review of polling districts and polling places 2014

Background information and  
the Returning Officer's proposals

If you have any comments or questions please contact:

Zoe Wilkins  
Acting Electoral Services Manager  
Room 28, Hammersmith Town Hall  
King Street  
London  
W6 9JU  
[zoe.wilkins@lbhf.gov.uk](mailto:zoe.wilkins@lbhf.gov.uk)

## **Review of polling districts and polling places in Hammersmith & Fulham**

### **The reason for a review**

Under the Representation of the People Act 1983, the Council has a duty to divide the borough into polling districts for the purpose of parliamentary elections and to designate a polling place for each district.

In doing so, the authority must seek to ensure that all electors have reasonable facilities for voting as are practicable in the circumstances and have regard to the needs of electors who are disabled.

In order to satisfy the requirements of section 18C of the RPA 1983 (as amended by section 17 of the Electoral Registration and Administration Act 2013), the authority is required to complete a full statutory review of all polling districts and polling places within 16 months from 1 October 2013. The Review does not cover Constituency or Ward Boundaries.

The last statutory review in Hammersmith & Fulham was carried out during 2011. Since then no polling district has been altered, although some polling places have been changed or temporarily moved when building works have affected the usual designated place.

The arrangements made for parliamentary elections are also used at other elections.

### **How the review is conducted**

In general terms, the Council announces that a review is to take place. The Council consults the Returning Officer, who makes representations on existing and proposed polling arrangements. The Council publishes the Returning Officer's proposals and invites comments. These are considered before final decisions are made.

Only a full Council meeting can decide polling district boundaries; the designation of polling places can be done by the Cabinet or the responsible Cabinet member (the Leader).

The consultation must actively seek comments from people who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

Any elector may make representations. Although not specifically required in law, the consultation will include local political parties and elected representatives.

## The role of The Electoral Commission

The Commission has no role in the review process itself. However, it can consider comments if people do not think the review has met the reasonable requirements of electors or taken sufficient account of the needs of disabled electors.

The following people can “appeal” to The Commission:

- 30 or more registered electors
- any person who made comments during the review
- any non-electors who has expertise in access to premises or facilities for disabled people.

As a result, The Commission may direct the Council to alter polling arrangements arising from the review, and can make these alterations itself if the Council does not do so within two months.

## Timetable for this review

Notice of start of review	14 July 2014
Comments from consultation by	15 August 2014
Publication of Returning Officer’s proposals	2 September 2014
Further comments from consultation by	1 October 2014
Report to Council meeting	22 October 2014
Arrangements come into force when the next revised Voters List is published	1 December 2014

## Making comments

The Returning Officer propose to keep the existing polling arrangements for the majority of the borough.

However, the Returning Officer received several submissions requesting changes to polling places or district boundaries.

These have been considered as part of this review, and as a result the Returning Officer is now proposing to make changes to some district boundaries and polling stations. Comments are therefore sought in relation to these proposals.

Comments do not have to be restricted to alternative proposals; comments that support the Returning Officer’s proposals are welcome in order to receive a balance of opinions.

Comments should be made in writing to:

Zoe Wilkins  
Acting Electoral Services Manager  
Room 28, Hammersmith Town Hall  
King Street  
London  
W6 9JU

[zoe.wilkins@lbhf.gov.uk](mailto:zoe.wilkins@lbhf.gov.uk)

Comments should be made by 1 October 2014

Throughout the review, all working papers, minutes of meetings, and correspondence will be available for public inspection at the Electoral Services Office. **All items will be published when the review has been completed.**



## **The Returning Officer's proposals**

It is intended to keep changes to a minimum, and only suggest alternatives where absolutely necessary. After the Local Elections in May 2014 all presiding officers were contacted and their comments plus any concerns mentioned in polling station logbooks were considered throughout this review.

### **Guidelines**

The following considerations have been taken into account when drawing up the proposals. Comments made during the consultation should keep these in mind. The first two are required by electoral law; the others are taken from the 2001 review and are guidelines, not strict rules.

- 1) The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.
- 2) The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.
- 3) Ideally the polling place should be in its own polling district.
- 4) Ideally there should be 2000-2500 electors per polling district.
- 5) No polling place should be shared by two wards.
- 6) Where possible "natural" boundaries should be used, e.g. railways, major roads, waterways.
- 7) All properties in a minor road or estate should be in the same polling district.
- 8) Polling places should be "logical"; that is, electors should not have to pass another polling place to get to their own place.

### **The tables**

Each ward is dealt with separately. For existing polling arrangements, the tables show:

- The polling district
- The number of electors as at 1 July 2014
- The number of postal votes as at 1 July 2014
- The polling place
- Disabled access, including where this is achieved by use of a temporary ramp

A set of wards maps follows the tables. Where appropriate, more detailed mapping is included to show proposed changes.

## Review of Polling Districts and Polling Places 2014

Electorates as at 1 July 2014 (total number of electors – all franchises)

### Addison (AD)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
ADA	1893	297	Lena Gardens Primary School, Lena Gardens	Yes
ADB	2270	354	Charecroft Community Hall, Rockley Road	Yes
ADC	2224	364	Addison Primary School, Addison Gardens	Yes, ramped
ADD	2177	357	St Mary's RC Primary School, Masbro Road	Yes

### Returning officer's proposal

**No change**

### Askew (AS)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
ASA	3027	341	Wendell Park School, Cobbold Road	Yes
ASB	3076	280	Askew Road Library, 97/91 Askew Road	Yes
ASC	3906	352	Greenside Primary School, Westville Road	Yes

### Returning officer's comments and proposals

At nearly 4000 electors, ASC is the largest polling district in the borough. However, the station is able to accommodate 3 issuing tables. To avoid unnecessary confusion for electors at the General Election, no change is proposed at this time, although this district and its boundaries will be kept under review, and proposals for future arrangements in this ward sought, with a view to reducing the size of ASC.

**No change**

## Avonmore and Brook Green (AB)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
ABA	1817	278	Holy Trinity Parish Centre, Brook Green	Yes
ABB	1037	109	Springvale Tenants Hall, Blythe Road	Yes
ABC	3108	439	St Mary's Church Hall, Edith Road	Yes, ramped
ABD	2646	330	Avonmore Primary School, Avonmore Road	Yes

### Returning officer's comments and proposals

**No change**

## College Park and Old Oak (CP)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
CPA	850	81	Kenmont Primary School, Valliere Road	Yes
CPC	2602	218	Old Oak Community Centre, 76 Braybrook Street	Yes
CPD	1778	176	Brickfields Hall, Shinfield Street, W12	Yes, ramped
CPE	736	74	Bentworth Primary School, Bentworth Road	Yes
CPF	299	26	Wood Lane Community Centre, 78 White City Close	Yes

### Returning officer's comments and proposals

**CPD** was reviewed in January 2014

**CPF** - A proposal for CPF to share a polling station with WWB could not be considered as the guidelines state that no polling place should be shared by two wards.

**The Returning Officer proposes to make no changes to the arrangements in this ward.**

## Fulham Broadway (FB)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
FBA	2417	450	Clem Attlee Community Centre, Len Freeman Place	Yes
FBB	2950	417	Fulham Primary School, Halford Road	Yes
FBC	2696	412	St John's Church, Walham Green	Yes

### Returning officer's comments and proposals

**FBA** – Submissions were received requesting the polling station be moved to St Thomas of Canterbury Church Hall on Rylston Road or to the Sir John Lillie Primary School were received.

The Returning Officer considers the St Thomas of Canterbury Church Hall building unsuitable for use as a polling station. It lacks toilet facilities, and the entrance is frequently obscured or blocked by vehicles and members of the public using the church itself for weddings/funerals or other services.

The Returning Officer prefers not to use schools as polling stations if avoidable, and therefore does not propose to use the Sir John Lillie Primary School.

**The Returning Officer proposes that no change be made to the arrangements in this ward. More signage will be provided to assist electors from outside the Clem Attlee estate in locating the polling station in the Community Centre.**

## Fulham Reach (FR)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
FRA	1908	206	Melcombe Primary School, Colwith Road	Yes, ramped
FRB	2553	357	Matthews Hall, Margravine Road	Yes
FRC	2087	258	Bishop Creighton House, 378 Lillie Road	Yes
FRD	1906	297	Twynholm Baptist Church, Fulham Cross	Yes

### Returning officer's comments and proposals

**FRA** - A proposal was submitted to move Beryl Road and St Dunstons Road to FRB as the new development by Frank Banfield Park will increase the size of this polling district. Properties in Fulham Palace Road (101 – 127) would also move to FRB. This makes the boundaries of the polling district more logical, and follows the Electoral Commission's guidelines in using "natural" boundaries be used, the boundary in this case being set by the Fulham Palace Road.

**The Returning Officer proposes to move Beryl Road and St Dunstons Road and the Fulham Palace Road (east) currently in FRA to FRB.**

**FRB** - A proposal was submitted to move Spencer Mews and Tasso Road to FRD. The properties in Greyhound Road (100A – Greyhound Mansions) would also move. This proposal also suggested the use of William Morris Sixth Form College as a polling station to replace Matthews Hall.

The Returning Officer tries not to use schools as polling stations to avoid disruption of pupils' education, and in the case of senior schools, disruption to important examinations. For this reason, the Returning Officer has not accepted the proposal to move the polling station to the William Morris Sixth Form College.

**The Returning Officer proposes to move Spencer Mews and Tasso Road, and Greyhound Road (part) to FRD polling district. The polling station to remain at Matthews Hall.**

**FRC** - The proposal to move the polling station from Bishop Creighton House to Melcombe Primary School was not considered as the guidelines state that the polling place should be in its own polling district.

