



**LONDON BOROUGH OF ENFIELD**

**AGENDA FOR THE COUNCIL MEETING  
TO BE HELD ON THURSDAY, 19TH JULY, 2018  
AT 8.00 PM**



## MEETINGS THAT HAVE TAKEN PLACE SINCE THE LAST COUNCIL (23 May 2018)

Set out below is a list of meetings that will have taken place since the last Council Meeting: The contact names for the relevant officers are included.

Name of Meeting	Date	Officer	Contact Telephone
Licensing Sub Committee	30 May 2018	Metin Halil	020 8379 4091
Enfield Highway Ward Forum	30 May 2018	Tariq Soomaaroo	020 8379 1872
Licensing Sub Committee	6 June 2018	Jane Creer	020 8379 4093
Conservation Advisory Group	12 June 2018	Bridget Pereira	020 8379 2103
Overview and Scrutiny Committee	12 June 2018	Stacey Gilmour	020 8379 4187
SACRE	19 June 2018	Pauline Swain	020 8379 3241
Audit and Risk Management Committee	20 June 2018	Metin Halil	020 8379 4091
London Borough of Enfield/Enfield Racial Equality Council	21 June 2018	Elaine Huckell	020 8379 3530
Grange Ward Forum	26 June 2018	Tariq Soomaaroo	020 8379 1872
Planning Committee	26 June 2018	Jane Creer	020 8379 4093
Turkey Street Ward Forum	28 June 2018	Tariq Soomaaroo	020 8379 1872
Housing Board	28 June 2018	Elaine Huckell	020 8379 3530
Ponders End Ward Forum	29 June 2018	Tariq Soomaaroo	020 8379 1872
Director of Housing and Regeneration Short listing	3 July 2018	Jane Creer	020 8379 4093
Director of Property and Economy Shortlisting	3 July 2018	Jane Creer	020 8379 4093
Southgate Ward Forum	3 July 2018	Tariq Soomaaroo	020 8379 1872
Jubilee Ward Forum	3 July 2018	Tariq Soomaaroo	020 8379 1872
Green Belt Forum	3 July 2018	Stacey Gilmour	020 8379 4187
Cabinet	4 July 2018	Jacqui Hurst	020 8379 4187
Pension Policy and Investment Committee	5 July 2018	Tariq Soomaaroo	020 8379 1872

<b>Name of Meeting</b>	<b>Date</b>	<b>Officer</b>	<b>Contact Telephone</b>
Audit and Risk Management Committee	5 July 2018	Metin Halil	020 8379 4091
Town Ward Forum	9 July 2018	Tariq Soomaaroo	020 8379 1872
Highlands Ward Forum	9 July 2018	Tariq Soomaaroo	020 8379 1872
Conservation Advisory Group	10 July 2018	Bridget Pereira	020 8379 2103
Winchmore Hill Ward Forum	10 July 2018	Tariq Soomaaroo	020 8379 1872
Licensing Sub Committee	11 July 2018	Jane Creer	020 8379 4093
Schools Forum	11 July 2018	Sangeeta	020 8379
Councillor Conduct Committee	11 July 2018	Penelope Williams	020 8379 4098
Planning Committee	11 July 2018	Jane Creer	020 8379 4093
Overview and Scrutiny Committee	12 July 2018	Elaine Huckell	020 8379 4187
Director of Housing and Regeneration Interview Appointment Panel	18 July 2018	Jane Creer	020 8379 4093
Safer Neighbourhood Board	18 July 2018	Tariq Soomaaroo	020 8379 1872

**THE WORSHIPFUL THE MAYOR  
AND COUNCILLORS OF THE  
LONDON BOROUGH OF ENFIELD**

**Please  
Reply to:** Penelope Williams

**Phone:** (020) 8379 4098

**Textphone:** (020) 8379 4419

**E-mail:** Penelope.Williams@enfield.gov.uk

**My Ref:** DST/PW

**Date:** 16 July 2018

Dear Councillor,

You are summoned to attend the meeting of the Council of the London Borough of Enfield to be held at the Civic Centre, Silver Street, Enfield on Thursday, 19th July, 2018 at 8.00 pm for the purpose of transacting the business set out below.

Yours sincerely

*Jeremy Chambers*

Director Law & Governance

1. **ELECTION IF REQUIRED OF THE CHAIR/DEPUTY CHAIR OF THE MEETING**
2. **THE MAYOR'S CHAPLAIN TO GIVE A BLESSING**
3. **MAYOR'S ANNOUNCEMENTS IN CONNECTION WITH THE ORDINARY BUSINESS OF THE COUNCIL**
4. **MINUTES OF THE MEETING HELD ON 23 MAY 2018** (Pages 1 - 10)

To receive and agree the minutes of the meeting held on Wednesday 23 May 2018.

5. **APOLOGIES**
6. **DECLARATION OF INTERESTS**

Members of the Council are invited to identify any disclosable pecuniary, other pecuniary or non pecuniary interests relating to items on the agenda.

**7. OPPOSITION PRIORITY BUSINESS - "THE EXPANSION OF THE ULTRA LOW EMISSION ZONE TO THE NORTH AND SOUTH CIRCULARS"**  
(Pages 11 - 22)

An issues paper prepared by the Opposition Group is attached for the Council to consider.

The Council rules relating to Opposition Business are also attached for information.

**8. REFERENCES FROM MEMBER AND DEMOCRATIC SERVICES GROUP**  
(Pages 23 - 56)

**8.1 Health and Wellbeing Board Terms of Reference**

To receive a report from the Executive Director of People's Services recommending changes to the Health and Wellbeing Board Terms of Reference. (Report No: 45)

Council is asked to approve the changes.

**8.2 Member Governor Forum Terms of Reference**

To receive a report from the Executive Director of People's Services recommending changes to the Member Governor Forum terms of reference. (Report No: 46)

Council is asked to approve the changes.

These changes were considered by the Member and Democratic Services Group on 21 June 2018 and recommended for Council approval.

**9. COUNCILLOR CONDUCT COMMITTEE ANNUAL REPORT 2017/8** (Pages 57 - 66)

To receive the annual report from the London Borough of Enfield's Councillor Conduct Committee for 2017/18. The report sets out the key issues dealt with by the committee during the past year.

Members are asked to note that the report is to be considered by the Councillor Conduct Committee at their meeting held on 11 July 2017.

Any changes to the report will be reported to Council after the meeting.

**10. AUDIT AND RISK MANAGEMENT COMMITTEE ANNUAL REPORT 2017/18** (Pages 67 - 80)

To receive the annual report from the London Borough of Enfield Audit and Risk Management Committee for 2017/18, covering the key issues dealt with by the Committee over the past year.

Members are asked to note that the report was approved for referral on to Council by the Audit and Risk Management Committee at a meeting held on 20 June 2018.

## **11. MOTIONS**

### **11.1 Motion in the name of Councillor Barry**

“The results of the recent election in Winchmore Hill once more showed that our residents support the Cycle Enfield scheme. Opposition candidates made this an election issue and their share of the vote decreased by 8.5%.

We ask that the Leader of the Council and the Cabinet members for Community Safety & Public Health, the Environment and Economic Regeneration & Business do all they can to ensure that the other parts of this scheme are built as soon as possible so that other parts of the borough can also benefit from the advantages it brings.”

### **11.2 Motion in the name of Councillor Brett**

“The NHS has turned 70 on July 5th. This internationally admired British institution, the world’s first, universally public funded health care system delivering on the basis of clinical need, and not the ability to pay, employs over a million dedicated staff. It is in crisis though, following eight years of effectively frozen budgets, and reforms that have sought to undermine the integrity of the NHS. Staff deliver day in day out under the threat of repeated reorganisations.

The government has promised the cash starved NHS an extra 20 billion by 2023, with only 4 billion available immediately rather than the immediate 7.7billion it needs. This is disastrous and is no birthday present.

We call on the Council to write to the government to honour the NHS and its staff properly by appointing July 5th a Bank Holiday and by providing the funding it needs now.”

### **11.3 Motion in the name of Councillor Taylor**

“Enfield Council notes the report of the National Audit Office on Universal Credit and calls for an immediate halt to the roll out and a fundamental reappraisal of the system.”

### **11.4 Motion in the name of Councillor Laban**

“This Chamber agrees that the new Administration has fallen at the first hurdle by the announcement that the Annual Town Show will not be held.

This Council has no confidence in the leader of the council because if the administration cannot facilitate a long-standing event such as the Annual

Town Show it is not competent enough to deal with the complex challenges our borough faces over the next four years.”

### **11.5 Motion in the name of Councillor Alessandro Georgiou**

“For all future international tournaments, the St. George’s Flag should have a prominent place within the chamber whilst the England team is still in the tournament.”

### **11.6 Motion in the name of Councillor Caliskan**

“The World Cup is a fantastic sporting event which many of us thoroughly look forward to and enjoy.

This Council notes the appalling statistic that domestic violence increases by 26% when England play and 38% when England loses.

Sadly, women experience violence and abuse at the hands of their partners every day, not just when football is on TV. Football, like drinking, drugs and gambling is not a reason but an excuse for abuse.

Stopping domestic violence is a priority of Enfield Council and we will continue services to support residents who are affected.”

## **12. COUNCILLOR QUESTION TIME**

### **11.1 Urgent Questions (Part 4 - Paragraph 9.2.(b) of Constitution – Page 4-9)**

With the permission of the Mayor, questions on urgent issues may be tabled with the proviso of a subsequent written response if the issue requires research or is considered by the Mayor to be minor.

Please note that the Mayor will decide whether a question is urgent or not.

The definition of an urgent question is “An issue which could not reasonably have been foreseen or anticipated prior to the deadline for the submission of questions and which needs to be considered before the next meeting of the Council.”

Submission of urgent questions to Council requires the Member when submitting the question to specify why the issue could not have been reasonably foreseen prior to the deadline and why it has to be considered before the next meeting.

### **11.2 Councillors’ Questions (Part 4 – Paragraph 9.2(a) of Constitution – Page 4 - 8)**

Please note that the list of questions and their written responses will be published on Wednesday 18 July 2018.



### **13. COMMITTEE MEMBERSHIP**

To confirm the following changes to Committee memberships:

- Audit and Risk Management Committee – Councillor Hass Yusuf to replace Councillor Gina Needs.

To note that Councillor Aramaz has been appointed as Vice Chair of the Licensing Committee.

Please note that any changes received once the agenda has been published will be tabled on the Council update sheet at the meeting.

### **14. NOMINATIONS TO OUTSIDE BODIES**

To confirm the following changes to the nominations to outside bodies:

- London Councils Joint Committee – Transport and Environment Committee to remove Councillor Anderson as the Council's representative and replace with Councillor Dogan.
- London Borough of Enfield/Enfield Racial Equality Council (LBE/EREC) Councillor Greer to replace Councillor Barry
- Citizens Advice Bureau – to appoint Rick Jewell as a Council representative.

Please note that any further changes notified after the agenda has been published will be reported to Council on the update sheet tabled at the meeting.

### **15. CALLED IN DECISIONS**

None received.

### **16. DATE OF NEXT MEETING**

To note the date agreed for the next Council meeting is

- Thursday 20 September 2018 at 7pm at Enfield Civic Centre.

### **17. EXCLUSION OF PRESS AND PUBLIC**

To pass a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting for any items of business moved to part 2 on the grounds that it involves the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006) as listed on the agenda.

There is no part 2 agenda.



COUNCIL - 23.5.2018

**MINUTES OF THE MEETING OF THE COUNCIL  
HELD ON WEDNESDAY, 23 MAY 2018**

**COUNCILLORS****PRESENT**

Saray Karakus (Mayor), Kate Anolue (Deputy Mayor), Huseyin Akpinar, Mahmut Aksanoglu, Maria Alexandrou, Daniel Anderson, Tolga Aramaz, Guner Aydin, Ian Barnes, Dinah Barry, Mahym Bedekova, Chris Bond, Sinan Boztas, Yasemin Brett, Anne Brown, Nesil Caliskan, Alev Cazimoglu, Mustafa Cetinkaya, Will Coleshill, Jon Daniels, Birsen Demirel, Chris Dey, Guney Dogan, Elif Erbil, Ergin Erbil, Susan Erbil, Achilleas Georgiou, Alessandro Georgiou, Margaret Greer, Charith Gunawardena, Christine Hamilton, Ahmet Hasan, Elaine Hayward, Stephanos Ioannou, Rick Jewell, Nneka Keazor, Joanne Laban, Bernadette Lappage, Tim Leaver, Dino Lemonides, Derek Levy, Mary Maguire, Gina Needs, Terence Neville OBE JP, Ayfer Orhan, Ahmet Oykener, Sabri Ozaydin, Vicki Pite, Lindsay Rawlings, Michael Rye OBE, George Savva MBE, Clare De Silva, Jim Steven, Claire Stewart, Doug Taylor, Mahtab Uddin, Glynis Vince and Hass Yusuf

**ABSENT**

Katherine Chibah, Lee David-Sanders, Ergun Eren, Andy Milne and Edward Smith

**1****MAYOR'S CHAPLAIN TO GIVE A BLESSING**

Unfortunately the Mayor's Chaplain, Alevi Dede, was unable to attend the meeting, at short notice, due to family illness.

**2****DECLARATION OF INTERESTS**

There were no declarations of interest.

**3****ELECTION OF MAYOR**

Councillor Savva moved and Councillor Aramaz seconded the nomination of Councillor Saray Karakus as Mayor of the London Borough of Enfield for the 2018/19 municipal year.