**No change**

**FRD** - A proposal was submitted to move the polling station from Twynholm Baptist Church to Tasso Baptist Church, numerous attempts have been made to contact the church office but unfortunately have so far been unsuccessful. The second proposal to use St Augustine's RC Primary School was not considered as the council avoid the use of schools as polling places if at all possible.

**The Returning Officer proposes Spencer Mews, Tasso Road, and Greyhound Road (part) be moved into this district. No change to the polling station at this time.**

**Number of polling districts :**

An alternative solution to move Fulham Reach polling district boundaries to make a three polling district ward was considered but rejected as overly disruptive for electors prior to a General Election. This suggestion would also breach the Electoral Commissions guidelines that there should be 2000 – 2500 electors per polling district.

## Hammersmith Broadway (HB)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
HBA	2704	377	Brackenbury Primary School, Brackenbury Road	Yes
HBB	1798	240	West London Free School, Cambridge Grove	Yes, ramped
HBC	1584	180	Macbeth Centre, Macbeth Street, W6	Yes
HBD	2568	296	St Paul's CE Primary School, Worlidge Street	Yes

### Returning officer's comments and proposals

HBC was reviewed in January 2014. A proposal to use rooms at the Lyric Theatre (HBC) in Lyric Square will be considered once major renovation work has been completed in 2015 (unlikely to be completed before May 2015).

A proposal to use an area within Hammersmith Tube station was considered he Hammersmith Broadway Shopping centre management have informed Electoral Services that there are no rooms available for hire of a suitable size or location within the building.

A proposal to use the Sacred Heart High School (HBC) was considered unsuitable as the use of schools as the Returning Officer prefers to avoid the use of schools as polling stations if possible, and alternative suitable buildings are currently available.

**The Returning Officer proposes that no changes are made to arrangements in this ward.**

## Munster (MU)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
MUA	1621	185	Fulham Cross School, Strode Road	Yes
MUB	2062	245	Childerley Centre, Childerley Street	Yes
MUC	2480	261	St Peter's Church, St Peters Terrace	Yes
MUD	1944	216	St John's School, Filmer Road	Yes

### Returning officer's comments and proposals

**No change**

## North End (NE)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
NEA	3609	425	Bhavan Centre, Challoner Street	Yes
NEB	1256	200	West Kensington Estate Tenants Hall, Lillie Road	Yes
NEC	3376	490	St Andrew's Church, Star Road	Yes

### Returning officer's comments and proposals

**No change**

## Parsons Green and Walham (PG)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
PGA	1118	139	New Kings School, New Kings Road	Yes
PGB	2758	516	Holy Cross School, Basuto Road, W6	Yes
PGC	2445	299	Fulham Broadway Methodist Church, Fulham Road	Yes
PGD	1504	214	Manor Court, Bagleys Lane	Yes

### Returning officer's comments and proposals

PGB was reviewed in January 2014

**No change**

## Palace Riverside (PR)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
PRA	2042	268	Queen's Manor Primary School, Lysia Street	Yes
PRB	2143	343	Greswell Centre, Greswell Street	Yes
PRC	1403	407	Temporary polling station, Fulham High Street	Yes, ramped

### Returning officer's comments and proposals

**No change**

## Ravenscourt Park (RP)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
RPA	2580	519	John Betts House, Rylett Road	Yes
RPC	2250	379	Holy Innocents Church Hall, Paddenswick Road	Yes
RPD	2145	326	St Peter's CE Primary School, St Peters Road	Yes
RPE	639	90	Corinthian Sailing Club, 60 Upper Mall	Yes, via rear door ramped

### Returning officer's p comments and proposals

No change

## Sands End (SE)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
SEA	1300	206	Temporary Station, Daisy Lane/Peterbrough Road	Yes
SEB	3209	408	St Matthew' Church Hall, Wandsworth Bridge Road	Yes
SEC	2363	308	Langford Primary School, Gilstead Road	Yes
SED	2303	405	Wharf Rooms, Imperial Road	Yes

### Returning officer's comments and proposals

**SEA** – Parsons Green Club have been granted permission for a temporary clubhouse and this will be available for May 2015.

**The Returning officer proposes to return to the Parsons Green Club, Broomhouse Lane, subject to the temporary buildings being confirmed suitable for use.**

**SEB** - This district is considerably larger than the other polling districts in this ward. Additionally, there are multiple new housing units due to be built in this district.

A proposal was submitted to reduce the size of SEB (see above) by moving Althea Street, Hamble Street, the eastern side of De Morgan Road and part of Stephendale Road to SEC.

**The Returning Officer proposes to reduce the size of SEB by moving Althea Street, Hamble Street, the eastern side of De Morgan Road and Stephendale Road (part) to SEC. The new boundary to from De Morgan Road in a straight line to the River Thames but kept under review as new housing and other developments are planned and built.**



**SEC** – A proposal was submitted to increase SEC (as above) and move the polling station from Langford Primary School to Townmead Youth Centre, Townmead Road.

Assuming the Returning Officer’s proposals to change the district boundaries are accepted, the Youth Centre would provide a more central location for the voters in the new district than Langford Primary School. It would also avoid the disruption to pupil’s education that the use of a school as a polling station entails.

The Youth Centre has reasonable facilities for a polling station, and disabled access is available, although subject to further assessment hand rails may need to be fitted to the stairwell and ramp to the entrance.

**The Returning Officer proposes to change the location of the polling station to the Townmead Youth Centre on Townmead Road, subject to polling district changes being accepted.**

**SED** - A proposal to use an area outside Imperial Wharf as a polling station was considered but the owners of the land already allow the free use of the Wharf Rooms and were reluctant to allow the use of a temporary cabin on this site. Temporary cabins are very expensive to hire and disabled accessed can be difficult, so the Returning Officer prefers not to use them if viable premises are otherwise available.

However to address the issue of voters not easily locating the polling station, the poll card map will be revised to give more clarity, and more signage will be made available on the day. Electoral Services will approach the management of Orient House, Imperial Wharf station and the owners of the road in which the station is located to ask that extra signage be displayed on their premises to assist electors in locating this station.

**The Returning Officer proposes to make no changes to the polling arrangements in this polling district, but more signage and revision of poll card maps to provide more assistance to voters in locating the station.**

### **Shepherds Bush Green (SB)**

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
SBA	2899	272	Church of God, 1A Loftus Road	Yes
SBB	2759	300	Miles Coverdale Primary School, Coverdale Road	Yes
SBC	1777	145	Village Hall, 58 Bulwer Street	Yes
SBD	1125	144	Edward Woods Community Centre, 60-70 Norland Road	Yes

### **Returning officer’s comments and proposals**

A proposal to merge SBC and SBD could not be considered as the guidelines state that the polling place should be in its own polling district. A proposal to have a polling station at Shepherds Bush Station could not be considered as a suitable area could not be found.

**No change**

## Town (TW)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
TWA	2515	302	New Kings School, New Kings Road	Yes
TWB	3449	451	Fulham Library, Fulham Road	Yes
TWC	2045	231	Lancaster Court Residents Hall, Darlan Road	Yes

### Returning officer's comments and proposals

**No change**

## Wormholt and White City (WW)

Existing arrangements				
Polling district	Electors	Postal Voters	Polling Place	Disabled access
WWA	2723	292	Wormholt Park Primary School, Bryony Road	Yes
WWB	3277	343	White City Community Centre, India Way, W12	Yes
WWC	2915	304	St Luke's Church, Uxbridge Road	Yes

### Returning officer's comments and proposals

WWB was reviewed in January 2014

**No change**

# Summary of Returning Officers proposals

## No changes proposed in the following wards:

Addison  
 Askew  
 Avonmore & Brook Green  
 College Park & Old Oak  
 Fulham Broadway (but see comments and table below)  
 Hammersmith Broadway (but see comments and table below)  
 Munster  
 North End  
 Parsons Green & Walham  
 Palace Riverside  
 Ravenscourt Park  
 Shepherds Bush Green  
 Town  
 Wormholt & White City

No.	Ward	Polling Districts affected	Proposal
1	Fulham Reach	FRA/FRB	Beryl Road, St Dunstons Road and Fulham palace Road ( 101 – 127) move to FRB
2	Fulham Reach	FRB/FRD	Spencer Mews and Tasso Road and part of Greyhound Road ( number 100 up to the Greyhound Mansions) move to FRD.
3	Fulham Broadway	FBA	Improve signage in surrounding area
4	Hammersmith Broadway	HBC	To consider the Lyric Theatre as a Polling Station after May 2015
5	Sands End	SEA	To use the temporary Parson's Green Club clubhouse in May 2015
6	Sands End	SEB	Polling place to be Townmead Youth Centre, Townmead Road
7	Sands End	SEB/SEC	Extend boundary south of Stephendale Road to include Althea Street, Hamble Street and the eastern side of De Morgan Road from SEB
8	Sands End	SED	Improve signage in surrounding area and produce new polling station map

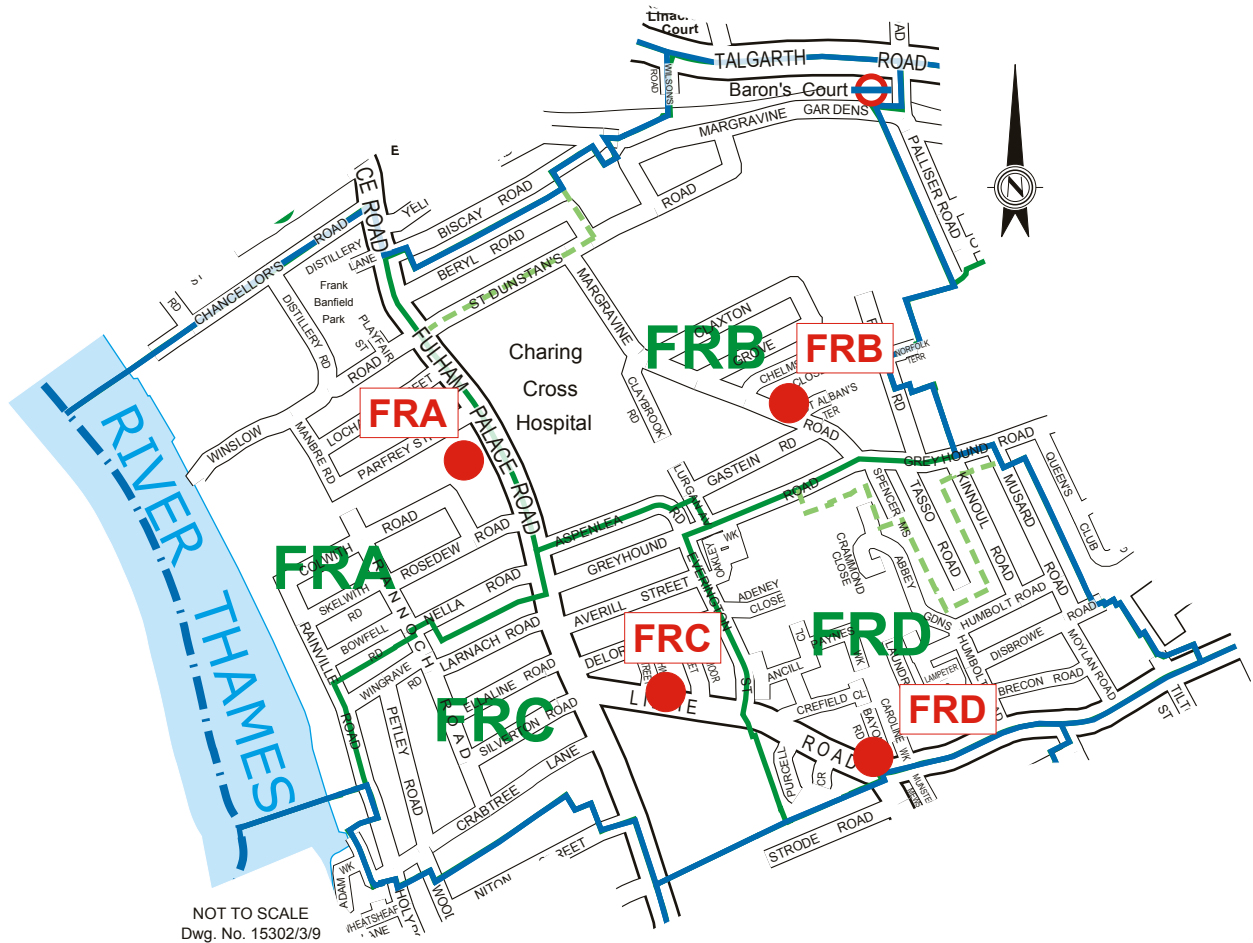
## Fulham Reach (FR)

New arrangements					
Polling district	Electors 2014	Proposed Electors 2015	Polling Place	Disabled access	Notes
FRA	1908	1551	Melcombe Primary School, Colwith Road	Yes, ramped	New buildings 2015 (approx.) will increase size
FRB	2553	2262	Matthews Hall, Margravine Road	Yes	
FRC	2087	2087	Bishop Creighton House, 378 Lillie Road	Yes	
FRD	1906	2209	Twynholm Baptist Church, Fulham Cross	Yes	

## Sands End (SE)

New arrangements					
Polling district	Electors 2014	Proposed Electors 2015	Polling Place	Disabled access	Notes
SEA	1300	1300	Parsons Green Temporary Club House	Yes	Keep under review
SEB	3209	2693	St Matthew's Church Hall, Wandsworth Bridge Road	Yes	
SEC	2363	2886	Townmead Youth Centre	Yes	
SED	2303	2303	Wharf Rooms, Imperial Road	Yes	

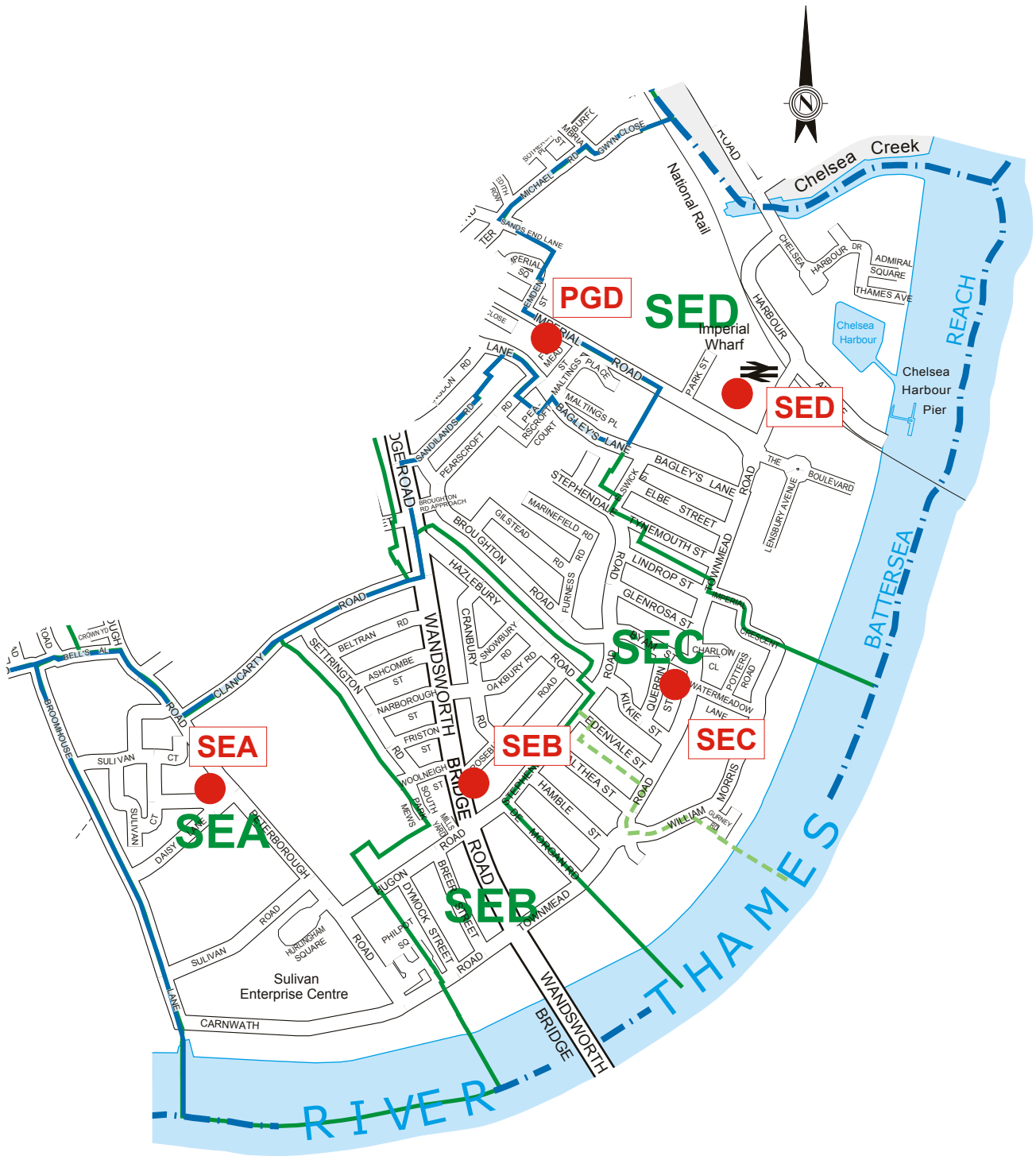
# FULHAM REACH WARD PROPOSED POLLING DISTRICT BOUNDARIES



## KEY

- Borough boundary
- Proposed Polling District boundary
- Existing Polling District Boundary to be removed

# SANDS END WARD PROPOSED POLLING DISTRICT BOUNDARIES




NOT TO SCALE  
Dwg. No. 15302/3/16

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## KEY

- - - Borough boundary
- Proposed Polling District boundary
- - - Existing Polling District Boundary to be removed

# Agenda Item 6.3

 hammersmith & fulham	<b>London Borough of Hammersmith &amp; Fulham</b>  <b>COUNCIL</b>  <b>22 OCTOBER 2014</b>
<b>TREASURY REPORT 2013/14 OUTTURN</b>	
<b>Report of the Executive Director of Finance &amp; Corporate Governance</b>	
<b>Open Report</b>	
<b>Classification - For Information</b>	
<b>Key Decision: No</b>	
<b>Wards Affected: All</b>	
<b>Accountable Executive Director:</b> Jane West Executive Director of Finance & Corporate Governance	
<b>Report Author:</b> Halfield Jackman Tri Borough, Treasury Manager	<b>Contact Details:</b> Tel: 020 7651 4354 E-mail: <a href="mailto:hjackman@westminster.gov.uk">hjackman@westminster.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1. This report presents the Council's outturn Treasury Report for 2013/14 in accordance with the Council's treasury management practices. It is a regulatory requirement for this outturn report to be presented to the Audit, Pensions & Standards Committee by the 30 September each year.
- 1.2. There are two aspects of Treasury performance – debt management and cash investments. Debt management relates to the Council's borrowing and cash investments to the investment of surplus cash balances. This report covers:
  - the treasury position as at 31 March 2014 which includes the investment and the borrowing strategy and outturn for 2013/14;
  - the UK economy and interest rates
  - compliance with treasury limits and prudential indicators.
- 1.3. The borrowing amounts outstanding and cash investment for the relevant periods are as follows in the table below.