Councillor Laban said that traditionally the mayor had been a long serving councillor with a lot of experience and expressed concern that the councillor nominated for the position of Mayor did not have this experience. She wished the proposed new mayor well in her role but said that her group would be abstaining on the vote.

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Councillor Aramaz responded that it was upsetting that the opposition would not vote for the new mayor as she was well known in the community; he hoped that they would change their mind.

**AGREED** that Councillor Saray Karakus be elected Mayor of the London Borough of Enfield, for the 2018/19 municipal year.

The motion was agreed after a vote with the following result:

For: 42  
Against: 0  
Abstentions: 14

Councillor Karakus then made and signed a declaration of acceptance of office and was invested with the badge of office by Councillor Hamilton, the retiring Mayor.

**4  
ELECTION OF DEPUTY MAYOR**

Councillor George Savva proposed and Councillor Susan Erbil seconded the nomination of Councillor Kate Anolue as the new deputy mayor.

Councillor Laban, Leader of the Opposition, said that she would gladly support the nomination as she knew her well including as a champion of women's issues and that she thought that she would be a good ambassador in the post.

**AGREED** that Councillor Kate Anolue be elected as the Deputy Mayor of the London Borough of Enfield, for the 2018/19 municipal year.

The motion was agreed unanimously.

Councillor Anolue then made and signed a declaration of acceptance of office and was invested with the badge of office by Councillor Karakus, the new Mayor.

**5  
MAYOR'S ACCEPTANCE SPEECH**

The Mayor began "honoured and distinguished guests, friends, colleagues and fellow councillors, I would like to welcome you and to thank you for showing your interest and support by being here today".

She said that she was proud and honoured to stand here as the elected Mayor of this great, vibrant and diverse borough.

Her fellow councillors had bestowed a great privilege and responsibility upon her and she expressed her sincere appreciation to everyone for placing their trust in her.

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She took the responsibility and the trust that the members had shown in her very seriously and was committed to serve the people of Enfield to the best of her ability and with enthusiasm, compassion and devotion to the community.

**1. Thank yous**

The Mayor said that this very special speech was one of thanks. Thanks to members individually and collectively for enabling her to take the Mayoral Office for a year.

She thanked her entire family, her beloved husband Ismet Karakus and her children, Destiny and Efran, other friends and family members all for their tireless support and understanding over the recent months in her political role as she prepared to become a councillor.

She thanked Jeremy Chambers, Director of Law & Governance and the Officers in Democratic Services and the Mayor's Office for their invaluable help and support during the run up to the evening's ceremony.

**2. Background**

The Mayor said that she had been born in Turkey and had moved to London with her family as a child, attending Princess May Primary School in Hackney.

At the age of 11, her family moved to Enfield where she had attended the Lea Valley High School and Enfield College. She had run her own health and beauty clinic in Edmonton, as well as getting involved in local community theatre and writing scripts for plays and directing groups for performances at the Millfield Theatre. Her plays delivered messages of love, humanity and inclusion, irrelevant of religion, language, gender or borders.

**3. Future Plans**

The Mayor vowed to serve the London Borough of Enfield to the best of her ability and promised to support and to encourage all the agencies and voluntary sector units that worked so tirelessly to provide excellent services to those who needed it most. She was hoping to work closely with those involved with community safety in the Borough and the Police. As well as supporting the local NHS service and Enfield schools in their plight to provide an invaluable service with the current limited resources. She was especially interested in touching the lives of those living in a lonely and isolated environment, in need of a helping hand.

The Mayor said that she was hoping to gain as much support as possible during her mayoral year, through her charity, by working closely with many voluntary sector groups to include as many "hard to reach" communities as possible.

She was proud to be a resident of Enfield, where the community as a whole was one of plentiful culture and diversity and felt that this should be celebrated

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to encourage each and every family to feel welcome and part of something very special.

She ended by thanking everyone for their valued support and hoped that they would enjoy the evening ahead.

**6**

**APPOINTMENT OF MAYOR'S AND DEPUTY MAYOR'S CONSORTS**

**1. Appointment of Mayor's Consorts**

The Mayor thanked members for nominating her and announced the appointment of Ismet and Destiny Karakus as her consorts for the 2018/19 Municipal Year. She then invested them with their badges of office.

**2. Appointment of Deputy Mayor's Consorts**

The Deputy Mayor announced the appointment of Chinelo Anyanwu and Amaechi Anolue as her consorts for the 2018/19 Municipal year investing them with their badges of office.

**7**

**PRESENTATION OF THE PAST MAYOR AND THE PAST MAYOR'S CONSORT BADGES**

The Mayor presented the past Mayor's and Mayor's Consort badges and certificates recording the Council's appreciation to the retiring Mayor, Councillor Christine Hamilton, and her consorts Ian and Joanne Hamilton.

The Mayor, on behalf of the Council, thanked them for the work they had undertaken during the 2017/18 municipal year.

**8**

**APOLOGIES (IF ANY)**

Apologies for absence were received from Councillors David-Sanders, Eren, Chibah, Milne and Smith.

**9**

**MINUTES**

The minutes of the meeting held on 21 March 2018 were agreed as a correct record.

**10**

**MAYOR'S ANNOUNCEMENTS (IF ANY) IN CONNECTION WITH THE ORDINARY COUNCIL BUSINESS**

The Mayor thanked Councillor Doug Taylor for the many years and effort that he had put in to the community of Enfield. He received a standing ovation.

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Councillor Doug Taylor responded by wishing the Mayor every success in her year of office, hoping that the opposition would revise their opinion of her, once they had had a chance to know her, and saying that he thought that she would do a tremendous job.

He said that it had been a privilege to serve as both the leader and deputy leader, as well as leader of the opposition and he was very proud of what the Council had achieved during this time. He cited the bold and innovative Housing Gateway and Lee Valley Heat Network projects, the primary expansion programme, the private landlord licensing scheme and the bid for Cycle Enfield funding. Enfield had been a high performer, a stable and competent Council and had become an outward looking borough, due to the good judgement of the Labour administration. He was also proud of ensuring that all Enfield staff were now paid the London Living Wage. "To dare is to do" and we have dared to do.

The Council had significant challenges ahead, including dealing with further Government cuts and the new London Plan. He felt that there was a need to recognise the many positives opportunities for the borough, including Meridian Water, and ensuring that the Mayor of London makes good on his promises on affordable housing.

He said that it had been a privilege, sometimes a pleasure, to serve the borough, and always interesting.

The Council was now entering the 2018/19 municipal year with the best Labour result for 50 years. He felt that it was good to bow out on a new high point and he wished everyone on both sides well.

Councillor Laban added that although she did not always agree with everything that he had done, Doug Taylor had had the respect of the opposition and she was proud that he had represented the borough well and put the interests of Enfield residents first. She thanked him, on behalf of the opposition.