	<b>2013/14</b> <b>£m</b>	<b>2012/13</b> <b>£m</b>	<b>2011/12</b> <b>£m</b>
Total borrowing	250.51	262.07	262.17
Total cash balances	320.20	206.17	109.30

## 2. RECOMMENDATION

2.1 That Council is asked to note this report.

## 3. TREASURY POSITION AS AT 31 MARCH 2014

### Investments

3.1. The table below provides a breakdown of the cash deposits, together with comparisons from the previous two years.

Investment Type	2013/14 £m	2012/13 £m	a2011/12 £m
Liquid Deposits	-	44.52	18.80
Money Market Funds	39.20	40.00	21.00
Notice Accounts	25.00	-	-
Custodian Held Assets	189.50	-	-
Term Deposits	66.50	121.65	69.50
<b>Total</b>	<b>320.20</b>	<b>206.17</b>	<b>109.30</b>

The total investments increased by over £114 million in 2013/14, the increase was primarily attributable to a rise in usable reserves (£29.748m) and unapplied capital receipts (£81.617m) received in year as shown below in 3.4.

At the end of the year the various investment types were made up of:

- £39.2 million invested in four money market funds run by Goldman Sachs, Blackrock, Insight and Prime Rate. The funds returned an average of 0.38 per cent (all rated AAA by at least two rating agencies) and allow for access on same or next day basis.
- £25 million in Nat West 95 Day Notice account paid 0.60% throughout the year from May 2013.
- The custodian based assets comprised of UK Government Treasury bills which offered better yields than the DMO for the same level of security and Commercial Paper (CP) issued by Network Rail Infrastructure (UK Government Guaranteed) and Transport for London CP to introduce greater diversification.
- Eight fixed term deals with three banks, with durations ranging from three weeks to five months. The investments were deposited with Lloyds Bank, Barclays Bank and The Royal Bank of Scotland.

3.2 The weighted average interest rate of return on the investments over the year was 0.48 per cent, with a total interest received of £1.30 million (compared with a weighted average of 0.90 per cent and a total interest £1.52 million for 2012/13). The rate fell due to maturity of higher rated loans and lower rates within the market.



- 3.3. The investment strategy for 2013/14 was to place cash investments with institutions as set out in the Treasury Management Strategy. The first objective was to place investments based on security and liquidity of the investments rather than to seek yield. Once security and liquidity criteria were satisfied, investments would then be placed taking yield into account.
- 3.4. The cash flow of capital receipts in 2013/14 is shown in the table below.

<b>Capital Receipts 2013/14</b>	<b>General Fund £'000</b>	<b>Housing £'000</b>	<b>Total £'000</b>
<b>Opening Balance (01/04/2013)</b>	-	<b>20,494</b>	<b>20,494</b>
Receipts Generated in Year	10,664	70,953	81,617
Receipts Pooled to Central Government under regulation	-	(5,616)	(5,616)
Cost of disposal	(168)	(442)	(610)
Deferred Costs of Disposal released	(97)	(183)	(280)
Receipts Used to Finance Capital Expenditure	(6,450)	(4,537)	(10,987)
Receipts applied to reduce long-term debt	(3,949)	(9,620)	(13,569)
<b>Closing Balance (31/03/2014)</b>	-	<b>71,049</b>	<b>71,049</b>

## **Borrowing**

- 3.5. Total borrowings decreased by £11.56 million to £250.51 million due to maturing debt. The repayments were in line with the cash flow projection and paid by cash balances. No new borrowing was undertaken during the year.
- 3.6. The Council is currently maintaining an under-borrowed position<sup>1</sup>. This means that the capital borrowing need has not been fully funded by existing external loan debt and the balance is funded by cash reserves (Internal borrowing). This strategy is prudent as investment returns are low and counterparty risk is high.
- 3.7. General Fund debt - as measured by the Capital Financing Requirement (CFR) – reduced by £4.2million in year to £74.2 million at year end. A summary of the movement is shown in the table below.

<sup>1</sup> The Capital Financing Requirement (CFR) represents the underlying cumulative need to borrow for the past, present and future (up to 2 years in advance) amounts of debt needed to fund capital expenditure (net of receipts). Debt can be met not only from external loans but also by the temporary use of internally generated cash from revenue balances i.e. internal borrowing.

	<b>2013/14 £m</b>
Opening Capital Financing Requirement (CFR)	78.4
Revenue Repayment of Debt (MRP)	(1.5)
Annual (Surplus) in Capital Programme, after deferred costs of disposal.	(2.7)
<b>Closing CFR</b>	<b>74.2</b>

- 3.8. The HRA is responsible for servicing 82.9 per cent of the Council's external debt and the General Fund holds the remaining 17.1 per cent. The table below shows the details of the Council's external borrowing (as at 31 March 2014), split between the General Fund and HRA.

	General Fund £m	Average Interest rate	HRA £m	Average Interest rate	Total external borrowing £m	Combined Average Interest Rate
Total / average	42.79	5.42%	207.72	5.42%	250.51	5.42%

#### **4. THE ECONOMY AND INTEREST RATES**

- 4.1. Given the rapidly moving state of the economy, the details below focus on the last financial year, and it should be recognised that events have moved on since.
- 4.2 **US economy growth** was slow and stable despite a 16 day federal government shut down. The unemployment rate fell steadily throughout the period from 7.9% to end the period at 6.7%. The annual inflation rate moved between a range of 1.1% and 1.5%.
- 4.3 New Federal Reserve Chair Janet Yellen indicated that the US will be slow to raise interest rates due to low inflation and an above target unemployment rate. The Fed began to taper bond purchases by \$10bn to \$75bn in December. After three additional reductions the program currently stands at \$45bn per month. The Fed reiterated that tapering is data dependant and they continue to watch economic indicators carefully.
- 4.4 **European economic austerity**, the main policy response, has devastating effects on the European area. The Eurozone experienced economic stagnation, mass unemployment, near deflation and anaemic GDP growth.
- 4.5 Greece, Ireland and Spain successfully issued debt on the capital markets but the underlying economic situation in many European countries is still far from normal.

- 4.6 The fallout from the situation in Crimea could be a headwind to the economic recovery in Europe as the area is heavily reliant upon imported Russian energy.
- 4.7 **UK Growth** was strong over the year. GDP growth was consistently around 0.8% each quarter with manufacturing proving a key driver. The National Institute of Economic and Social Research (NIESR) upgraded their forecast and predicated that the UK would be the fastest growth country in the G7. In February the annual rate of earnings growth matched the annual inflation (CPI) growth 1.7%. This is the first time that two measures have matched in four years and could signify a turning point in economic fortunes of households.
- 4.8 **UK CPI inflation** started the year at 2.4% before consistently falling and ending the year at 1.6%. RPI followed a similar downward trajectory.
- 4.9 **Gilt yields** increased throughout the year, as the expectations of rate rises were brought forward. Improved sentiment in the domestic economy and the gradual unwinding of US monetary stimulus (tapering) were the main drivers behind the steepening yield curve.
- 4.10 **The Bank of England Base Rate** was unchanged at 0.5% throughout the year while expectations of when the first increase would occur were steadily brought forward to the first quarter of 2015 from the second half of 2015. Governor Carney abandoned the concept of forward guidance, using unemployment rate of 7% as a threshold to discuss rate rises, just six months after introduction. The unemployment rate reached the threshold 7% much sooner than expected, leading the MPC to concentrate on a more broad range of indicators such as the output gap, income and spending. Deposit rates fell throughout the year as banks obtained funding from different sources.
- 4.11 **Risk premiums** stabilised and reduced slightly throughout the year. There were several upgrades to the credit ratings of sovereigns, particularly peripheral European Countries. Investors still remain cautious of longer-term commitment but overall there was an improvement in risk sentiment as major western economies continued on the path to economic recovery.

## 5. **COMPLIANCE WITH TREASURY LIMITS AND PRUDENTIAL INDICATORS**

- 5.1. During the financial year to March 2014, the Council operated within the treasury limits as set out in the Treasury Management Strategy (TMS). The outturn for the Treasury Management Prudential Indicators is shown in Appendix A.

## 6. **CONSULTATION**

- 6.1. N/a – for information only.

## 7. **EQUALITY IMPLICATIONS**

- 7.1. N/a – for information only.

**8. LEGAL IMPLICATIONS**

8.1. N/a – for information only.

**9. FINANCIAL AND RESOURCES IMPLICATIONS**

9.1. This report is wholly of a financial nature.

**10. RISK MANAGEMENT**

10.1. N/a – for information only.

**11. PROCUREMENT AND IT STRATEGY IMPLICATIONS**

11.1. N/a – for information only.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b><u>No.</u></b>	<b><u>Description of Background Papers</u></b>	<b><u>Name/Ext. of holder of file/copy</u></b>	<b><u>Department/ Location</u></b>
1.	Loans and Investments Ledger	Halfield Jackman Tri Borough Treasury Manager Tel 0207 641 4354	Tri Borough Treasury and Pensions 16 <sup>th</sup> Floor, Westminster City Hall
2.	Treasury Management Strategy	Halfield Jackman Tri Borough Treasury Manager Tel 0207 641 4354	Tri Borough Treasury and Pensions 16 <sup>th</sup> Floor, Westminster City Hall

**LIST OF APPENDICES:**

Appendix A – Treasury Management Prudential indicators

## APPENDIX A

### LBHF – TREASURY MANAGEMENT PRUDENTIAL INDICATORS 2013-14

Authorised Limit and Operational Boundary 31st March 13/14

<b>Indicator</b>	<b>Approved Limit</b>	<b>Actual Debt</b>	<b>No. of days Limit Exceeded</b>
Authorised Limit <sup>2</sup>	£345m	£250.51m	None
Operational Boundary <sup>3</sup>	£288m	£250.51m	None

Limits on Interest Rate Exposure


<b>Interest Rate Exposure</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Actual at 31 Mar 2014</b>
Fixed Rate Debt	£320m	£0m	£250.51m
Variable Rate Debt	£64m	£0m	£0m

Maturity Structure of Borrowing

<b>Maturity Structure of Borrowing</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Actual at 31 Mar 2014</b>
Under 1 year	15%	0%	1%
1 year to 2 years	15%	0%	6%
2 years to 5 years	60%	0%	9%
5 years to 10 years	75%	0%	9%
Over 10 years	100%	0%	75%

<sup>2</sup> The Authorised Limit is the maximum requirement for borrowing taking into account maturing debt, capital programme financing requirements and the ability to borrow in advance of need for up to two years ahead.

<sup>3</sup> The Operational Boundary is the expected normal upper requirement for borrowing in the year.

	<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>COUNCIL</b></p> <p><b>22 OCTOBER 2014</b></p>
<p><b>ANNUAL REPORT OF THE CHAIR OF THE AUDIT, PENSIONS AND STANDARDS COMMITTEE</b></p>	
<p><b>Report of the Chair of the Audit, Pensions and Standards Committee</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification - For Information</b></p> <p><b>Key Decision: No</b></p>	
<p><b>Wards Affected: None</b></p>	
<p><b>Accountable Executive Director:</b> Jane West, Executive Director of Finance and Corporate Governance</p>	
<p><b>Report Author:</b> Geoffrey Drake, Senior Audit Manager</p>	<p><b>Contact Details:</b> Tel: 0208 753 2529 E-mail: Geoff.drake@lbhf.gov.uk</p>

## 1. EXECUTIVE SUMMARY

- 1.1. This report relates to the work of the Audit, Pensions and Standards Committee's work during the period 1 April 2013 to 31 March 2014 excluding all matters relating to pensions and standards. The Audit, Pensions and Standards Committee (the Committee) has a wide ranging 'audit committee' brief that underpins the Council's governance processes by providing independent challenge and assurance of the adequacy of governance, risk management, and internal control. This includes audit, anti-fraud and the financial reporting framework; the Committee is also the Council's Approval of Accounts Committee.
- 1.2. This report details the key successes and work of the Committee in relation to its role as an audit committee in 2013/14. The Committee has overseen transformation in all areas of its responsibilities and has actively contributed to leading and shaping those changes.

## 2. RECOMMENDATION

- 2.1. To note the contents of this report

## 3. REASONS FOR DECISION

- 3.1. Not applicable

## 4. INTRODUCTION AND BACKGROUND

- 4.1. The table below details last year's Committee members.

### Members of the Audit Committee

Member	Role
Councillor Mike Adam	Chairman
Councillor Michael Cartwright	Vice Chairman
Councillor Robert Iggulden	Member
Councillor Lucy Ivimy	Member
Councillor PJ Murphy	Member
Councillor Charlie Dewhirst	Member
Eugenie White	Co-opted Member

- 4.2. This report details the key successes and work of the Committee in relation to its role as an audit committee in 2013/14. The Committee has overseen transformation in all areas of its responsibilities and has actively contributed to leading and shaping those changes. Key achievements include:
- Oversight and scrutiny of Tri and Bi-borough arrangements for risk management and the risk management service. This follows the approval and implementation of the Tri-borough risk management strategy and the commencement of a Bi-borough risk management service hosted by the Royal Borough of Kensington and Chelsea. Reporting from departments own business, programme and project risks feed into regular reports to the committee and has helped provide transparency on risk management. During the period the committee has called-in departmental risk registers for scrutiny and review and has considered the Council's response to monitoring of the Council's gas safety and health and safety programmes, IT Tri-borough Information security risk management, flood risk management arrangements, the e-procurement system and resilience of the Cedar financials system.

- Continued performance improvements in responding to internal audit reports and recommendations across the Council, and delivery of the Internal Audit plans;
- Oversight of key issues including a significant fraud in relation to business rates;
- Scrutiny of the Council's Annual Governance Statement;
- Review of compliance with the Public Sector Internal Audit Standards;
- Approval of the 2012/13 year annual accounts.

## **Governance**

- 4.3. The Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions which includes arrangements for the management of risk. The governance framework comprises the systems, processes, culture, and values by which the authority is directed and controlled and it engages with and leads the community. It enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
- 4.4. The Council has reviewed its code of corporate governance and found them to be consistent with the principles of the CIPFA/SOLACE *Framework Delivering Good Governance in Local Government*.
- 4.5. The Committee has a responsibility to assess the adequacy and effectiveness of the corporate governance arrangements that have been put in place. This is achieved in a number of ways. The Committee reviews in detail the Annual Governance Statement (AGS) that accompanies the annual accounts, to ensure it properly identifies the Council's governance arrangements, and that it accurately identifies significant control weaknesses. The process for producing the statement is outlined at Appendix 2. The statement in the 2013/14 draft accounts demonstrates evidence of responding to issues by monitoring the clearance of 3 significant control weaknesses.
- 4.6. The Committee also considers the work of Internal Audit and risk management in identifying and evaluating risks and ensuring arrangements are put in place to manage them. The Audit, Pensions and Standards Committee's view of governance is reflected in the Annual Governance Statement. The supporting review of governance states that the Council is compliant with the CIPFA/SOLACE governance guidance issued in 2007.
- 4.7. The authority's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).



## **Internal Control**

- 4.8. A pivotal role of the Committee is its work in overseeing the Council's internal control and assurances processes culminating in the Annual Governance Statement (AGS). Part 2 of section 4 of the Accounts and Audit (A&A) Regulations 2011 require the Council to review the effectiveness of its governance arrangements including the system of internal control and to publish an AGS each year to accompany the financial statements. The information for the AGS is generated through the Council's Assurance framework which is outlined in Appendix 2, encompassing:
- Risk management; Tri-borough and Bi-borough issues
  - Internal Audit;
  - Anti-Fraud programme;
  - External Audit;
  - Third party assurances such as other inspection and review agencies;
  - Annual assurance statements from departmental heads and specialist interest areas such as IT and procurement.
- 4.9. The Committee leads this review by receiving reports at every meeting from most of these areas.

## **Risk Management**

- 4.10. Risk Management is a business discipline that public and private sector organisations use to maximise the potential for successful delivery of business opportunities and at the same time control costs and mitigate against potential threats that may impact on the achievement of corporate objectives. It also forms a key part of the Council's corporate governance arrangements, strategic management, project, financial and performance management process and aids the scrutiny process by providing transparency of decision making of officers plus policy and agenda setting of members.
- 4.11. Operationally the engagement, ownership, management and delivery of risk management, including Tri-borough risk management, as part of daily business practice has been maintained throughout the year. The process has been particularly effective in raising members' and officers' awareness of both the risk and opportunities associated with major projects and programmes. There has been some inconsistency in business risk assessment during major service reorganisation programmes mainly due to the differing approaches adopted by the three councils. These have now decreased following the approval of a Tri-borough standard. A single template for business risk assessment has been agreed for use across Tri-borough and risk registers have been combined, where they made sense to do so. A common way of assessing, recording and reporting of risk was agreed with our Tri-borough partners. There are good examples of risk management practice in departments and areas where reporting and risk awareness has improved. These include the Tri-borough Children's

Services and Environment, Leisure and Residents Services departments. Additionally substantial progress has been made in the identification of Tri-borough Information Technology, Security and Information Management risk. Full assurance was also given on the Council's financial risk management arrangements following an internal audit review.

- 4.12. There remain challenges where management of risk can be improved. This includes the assessment of risks in programme and project management, supply chain resilience and management of a contracts register for procured and commissioned services. Tri-borough has been effective in addressing these challenges including implementing a Tri-borough e-procurement system that captures all relevant procurement processes and manages the procurement workflow. A Tri-borough Procurement Risk Advisory Group (PRAG) has been formed to improve the resilience of the supply chain alongside the Councils' business continuity teams. Risks have been monitored throughout the year on major change programmes including Managed Services and Facilities Management where risks and issues logs exist that alert Programme Boards to improve controls. The H&F Business Board have focussed on addressing these key areas of risks through the ongoing review and maintenance of the Tri-borough Enterprise Wide Risk Register.
- 4.13. This has been delivered through testing economic times and the comprehensive scrutiny of risk undertaken quarterly by the Committee has been robust and effective. The Council is moving into a period of significant change with major change risk to the Finance, Procurement and Human Resources areas of business as newly procured systems come on-stream in 2015. Benefits from management of the process where risk is acknowledged and quantified include improved organisational resilience and improved performance in service delivery to the community.