**11**

**ELECTION OF THE LEADER OF THE COUNCIL**

Councillor George Savva moved and Councillor Mary Maguire seconded the nomination of Councillor Nesil Caliskan to the position of Leader of the Council. No other nominations were received.

Councillor Glynis Vince moved that the motion be put to the vote.

The nomination was agreed after a vote with the following result:

For: 42  
Against: 0  
Abstentions: 13

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**AGREED** that Councillor Nesil Caliskan be appointed Leader of the Council for a four year term of office to expire at the Annual Council Meeting in 2022.

Councillor Nesil Caliskan then said that she was delighted to be elected. She welcomed the Mayor into her new position, saying that she knew that Councillor Saray Karakus would do well, and with her past experience in the local community theatre, would be a great borough champion for the arts and culture. She wished her well in this great role.

Councillor Nesil Caliskan thanked Councillor Christine Hamilton and her husband for their service over the past year. It had been a pleasure for her to watch Councillor Christine Hamilton serve as Mayor where she had been phenomenal at promoting Enfield and in championing the representation of women in senior positions, including being the first woman to sit on the board of Enfield Town Football Club.

Councillor Nesil Caliskan thanked Councillor Doug Taylor, whom she praised for being a brilliant leader of the Council, steadying the ship in the toughest of times, campaigning for fair funding and for leading responsibly. The Council had benefitted greatly from his leadership over the past 8 years.

The new administration was made up of a large and talented group of people and they would build on past successes, working to provide well-funded public services and committed to tackling inequalities. She ended by saying that it was an honour that she, who had lived her whole life in the borough, was to serve as leader of Enfield Council.

**12**

**APPOINTMENT OF DEPUTY LEADER AND CABINET**

Councillor Nesil Caliskan confirmed the appointments as set out below and as detailed on the yellow list tabled under agenda item 13.1.

**1. Cabinet Members**

Deputy Leader: Councillor Daniel Anderson

Cabinet Member for Health and Social Care: Councillor Alev Cazimoglu

Cabinet Member for Children's Services: Councillor Achilleas Georgiou

Cabinet Member for Finance & Procurement: Councillor Mary Maguire

Cabinet Member for Housing: Councillor Dino Lemonides

Cabinet Member for Environment: Councillor Guney Dogan

Cabinet Member for Property and Assets: Councillor Ahmet Oykener



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Cabinet Member for Community Safety & Cohesion: Councillor Nneka Keazor

Cabinet Member for Public Health: Councillor Yasemin Brett

**2. Associate Cabinet Members**

Enfield North: Councillor Ahmet Hasan

Enfield South East: Councillor George Savva

Enfield West: Councillor Dinah Barry

A table detailing the remit of each of the cabinet portfolios was tabled at the meeting.

**13**

**MEMBERSHIP OF COMMITTEES AND PANELS**

Councillor Ergin Erbil moved and Councillor Margaret Greer seconded the report of the Director of Law and Governance (Report No: 1) seeking Council approval to determine the constitution and political balance of the committees, joint committees and panels that had been set up for the discharge of the Council's functions.

**AGREED**

1. That the seats allocated to each political party on the committees and boards to which section 15 of the Local Government and Housing Act 1989 apply, be approved as set out in Appendix A to the report.
2. That in accordance with paragraph 3.3 of the report, the Council resolves (without dissent) that the rules of political proportionality should not apply to those bodies marked with an \* in Appendix A.

**14**

**APPOINTMENT TO COUNCIL BODIES FOR 2018/19**

**1.1 Appointment of Council Bodies 2018/19: Committee Membership List**

Councillor Ergin Erbil moved and Councillor Margaret Greer seconded the list of Council bodies to be established and membership appointments for the 2018/19 municipal year.

**AGREED** to the establishment of the Council bodies for the 2018/9 Municipal Year and the appointment of their memberships as set out on the yellow list tabled at the meeting.

**1.2 Appointment of Council Bodies 2018/19: Terms of Reference**

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Councillor Ergin Erbil moved and Councillor Margaret Greer seconded the motion to approve the terms of reference as set out in Part 2 of the Council's Constitution.

**AGREED** to confirm the terms of reference of those bodies as set out in Part 2 of the Council's Constitution.

**15**

**REPRESENTATION ON OUTSIDE BODIES AND ORGANISATIONS**

Councillor Ergin Erbil moved and Councillor Gina Needs seconded the list of nominations to outside bodies for the 2018/19 Municipal Year.

NOTED that the company member directors would be agreed with the Director of Law and Governance and the Leader, and be reported to the next meeting of the Council.

**AGREED** the Council's representation on outside bodies, as detailed on the green list tabled at the meeting with the amendment noted above.

**16**

**COUNCIL SCHEME OF DELEGATION**

Councillor Ergin Erbil moved and Councillor Claire Stewart seconded the authority's scheme of delegation.

**AGREED** the authority's scheme of delegation, as set out in Part 3 (pages 3-3 to 3-5) of the Constitution.

**17**

**MEMBERS ALLOWANCES**

Councillor Ergin Erbil moved and Councillor Claire Stewart seconded a proposal on Members' Allowances.

NOTED

1. The Members' Allowances Scheme forms Part 6 of the Constitution. Paragraph 6.3 (c) states that "Annual Increases in allowances will be linked to average earnings, for the period ending the previous March of each year. New rates will be effective from the new municipal year."
2. Council was asked to consider the level of allowances payable under the scheme for 2018/19.

**AGREED** that the current Members Allowances Scheme is re-approved as set out in Part 6 of the Constitution, and that the automatic increase in allowances by the average earnings as at March not be implemented for the 2018/19 financial year.

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**18  
CALENDAR OF MEETINGS**

NOTED

1. That an amended version of the calendar was tabled at the meeting.
2. The calendar of meetings included indicative dates for future meetings of the Council up until May 2019.

**AGREED**

1. The amended calendar of meetings of the Council, including the next Council meeting which was scheduled for Thursday 19 July 2018.
2. That approval of any further amendments to the calendar be delegated to the Director of Law and Governance in consultation with both groups.

**19  
DATE OF NEXT MEETING**

NOTED that the next meeting of the Council will be held at 7pm on Thursday 19 July 2018 at the Civic Centre.

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**July Full Council - Opposition Priority Business****The expansion of the Ultra Low Emission Zone for North and South Circulars****1.0 Executive Summary**

- 1.1 The Mayor of London, Sadiq Khan announced on Friday 8th June 2018 his decision to expand the Ultra Low Emission Zone [ULEZ] to the North and South Circulars in 2021. The expansion of the ULEZ forms part of his overall package of proposals to improve air quality in London.
- 1.2 The result of this decision means that after 2021 those residents or business owners whose cars are non-compliant will be charged £12.50 for either crossing into the zone or driving within it. The charge will be applied 365 days year.
- 1.3 For light vehicles (cars and small vans) to be compliant they must be either Euro 4 petrol or Euro 6 diesel standard.
- 1.4 The Mayor's decision will have a major impact on Enfield's residents and small businesses. People on low or fixed incomes may not be able to afford to upgrade their cars. Small businesses may not have enough time to invest in updating their fleets and the cost might not be financially viable.
- 1.5 This OPB paper includes five recommendations

**2.0 Recommendations**

- 2.1 The Leader of the Council and Leader of the Opposition write jointly to the Mayor to put on record Enfield Council's opposition to the expansion of the ULEZ to the North and South Circulars.
- 2.2 The Cabinet Member for Health and Social Care and the Shadow Cabinet Member for Health and Social Care should meet with the Chief Executive of North Middlesex Hospital to discuss potential mitigation measures so that residents whose cars are non-compliant will not be charged £12.50 to access healthcare.
- 2.3 Deliver a comprehensive stakeholder engagement campaign to highlight the ULEZ policy and its impact so residents and businesses are aware of the policy as it has largely gone un-noticed.
- 2.4 Work with the other likeminded boroughs to agree a joint approach to lobbying the Mayor to either reverse his decision completely or at the very least consent to a sunset clause so Enfield's residents and small businesses can have longer to prepare for the ULEZ charge.
- 2.5 Work with SourceLondon to introduce more rapid charging points in Enfield to encourage residents who can afford it to move to electric vehicles as a local air quality improvement measure.

## July Full Council - Opposition Priority Business

### The expansion of the Ultra Low Emission Zone for North and South Circulars

#### 3.0 Background – timeline of the ULEZ policy

3.1 The ULEZ policy was created by former the Mayor of London, Boris Johnson in 2015 in a bid to improve air quality in London. It was agreed that the ULEZ would work on the same boundaries as the Congestion Charge Zone (CCZ) as air pollution in central London, especially within the CCZ, is more severe and covers a larger area.

3.2 Sadiq Khan in his 2016 election manifesto promised to:

*Consult on bringing forward the Ultra-Low Emission Zone and expanding it along major arterial routes or a wider section of central London*<sup>1</sup>

3.3 On the 5th July 2016, The Mayor announced the first round of consultation for extending the ULEZ boundary out to the North and South Circulars.<sup>2</sup>

3.4 On 30th November 2017, The Mayor launched the second round of consultation.

3.5 On Friday 8th June 2018, the Mayor press released his decision to go ahead with his proposals to expand the ULEZ out to the North and South Circulars in 2021.

#### 4.0 Consequences of expanding the ULEZ

4.1 The Mayor's proposals to expand the ULEZ out to the North and South Circular Roads means that the zone will straddle boroughs therefore dividing communities.

4.2 People living within the ULEZ

The Mayor has not included a sunset clause or resident discount scheme for those Enfield residents who will find themselves living within the zone. The result being that if residents living within the area do not have a Euro 4 petrol or Euro 6 diesel vehicle by April 2021 they will be charged £12.50 every day for switching on their engines.

##### Costs

If your car is non-compliant and you live within the zone the costs of using your car everyday are:

£12.50 x 7 days = £87.50 a week

£87.50 x 52 weeks a year = £4550 a year

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<sup>1</sup> Sadiq Khan and London Labour's Manifesto 2016, A Manifesto for all Londoners, Page 63

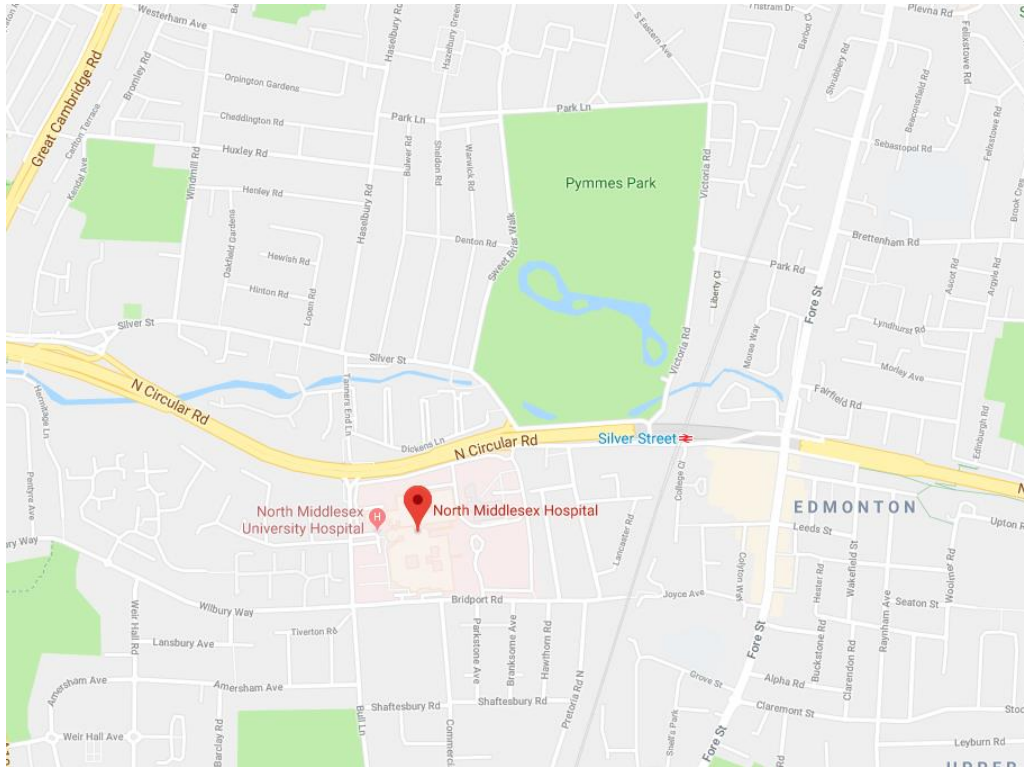
<sup>2</sup> <https://www.london.gov.uk/press-releases/mayoral/mayor-unveils-action-plan-to-battle-toxic-air>

## July Full Council - Opposition Priority Business

### The expansion of the Ultra Low Emission Zone for North and South Circulares

#### 4.3 Hospital

Residents who need to access North Middlesex Hospital will have to enter the zone to do so. If any resident does not have a car that is compliant they face a £12.50 charge for simply going to the hospital to seek treatment or visit a relative or friend.



#### 4.4 Schools

Enfield will have several schools located within the ULEZ. Parents could face a £12.50 charge for dropping their children off to school if their cars are non-compliant.