#### **Internal Audit**

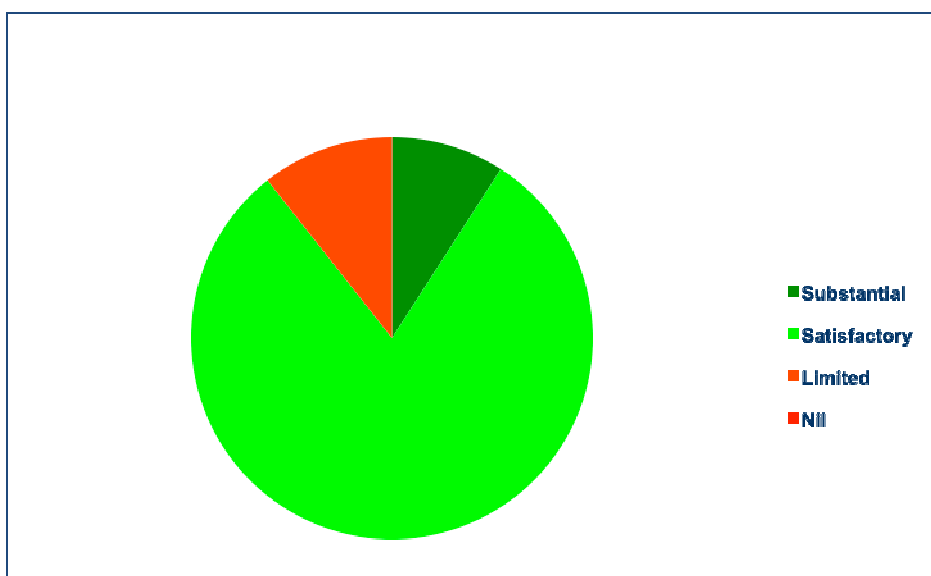
- 4.14. The Council's internal audit service is outsourced to under a framework agreement with LB Croydon to Mazars, a Public Sector Internal Audit Company, who began delivering the service in January 2014 following transfer of business from Deloitte.
- 4.15. The Internal Audit plans for the 2013/14 year were based on the departmental and the corporate risk registers supported by the production of an Assurance Framework. The draft plans were then reviewed and updated with departments through planning meetings with their Department Management Teams and were approved by the Business Board and the Committee.
- 4.16. The annual Head of Internal Assurance Report concluded that 'From the Internal Audit work undertaken in 2013/14, it is our opinion that we can provide reasonable assurance that the system of internal control that has been in place at the London Borough of Hammersmith & Fulham for the year ended 31 March 2014 accords with proper practice, except for any

details of significant internal control issues documented.’ During the financial year 2013/14, the following significant issues were identified from Internal Audit work:

- A Limited Assurance audit opinion was provided for the audit of the Use of Consultants and Interims following a Nil assurance opinion provided in 2010/11. Although the design of the control system was found to be satisfactory, a large amount of non-compliance was identified;
- Weaknesses were identified in the Council’s supply chain resilience arrangements;
- The corporate contracts register was found to be incomplete; however a new system, CapitaleSourcing, has since been implemented and it is envisaged that this will improve the maintenance of the contracts register;
- The Public Health financial accounting and charging system was audited and is the basis for the Annual Governance entry on the subject;
- Two schools received Limited Assurance opinions, which is an improvement on the previous year where four schools received a Limited Assurance opinion.

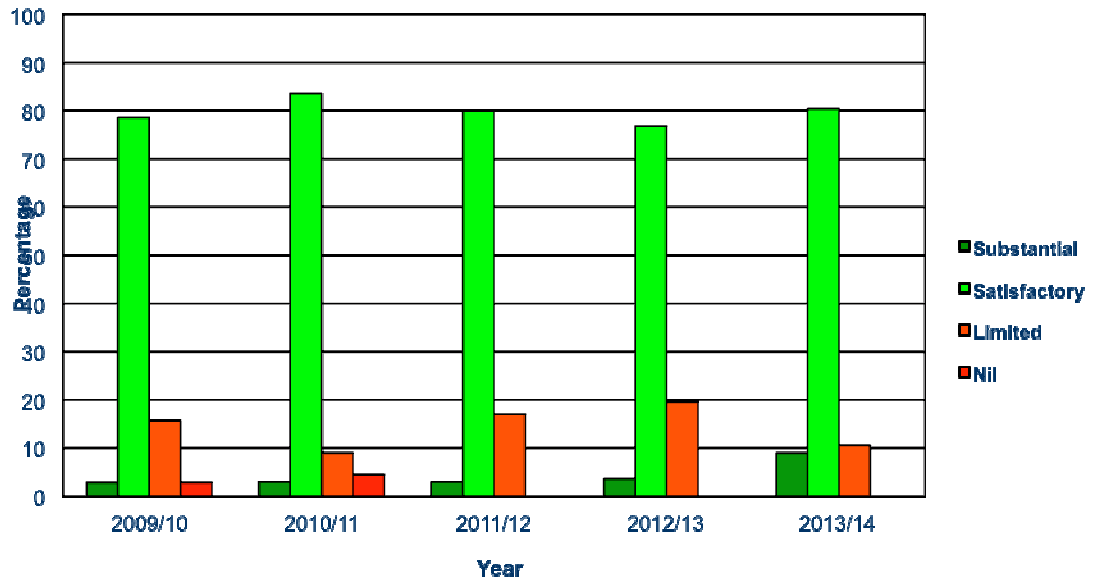
4.17. The audit work that was completed for the year to 31 March 2014 involved 74 separate reviews of which 62 received an audit assurance. The levels of audit assurance achieved on the systems audited by year end are depicted in the chart below. This shows that 89% of the systems audited achieved an assurance level of satisfactory or higher, while 11% received a limited audit assurance. Two of the seven Limited Assurance reports were for schools and a further three were audits undertaken at the request of management who had already identified weaknesses or concerns.

#### Assurance Levels for the year to 31 March 2014



4.18. The bar chart below shows the levels of assurance provided for all systems audited since the 2009/10 financial year. The distribution of assurance opinions shows a decrease in Limited Assurance reports and an increase in Satisfactory Assurance reports. Given the significant changes that continue to occur across the Council, which would usually be expected to increase levels of control weakness, this is considered a positive outcome.

**Assurance Levels of Reports from 2009/10 to 2013/14**



4.19. Recommendations to take corrective action were agreed with management and we will continue to undertake follow up work in 2014/15 to confirm that they have been effectively implemented. The table below shows the percentage of recommendations past their implementation date reported as implemented. The volume of recommendations that have been implemented over the period help demonstrate the value of Internal Audit as an agent for change and improvement.

Financial year	Recommendations Raised	Recommendations Implemented	% Implemented as at 11 June 2014
2013/14	118	117	99.2%
2012/13	238	235	98.7%

### Anti-Fraud

4.20. During the 2013/14 year CAFS (Corporate Anti-Fraud Service) identified 155 positive outcomes against a target of 130, including twelve prosecutions, nine recovered social housing properties and eight false housing applications. Proceeds of Crime (POCA) recoveries totaled £135,630.

- 4.21. As a consequence of its counter fraud work the unit identified total fraud to the value of approximately £3.8 million. Where possible a financial value to the Council has been placed on the counter fraud work that CAFS undertakes and does not include values recovered from debts arising from fraud work in previous years. Nor does it account for any additional value such as the deterrent effect achieved from successful casework and the publicity gained from the results, plus the fraud awareness activity and the proactive work undertaken to prevent fraud occurring in the first place.
- 4.22. CAFS is part of the Tri-borough Anti-Fraud Service that came into effect from 1 April 2014. Previously CAFS was a Bi-borough Service working in partnership with the Royal Borough of Kensington and Chelsea's Corporate Investigation Group from 1 July 2013.
- 4.23. CAFS continues to provide Hammersmith & Fulham with a full, professional counter fraud and investigation service for fraud attempted or committed against the Council.

### **Annual Accounts and Financial Reporting**

- 4.24. Following some additional training provided to the Committee on local government accounts, the Committee reviewed the 2012/13 year annual accounts in its meeting in September 2013 in undertaking its role as the Approval of Accounts Committee. The training helped ensure that the Committee interpreted the accounts effectively and raised informed questions prior to approving the accounts.

### **Significant Issues**

- 4.25. The Committee dealt with a number of significant issues during the 2013/14 year. These included the fraud that occurred in relation to NNDR, and the Council's contracts register.

#### Business Rates Fraud

- 4.26. Operational management became concerned that a Council employee in the National Non-Domestic Rates (NNDR) team had been granting empty rate relief without proper controls and when properties were not empty and that this had happened on numerous instances. The individual was suspended and the matter was accepted for criminal investigation by the CAFS team. The officer and another individual were charged with four offences between them.
- Conspiracy to defraud contrary to the Common Law
  - False accounting contrary to section 17 of the theft Act 1968
  - Fraud contrary to Section 1 of the Fraud Act 2006
  - Dishonestly making false representations contrary to Section 111A (1)(a) of the Social Security Administration Act 1992

- 4.27. The trial commenced on 10 February 2014 at Isleworth Crown Court where the jury returned an 11-1 majority verdict of “guilty” for all charges. Following several adjournments they were sentenced at Chichester Crown Court on 16 June 2014.
- The ex-employee was sentenced to eight years for Conspiracy, five years for the Theft Act charge and two years for the Fraud Act charge. The Theft Act and the Fraud Act charges are to run concurrent. In total, he was sentenced to eight years imprisonment.
  - The co-conspirator was sentenced to four years for Conspiracy and nine months for the benefit fraud charge and these are to run consecutively.
- 4.28. The successful prosecution has triggered confiscation proceedings in respect of the Proceeds of Crime Act and this is currently ongoing. Assets belonging to the individuals, valued at in excess of £360,000 have been frozen. Further action against a number of business ratepayers is currently being considered.

#### Contracts Register

- 4.29. Following an audit report identifying issues in relation to the completeness of the Council’s contracts register the Committee expressed its concerns and asked that officers attend to explain the position and the actions being taken. Officers from both H&F and Westminster City Council attended the June 2014 Committee meeting to give a presentation on the new CapitaleSourcing system and answer the newly constituted Committee’s questions on future planned improvements.