Examples of schools within the ULEZ - Bowes & Palmers Green Area

- Oakthorpe Primary School
- Tottenhall Infant School
- St Michael at Bowes Church of England Junior School
- Bowes Primary School

Examples of schools within the zone - Edmonton Area

- Wilbury Primary School
- Raynham Primary School
- Meridian Angel Primary School
- St John and St James Church of England Primary School

## July Full Council - Opposition Priority Business

### The expansion of the Ultra Low Emission Zone for North and South Circulars

#### 4.5 Small businesses

Small businesses such as florists, builders and plumbers etc who have small fleets normally keep vehicles for longer before upgrading. If their vehicles are not compliant by 2021, a charge will be applied for attending to jobs within the ULEZ. The Federation of Small Businesses stated that the policy will disproportionately fall on the smallest operators within the business community. There is potential for small businesses to stop trading because of this policy.

#### 4.6 Increased traffic on the North Circular Road and local roads

An expanded ULEZ could have an adverse effect on air quality in the areas surrounding the North Circular. These localities would most likely see increased congestion from vehicles that wish to avoid the ULEZ, thereby risking an increase in pollution on adjoining roads. The introduction of the Congestion Charge Zone had a similar impact on air quality in the surrounding areas, in particular on the Marylebone Road, which is on the boundary of the charging zone. When the Congestion Charge Zone was introduced, the Marylebone Road saw a 36 per cent increase in NO<sub>2</sub> pollution in the two years following the introduction of the charge, compared to the two years prior to its introduction due to people skirting round the congestion charge area. The Marylebone Road is now one of the UK's most polluted roads. This issue was raised by more than one borough and by the Deputy Mayor of London during the consultation.

### 5.0 Other organisations and local authorities' views on the expansion of the ULEZ to the North and South Circulars

#### 5.1 Exerts of the majority of North London Boroughs responses to the consultation

##### Barnet

TFL state that Barnet is concerned about the impact on the North Circular as a boundary road.<sup>3</sup>

##### Brent

Brent has some concerns around displacement of traffic on to the North Circular Road. The borough raises concerns about the potential impact on charity minibuses and wish to see appropriate mitigation measures in place.<sup>4</sup>

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<sup>3</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 10

<sup>4</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 10



## **July Full Council - Opposition Priority Business**

### **The expansion of the Ultra Low Emission Zone for North and South Circulars**

#### Ealing

Ealing is critical of the data and the level of information provided, and calls for more information, especially on an expanded ULEZ boundary, so that boroughs are able to make informed decisions.<sup>5</sup>

#### Hackney

Hackney is concerned that the current boundary dissects 14 boroughs which will affect residents and small businesses operators who have to regularly cross the border.<sup>6</sup>

#### Hounslow

Hounslow is concerned about the expanded boundary splitting the borough, and about the removal of the sunset period which will place undue pressure on residents (who with limited public transport options have little other choice but to drive) and small businesses.<sup>7</sup>

#### Newham

The London Borough of Newham supports the proposals. However, it wishes for greater detail to be provided on traffic displacement in local areas and wish to work with TfL to address any unintended consequences from the boundary. They would welcome any support for low income families and small businesses to upgrade their vehicles. They state that more investment is needed in public transport to provide an alternative to cars.<sup>8</sup>

#### Redbridge

Redbridge is concerned that the current proposed boundary dissects their borough and will lead to significant vehicle displacement from drivers avoiding the ULEZ area. This would negatively impact on congestion and localised pollution concentrations.<sup>9</sup>

#### Waltham Forest

The London Borough of Waltham Forest supports the increased priority and profile that the Mayor has given to tackling air pollution. However, it remains concerned about increased congestion and displacement of traffic from the proposed extended boundary and feel that sufficient modelling and

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<sup>5</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 11

<sup>6</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 11

<sup>7</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 13

<sup>8</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 14

<sup>9</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 14

## July Full Council - Opposition Priority Business

### The expansion of the Ultra Low Emission Zone for North and South Circulars

cost data (especially down to borough level) has not been made available to them to allow them to make an informed decision.<sup>10</sup>

#### 5.2 London Councils response to the consultation

London Councils does not feel that adequate data has been made available to make an informed decision and requests more information. The organisation is concerned about the potential impact of traffic displacement on the areas outside the boundary, particularly the North and South Circular Roads themselves.

They request more detail on the impact on individual boroughs, especially on the border and raise some concerns about the impact on disabled tax class vehicles, small businesses and low-income workers. They request more detail on the impacts of a London-wide option and more detail on work to develop Zero Emission Zones.<sup>11</sup>

#### 5.3 Summary of the Statutory Deputy Mayor, Joanne McCartney AM's response to consultation

A boundary up to the North and South Circular Roads would lead to congestion and rat-running to avoid the charge.<sup>12</sup>

#### 5.4 Federation of Small Businesses submission to the consultation

Question - Do you support this proposed boundary?

Whilst our members remain supportive of proposals to improve air quality across London, the costs of extending the ULEZ scheme more widely across London up to the North and South Circular roads, will disproportionately fall on the smallest operators within the business community.

We would not wish to see the North and South Circular roads included in the extended area as this would add time and costs to the journeys of small and micro operators in finding alternative routes to avoid the penalties – thus reducing their profitability and productivity significantly.

Question - Do you support the proposed implementation date of 25 October 2021 for the expansion of the ULEZ to include light vehicles in inner London?

We do not support the proposed implementation date of 25 October 2021 for the expansion of the ULEZ to include light vehicles. Whilst this provides three years to upgrade vehicles, we do not feel this allows sufficient time for vehicle

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<sup>10</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 15

<sup>11</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 27

<sup>12</sup> [https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user\\_uploads/ulez-consultation-appendices-a-h.pdf](https://consultations.tfl.gov.uk/environment/air-quality-consultation-phase-3b/user_uploads/ulez-consultation-appendices-a-h.pdf) Page 34

## **July Full Council - Opposition Priority Business**

### **The expansion of the Ultra Low Emission Zone for North and South Circulars**

owners to upgrade their business vehicles at a time of economic uncertainty and rising operational costs for small and micro businesses.

Owners of non-compliant vehicles will find that their residual asset value has decreased more than anticipated, the cost of compliant vehicles will be higher than expected and some may be contractually bound by leases that run beyond 25 October 2021.

Alternatively, offering a tapering, reduced charge to early adopters ahead of 2021 would encourage change and provide a 'carrot and stick' approach, rather than immediately opting for full charges and penalties.

If the challenges of SMEs are not understood and addressed with the implementation of these measures, we fear that many SMEs will either go under or move away from London, with resultant job and amenity losses for communities and local economies.<sup>13</sup>

## **6.0 Financial Implications**

### **6.1 Costs**

Drivers within the expanded zone using non-compliant vehicles will pay a daily ULEZ charge of £12.50, 24 hours a day, 365 days a year. These include:

- motorbikes that do not meet Euro 3 standards
- petrol cars and vans that do not meet Euro 4 standards (roughly the equivalent to not being more than fifteen years old for cars in 2021)
- diesel cars and vans that do not meet Euro 6 standards (roughly the equivalent to not being more than six years old for cars in 2021)

For example

If a resident only travelled within the zone or crossed the boundary once a week it would cost  $£12.50 \times 52 = £650.00$

If a resident drove everyday within the zone it would cost  $£87.50 \times 52 \text{ weeks a year} = £4550 \text{ a year}$

The cost of implementing the ULEZ has been estimated at £780million. This equates to £220 cost per family.

### **6.2 Families on low or fixed incomes**

There is a general view that people will just upgrade their vehicles so they will not incur the charge. However, it is not that easy to afford to change your vehicle if you are on a low or fixed income. It is likely that people who cannot

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<sup>13</sup> [https://www.fsb.org.uk/regions/london/london-policy-and-lobbying/fsb-response-to-proposals-to-expand-the-ulez-boundary-beyond-central-london-\(stage-3b\)](https://www.fsb.org.uk/regions/london/london-policy-and-lobbying/fsb-response-to-proposals-to-expand-the-ulez-boundary-beyond-central-london-(stage-3b))

## **July Full Council - Opposition Priority Business**

### **The expansion of the Ultra Low Emission Zone for North and South Circulars**

afford to change their vehicles will be affected the most financially by the ULEZ expansion.

#### **6.3 Leased cars**

One argument that is given in addition to those mentioned above is that people will just obtain newer compliant vehicles via lease agreement. Leasing a new car is easy if you have a steady job and good credit rating. It is not so easy if you have had debt problems in the past or lack a regular income. These families will be impacted economically if they cannot update their vehicles.

#### **6.4 No sunset period for residents who will live within the zone**

Londoners who are registered for the residents' Congestion Charge discount will be granted a time-limited 'sunset period' where a 100% discount from the ULEZ will apply to their vehicles when the central London ULEZ starts in 2019. This discount is to give people who live within the zone more time to change to a ULEZ compliant vehicle.

However, when the announcement was made that the Mayor of London was going ahead with the expanded ULEZ it was stated that there would be not be a similar sunset period for those residents who will live within the wider zone. This means that from day one of the expanded ULEZ scheme, Enfield residents who live within the zone will have to pay £12.50 per day to drive their vehicles if they do not have access to a compliant vehicle.

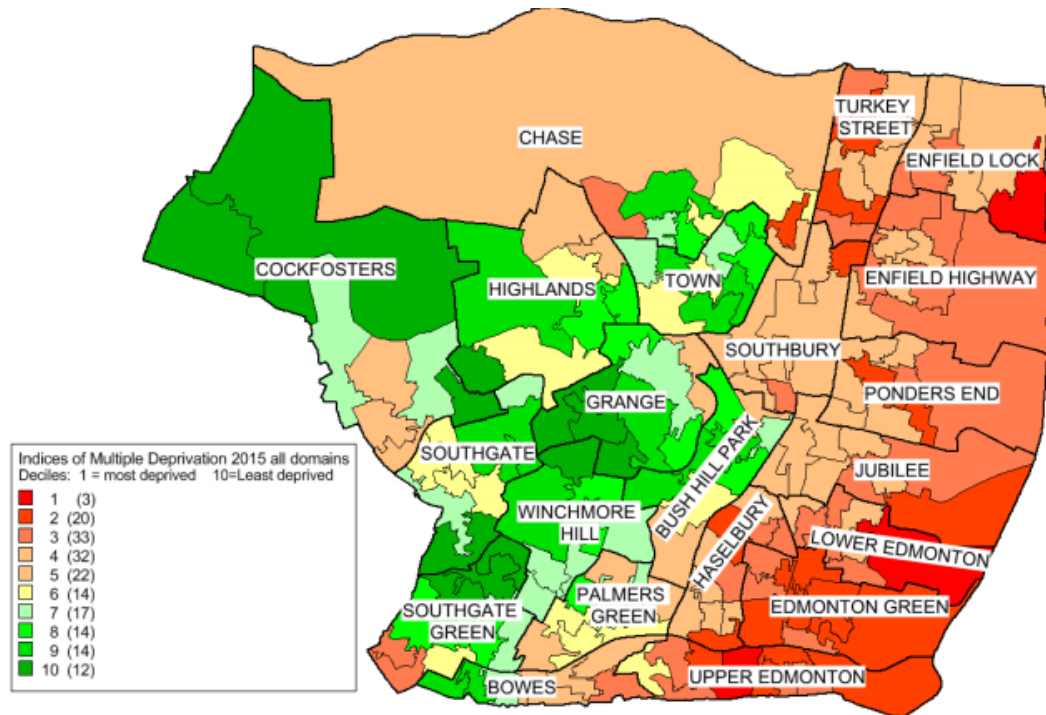
## **7.0 Equalities**

7.1 The expansion of the ULEZ out to the North Circular as stated above will adversely affect those residents on low or fixed incomes.

7.2 The deprivation map shows that Upper Edmonton, a ward that will be within the zone suffers high levels of deprivation. The result of the ULEZ expansion being implemented will be that those residents who cannot afford to upgrade their vehicle will face a daily charge. Enfield's poorest residents will be economically disadvantaged by the Mayor's decision to go ahead with an expanded ULEZ.

## July Full Council - Opposition Priority Business

### The expansion of the Ultra Low Emission Zone for North and South Circulars



Crown Copyright – Borough Deprivation 2017<sup>14</sup>

7.3 You will be able to identify from the map that the most deprived wards are located in the east of the borough. The residents of these wards are more likely to but not exclusively access healthcare at North Middlesex Hospital. Those residents might not be able to afford to change their vehicle if their existing one is non-compliant and it is they who will be more adversely affected when the expanded ULEZ is implemented.

7.4 The above does not mean that residents in more affluent wards will all naturally be able to afford to change their vehicles if their existing one does not meet the criteria. Residents who live on very fixed or low incomes can live in wards that have lower deprivation levels.

## 8.0 Impact on Enfield Council's own priorities

### 8.1 Fairness for All

The expansion of the ULEZ out to the North Circular is not fair on those who will be financially affected by the Mayor of London's decision to expand the ULEZ. Residents on low and fixed incomes will be adversely affected.

<sup>14</sup> <https://new.enfield.gov.uk/services/your-council/about-enfield/borough-and-wards-profiles/about-enfield--information-borough-profile-2017.pdf>

**July Full Council - Opposition Priority Business**

**The expansion of the Ultra Low Emission Zone for North and South Circulars**

8.2 Growth & Sustainability

The Mayor of London's decision to go ahead with the expanded ULEZ to the North Circular is likely to impact on small businesses. The costs of extending the ULEZ scheme more widely across London up to the North and South Circular roads, will disproportionately fall on the smallest operators within the business community. There is a fear that many SMEs that are the life blood of Enfield's local economy will either go under or move, with resultant job and amenity losses for communities and local economies.

8.3 Strong Communities

The North Circular Road working as the ULEZ boundary will divide communities between those that reside within the zone and those outside of it.