#### Consultants and Interims

- 4.30. In March 2012 the Council made a voluntary disclosure to HMRC with respect to its incorrect treatment of 94 people who should have been subject to deduction of tax and National Insurance Contributions (NICs) as independent self-employed contractors. A total of 59 of these people were engaged by schools to provide additional teaching or enrichment activities such as guitar lessons or tennis coaching. An end of project report was provided to the Audit, Pensions and Standards Committee dated 22 May 2013. The report anticipated the successful conclusion of the voluntary disclosure, but was not able to confirm the final figures.
- 4.31. H&F formally concluded this matter on 15 January 2014. The delay arose out of the time taken by HMRC to confirm the amount of the set off against the Council’s liability of tax paid by those named in its voluntary disclosure and an error by HMRC with respect to the application of the Finance Act 2008.

- 4.32. The total amounts that have been paid by the Council to HMRC are confirmed as follows:

Unpaid PAYE tax and NICs	£324,626.00
Statutory interest	£ 16,308.00
Penalties	£ 5,224.60
<b>Total</b>	<b>£346,158.60</b>

- 4.33. A report to the Committee in September 2012 identified a best case scenario of £350k and a worst case of £640k. The difference between the worst case and the outcome achieved was as a result of being able to agree with HMRC a substantial reduction in the tax liability and the penalties to which the Council might have been liable.

### **Future developments**

- 4.34. Some of the more significant issues likely to have a focus for the Committee are considered to include:
- The continued pressure being applied to councils through the new financial realities for public finances;
  - The organisational change programme within the Council including that related to the tri-borough arrangements. This will include ensuring that control is maintained for existing services and projects, plus ensuring that new processes have control designed into them;
  - From October 2014 the Department for Work and Pension (DWP) will launch a Single Fraud Investigation Service (SFIS) to investigate Social Security, welfare benefit and Tax Credit fraud across all local authorities, HM Revenue and Customs, and DWP. SFIS will be a single organisation within DWP and a phased national implementation program will continue until April 2016. The Council has been informed that SFIS will take on responsibility to investigate alleged and suspected housing benefit fraud in H&F from 1 March 2015. In line with the transfer of work, Council staff will also transfer to DWP, maintaining their current terms and conditions akin to a TUPE transfer. The implementation of SFIS will have a substantial impact on the manner in which the Fraud Service operates and will result in a reduction in staffing levels at the Council, together with a re-focusing of fraud work. In the coming months the Fraud Service will need to re-align to react to the changing responsibilities and to ensure the Service is structured to effectively prevent, detect and deter fraud against the Council.
  - The ongoing programme to deliver Managed Services which will deliver significant changes to the delivery of financial and Human Resources processes.

## **5. PROPOSAL AND ISSUES**

- 5.1. Not Applicable

**6. OPTIONS AND ANALYSIS OF OPTIONS**

6.1. Not Applicable.

**7. CONSULTATION**

7.1. Not Applicable.

**8. EQUALITY IMPLICATIONS**

8.1. Not applicable

**9. LEGAL IMPLICATIONS**

9.1. Not applicable

**10. FINANCIAL AND RESOURCES IMPLICATIONS**

10.1. Not applicable

**11. RISK MANAGEMENT**

11.1. Not applicable

**12. PROCUREMENT AND IT STRATEGY IMPLICATIONS**

12.1. Not applicable

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
	none		

**LIST OF APPENDICES:**

**Appendix 1 – APSC Terms of Reference**

**Appendix 2 - Council Framework for the Annual Governance Statement**



**AUDIT, PENSIONS AND STANDARDS COMMITTEE**  
**TERMS OF REFERENCE (2013/2014)**

**1. Membership**

1.1 The Committee will have the following membership:

4 Administration Councillors

2 Opposition Councillors

1.2 The Chairman will be drawn from one of the Administration Councillors; the Vice-Chairman will be an Opposition Councillor.

1.3 The Committee may co-opt non-voting independent members as appropriate.

1.4 The agenda of meetings of the Committee will be divided into separate sections for Audit, Pensions and Standards matters.

1.5 The Pension Fund's external investment managers will be required to attend meetings of the Committee when dealing with Pensions matters and to submit reports and make presentations as required.

1.6 The Trades Unions and representatives from the admitted and scheduled bodies in the Pensions Fund shall be invited to attend and participate in meetings considering Pensions matters, but shall not have a formal vote.

1.7 The Committee may ask the Head of Internal Audit, a representative of External Audit, the Risk Management Consultant, Assistant Director (Business Support) and any other official of the organisation to attend any of its meetings to assist it with its discussions on any particular matter.

**2. Quorum**

2.1 The quorum of the Committee shall be 3 members.

**3. Voting**

3.1 All Councillors on the Committee shall have voting rights. In the event of an equality of votes, the Chairman of the Committee shall have a

second casting vote. Where the Chairman is not in attendance, the Vice-Chairman will take the casting vote.

#### **4. Procedures**

- 4.1 Except as provided herein, Council Procedure Rules (as applicable to all Committees) shall apply in all other respects to the conduct of the Committee.
- 4.2 Meetings of the Committee shall be held in public, subject to the provisions for considering exempt items in accordance with sections 100A-D of the Local Government Act 1972 (as amended).

#### **5. Meetings**

- 5.1 The Audit, Pensions and Standards Committee will meet at least four times a year.
- 5.2 Meetings will generally take place in the spring, summer, autumn, and winter. The Chairman of the Committee may convene additional meetings as necessary.
- 5.3 The Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which the Committee's advice is sought.

#### **6. Reporting**

- 6.1 The Audit, Pensions and Standards Committee will formally report back in writing to the full Council at least annually.

#### **7. Responsibilities**

##### **(a) Audit**

- 7.1 The Audit, Pensions and Standards Committee will advise the Executive on:
  - the strategic processes for risk, control and governance and the Statement on Internal Control;
  - the accounting policies and the annual accounts of the organisation, including the process for review of the accounts prior to submission for audit, levels of error identified, and management's letter of representation to the external auditors;
  - the planned activity and results of both internal and external audit;

- the adequacy of management responses to issues identified by audit activity, including the external auditor's annual letter
- the Chief Internal Auditor's annual assurance report and the annual report of the External Auditors.
- assurances relating to the corporate governance requirements for the organisation;
- (where appropriate) proposals for tendering for either Internal or External Audit services or for purchase of non-audit services from contractors who provide audit services.

7.2 The Committee's responsibilities in relation to the annual accounts will include:

- to approve the Council's Statement of Accounts, in accordance with the deadlines set out in the Accounts and Audit Regulations 2003;
- acting as the Approval of Accounts Committee, to be held in June;
- to consider any report as necessary from the External Auditor under Statement of Auditing Standard 610;
- to re-approve the Council's Statement of Accounts following any amendments arising from the external audit, in accordance with the deadlines set out in the Accounts & Audit Regulations 2003.

7.3 The Committee's responsibilities in relation to risk management will encompass the oversight of all risk analysis and risk assessment, risk response, and risk monitoring. This includes:

- the establishment of risk management across the organisation, including partnerships;
- awareness of the Council's risk appetite and tolerance;
- reviewing of the risk portfolio (including IT risks);
- being appraised of the most significant risks;
- determining whether management's response to risk and changes in risk are appropriate.

7.4 The Council has nominated the Committee to be responsible for the effective scrutiny of the Treasury Management Strategy and policies.

**(b) Pensions - Decision-Making Powers (The following powers are hereby delegated on behalf of the Council)**

7.5 To determine the overall investment strategy and strategic asset allocation of the Pension Fund.

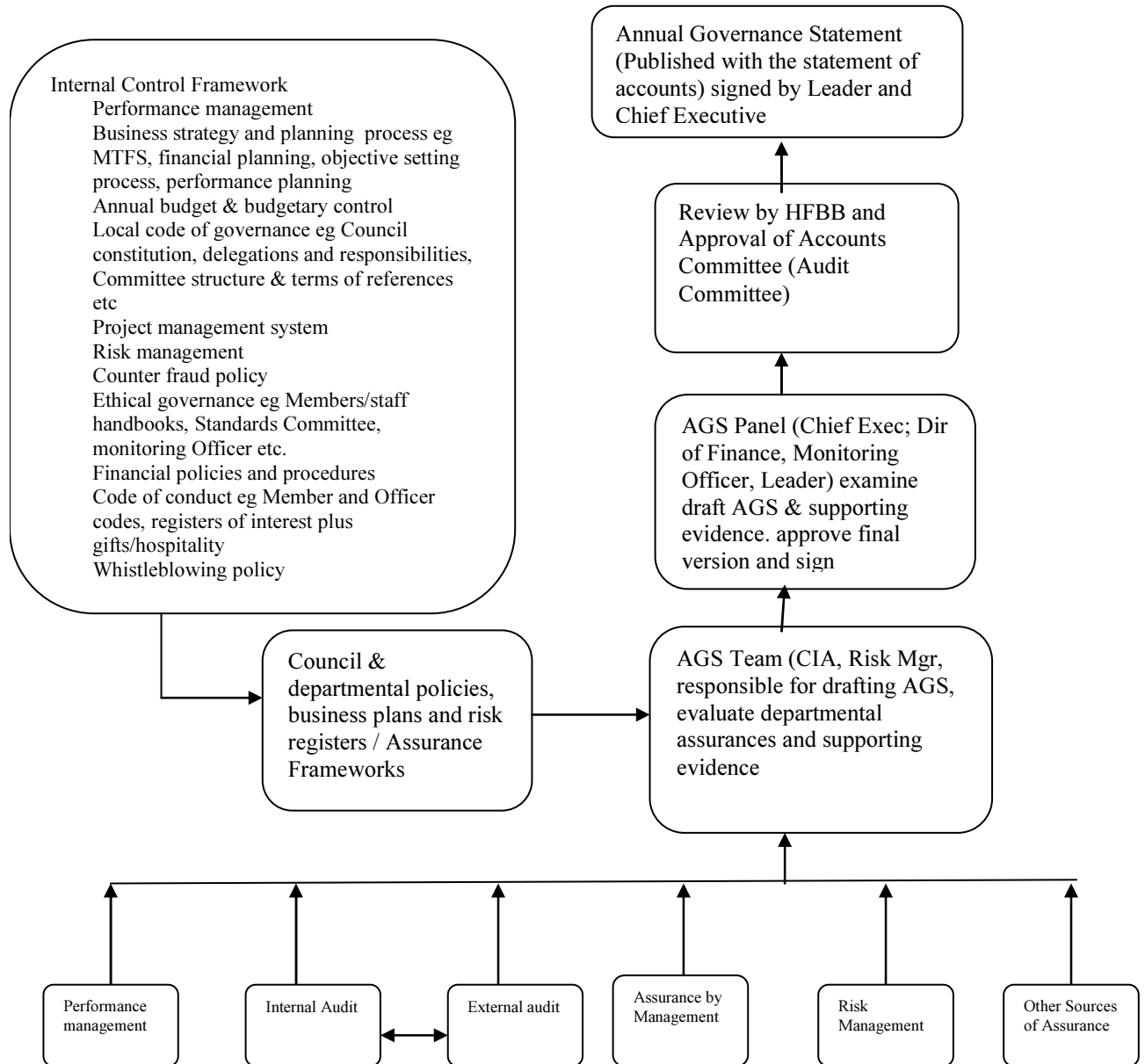
- 7.6 To appoint the investment manager(s), custodian, actuary and any independent external advisors felt to be necessary for the good stewardship of the Pension Fund.
- 7.7 To monitor the qualitative performance of the investment managers, custodians, actuary and external advisors to ensure that they remain suitable.
- 7.8 To review on a regular basis the investment managers' performance against established benchmarks, and satisfy themselves as to the managers' expertise and the quality of their internal systems and controls.
- 7.9 To prepare, publish and maintain the Statement of Investment Principles, and monitor compliance with the statement and review its contents.
- 7.10 To prepare, publish and maintain the Funding Strategy Statement, the Governance Compliance Statement, and the Communications Policy and Practice Statement, and to revise the statements to reflect any material changes in policy.
- 7.11 To approve the final accounts and balance sheet of the Pension Fund and approve the Annual Report.
- 7.12 To receive actuarial valuations of the Pension Fund regarding the level of employers' contributions necessary to balance the Pension Fund.
- 7.13 To oversee and approve any changes to the administrative arrangements and policies and procedures of the Council for the payment of pensions, compensation payments and allowances to beneficiaries.
- 7.14 To consider any proposed legislative changes in respect of the Compensation and Pension Regulations and to respond appropriately.
- 7.15 To approve the arrangements for the provision of AVCs for fund members.
- 7.16 To receive and consider the Audit Commission's report on the governance of the Pension Fund.

**(c) Standards**

- 7.17 To promote and maintain high standards of conduct by the Executive, non-executive Councillors, co-opted Members and church and parent governor representatives;

- 7.18 To assist Councillors, co-opted Members, and church and parent governor representatives to observe the Members' Code of Conduct;
- 7.19 To advise the Council on the adoption or revision of the Members' Code of Conduct;
- 7.20 To monitor the operation of the Members' Code of Conduct;
- 7.21 To advise and recommend training for Councillors, and co-opted Members and church and parent governor representatives on matters relating to the Members' Code of Conduct;
- 7.22 To fulfil the requirements under Section 28 of the Localism Act 2011 to put in place "arrangements" under which allegations that a Member or co-opted Member of the Council, or of a Committee or Committee of the Council has failed to comply with Code of Conduct are considered, investigated and determined.

**Council Framework for the Annual Governance Statement**



# Agenda Item 7.1

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## **SPECIAL MOTION NO. 1 – LABOUR’S MANSION TAX**

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Standing in the names of:

- (i) Councillor Charlie Dewhirst
- (ii) Councillor Robert Largan

“The Council notes the recent proposals announced by Ed Balls MP, Shadow Chancellor, for a “Mansion Tax” on homes valued over £2m. It also notes that over 50% of all individuals who would have to pay such a tax nationally are within just five London Boroughs including Hammersmith & Fulham.

The Council recognises that due to significant increases in local property prices, large numbers of residents living in average family homes, including many on low incomes, will be hit by this tax, paying bills starting from £20,000 per year. It recognises that this policy, if implemented, could lead to many local people being forced to move out of the borough.

This Council deplores this ideologically led warfare against property ownership and resolves to oppose these proposals.”

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## SPECIAL MOTION NO. 2 – TRADE UNIONS

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Standing in the names of:

- (i) Councillor Harry Phibbs
- (ii) Councillor Greg Smith

“This Council recognises that for trade unions to be free and independent they should be financed by their members rather than the state.

Therefore this Council resolves that:

- (1) While the Council should be flexible in allowing staff to spend time working for trade unions, Council staff will not be paid for any time they spend on trade union activity.
- (2) The collection of membership subscriptions will be a matter for the trade unions themselves rather than something the Council is involved with via the payroll system.
- (3) The Council should cease providing office accommodation to trade unions on Council premises at below market rents.”



# Agenda Item 7.3

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## **SPECIAL MOTION NO. 3 – SANDS END ADVENTURE PLAYGROUND**

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Standing in the names of:

- (i) Councillor Steve Hamilton
- (ii) Councillor Robert Largan

“1. This Council acknowledges:

- (1) the achievements of Sands End Adventure Playground (SEAPIA), which is due to celebrate its 45th anniversary of serving the local community next year.
- (2) the importance of providing facilities for older children especially with the expected increase in families in Sands End projected by the administration.

2. This Council commits to reinstate the former funding given by the previous Conservative administration to SEAPIA.”

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## **SPECIAL MOTION NO. 4 – FIXING THE DIRE SPECIAL EDUCATIONAL NEEDS TRANSPORT SERVICE**

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Standing in the names of:

- (i) Councillor Sue Macmillan
- (ii) Councillor Ben Coleman

“This Council deplores the suffering caused to disabled children and their families in the Borough as a result of the former administration's negligent approach to the outsourcing of passenger transport services for children with special educational needs.

The Council also recognises that this failure has had and will continue to have significant cost implications and agrees to support all measures to resolve this problem, together with families and schools, to make this service suitable and safe.”

# Agenda Item 7.5

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## **SPECIAL MOTION NO. 5 – SUPPORT LOCAL BUSINESSES AND IMPROVING THE BOROUGH NEIGHBOURHOODS**

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Standing in the names of:

- (i) Councillor Andrew Jones
- (ii) Councillor Ben Coleman

"This Council recognises that an excessive concentration of betting and payday loan shops on Borough high streets represents an obstacle to successful regeneration and can exacerbate the problem of household indebtedness. It resolves to develop policies that favour of a more balanced mixture of businesses.

It also endorses the Mayor of Newham's proposed application under the Sustainable Communities Act 2007 to reduce the stakes on Fixed Odds Betting Terminals (Category B2) from £100 to £2 in on-street betting premises."

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## SPECIAL MOTION NO. 6 – TRADES UNIONS

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Standing in the names of:

- (i) Councillor Max Schmid
- (ii) Councillor Lisa Homan

“The Council notes the countries and governments throughout time that have sought decay and attack the role of trades unions in their societies have been some of the worst, totalitarian regimes in history. Those have included many despicable regimes such as Apartheid South Africa, Pinochet’s Chile and the fascists regimes of Europe in the 1930s and 40s.

The Council believes that trade unions have many strengths and play an important part in representing hard working people and ensuring fairness at work. As Pope Francis says *“Trades Unions have been an essential force for social change”*. That said, this Council also recognises that there are weaknesses within the trades union movement and notes that at the last borough elections a Trades Unions and Socialists Against Cuts candidate chose to stand in a previously marginal Labour ward and therefore became a de-facto ally of the Conservative Party in their unsuccessful bid to hold onto control of what had been known as “Cameron’s favourite council”.

This Council considers that trades unions have an important role to play in society and expects management, members of staff, contractors and trades unions to all work together to build an effective, customer service orientated council that delivers high quality, good value services to residents with employees treated with respect, in positive working environments and on fair pay, terms and conditions.

The Council calls on the Conservative Opposition to learn the lessons of history, to stop union bashing and take a more balanced and reasoned view of trades unions."

# Agenda Item 7.7

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## **SPECIAL MOTION NO. 7 – BEDROOM AND MANSION TAX**

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Standing in the names of:

- (i) Councillor Andrew Jones
- (ii) Councillor Max Schmid

“The Council notes the damage done by the government’s bedroom tax and agrees to oppose any proposals to introduce a mansion tax.

The Council is appalled at research which found that 28% of tenants affected by the bedroom tax are in rent arrears for the first time. And notes the University of York conclusion that this policy will end up costing more overall to the public purse whereas it had been intended to save public money. The Council regrets the unnecessary hardship brought about by the bedroom tax and calls on the government to end this unfairness and repeal the bedroom tax.

Furthermore, this Council notes that the mansion tax is flawed in design and in principle.

The Council agrees to oppose such measures and to lobby against them.”