## **15. OPPOSITION BUSINESS**

- 15.1 The Council will, at four meetings a year, give time on its agenda to issues raised by the Official Opposition Party (second largest party). This will be at the first normal business meeting (in May /June), and then the third (September), fifth (January) and seventh (March) meetings (unless otherwise agreed between the political parties). A minimum of 45 minutes will be set aside at each of the four meetings.
- 15.2 All Council meetings will also provide opportunities for all parties and individual councillors to raise issues either through Question Time, motions or through policy and other debates.
- 15.3 The procedure for the submission and processing of such business is as follows:
- (a) The second largest party shall submit to the Monitoring Officer a topic for discussion no later than 21 calendar days prior to the Council meeting. This is to enable the topic to be fed into the Council agenda planning process and included in the public notice placed in the local press, Council publications, plus other outlets such as the Council's web site.
  - (b) The Monitoring Officer will notify the Mayor, Leader of the Council, the Chief Executive and the relevant Corporate Management Board member(s) of the selected topic(s).
  - (c) Opposition business must relate to the business of the Council, or be in the interests of the local community generally.
  - (d) If requested, briefings on the specific topic(s) identified will be available to the second largest party from the relevant Corporate Management Board member(s) before the Council meeting.
  - (e) No later than 9 calendar days (deadline time 9.00 am) prior to the meeting, the second largest party must provide the Monitoring Officer with an issues paper for inclusion within the Council agenda. This paper should set out the purpose of the business and any recommendations for consideration by Council. The order in which the business will be placed on the agenda will be in accordance with Council Procedure Rule 2.2 relating to the order of business at Council meetings.
  - (f) That Party Leaders meet before each Council meeting at which Opposition Business was to be discussed, to agree how that debate will be managed at the Council meeting.
  - (g) The discussion will be subject to the usual rules of debate for Council meetings, except as set out below. The Opposition Business will be conducted as follows:

- (i) The debate will be opened by the Leader of the Opposition (or nominated representative) who may speak for no more than 10 minutes.
- (ii) A nominated councillor of the Majority Group will be given the opportunity to respond, again taking no more than 10 minutes.
- (iii) The Mayor will then open the discussion to the remainder of the Council. Each councillor may speak for no more than 5 minutes but, with the agreement of the Mayor, may do so more than once in the debate.
- (iv) At the discretion of the Mayor the debate may take different forms including presentations by councillors, officers or speakers at the invitation of the second largest party.
- (v) Where officers are required to make a presentation this shall be confined to background, factual or professional information. All such requests for officer involvement should be made through the Chief Executive or the relevant Director.
- (vi) The issue paper should contain details of any specific actions or recommendations being put forward for consideration as an outcome of the debate on Opposition Business.
- (vii) Amendments to the recommendations within the Opposition Business paper may be proposed by the Opposition Group. They must be seconded. The Opposition will state whether the amendment(s) is/are to replace the recommendations within the paper or be an addition to them.
- (viii) Before the Majority party concludes the debate, the Leader of the Opposition will be allowed no more than 5 minutes to sum up the discussion.
- (ix) The Majority Group will then be given the opportunity to say if, and how, the matter will be progressed.
- (x) If requested by the Leader of the Opposition or a nominated representative, a vote will be taken on whether to approve the Majority Group's response.



## MUNICIPAL YEAR 2018/2019 - REPORT NO. **45**

### MEETING TITLE AND DATE /

Members & Democratic Services 21<sup>st</sup>  
June 2018

Council: 19<sup>th</sup> July 2018

### REPORT OF:

Executive Director of People's Services

Contact officer and telephone number:  
Stuart Lines, Director for the Public's  
Health Tel. 0208 3793726  
Email: [stuart.lines@enfield.gov.uk](mailto:stuart.lines@enfield.gov.uk)

<b>Agenda - Part: 1</b>	<b>Item: 8.1</b>
<b>Subject:</b> <b>Health &amp; Wellbeing Board terms of reference</b>	
<b>Wards: All</b> <b>Key Decision No: None</b>	
<b>Cabinet Member consulted:</b> <b>Cllr Alev Cazimoglu</b>	

## 1. EXECUTIVE SUMMARY

- The Enfield Health & Wellbeing Board (EHWB) was formally constituted in April 2013 as required by the Health & Social Care Act 2012. At this time the HWB's terms of reference and working pattern were established.
- Revised terms of reference were agreed at Council in July 2016. These have subsequently been reviewed by the HWB which considered that further updates are required to reflect the evolving nature of the Board and its new working arrangements.
- The following provides an outline of the proposed revised arrangements agreed by the HWB at its meeting on 17<sup>th</sup> April 2018, and includes the frequency of Board meetings and Development Sessions, the updated terms of reference and the revised Structure chart and Governance Arrangements.

## 2. RECOMMENDATIONS

That the revised EHWB terms of reference are adopted by Council.

### **3. BACKGROUND**

Health and wellbeing boards were established under the Health and Social Care Act 2012 to act as a forum in which key leaders from the local health and care system could work together to improve the health and wellbeing of their local population.

The establishment of the Enfield Health & Wellbeing Board, along with the terms of reference, was approved by Council on 27<sup>th</sup> March 2013.

Key functions of the board include:

- preparation of the Joint Strategic Needs Assessment (JSNA), Pharmaceutical Needs Assessment (PNA) and Joint Health and Wellbeing Strategy (JHWS)
- promoting greater integration and partnership between the NHS and local government to improve local health.
- supporting closer working between commissioners of health-related services to improve services for the local population

Five years on from its inception, the HWB has reviewed and updated its original arrangements. The purpose of these changes is to support the effective delivery of the HWB aims and functions by enabling more focussed discussions and ensuring that there are strong links between the Board meetings and the Development Sessions.

Key amendments include:

- the frequency of Board meetings and Development Sessions
- the updated terms of reference and
- the revised Structure and Governance Arrangements.

These are shown in Appendix 1.

### **4. ALTERNATIVE OPTIONS CONSIDERED**

The option of review and improvement of the current supporting and enabling structures are considered preferable to continuing with the current format as this will help drive the delivery of improved health in Enfield.

### **5. REASONS FOR RECOMMENDATIONS**

Although indicators show that improvements have been achieved in the overall health of Enfield residents the Board recognises that significant challenges

remain. This is reflected in a range of health indicators and is acknowledged to be the result of a range of factors, including the wider determinants of health.

The current Joint Health & Well Being Strategy (JHWBS) 2016-19 has served to provide focus and drive improvements in important areas. The strategy will be refreshed in 2019 and which will provide an opportunity to stimulate further action on achieving improved health and reduced health inequality.

In order to capitalise on this opportunity, to strengthen joint working and maintain focus on achieving tangible improvements to the health and wellbeing of Enfield residents these revised arrangements, terms of reference and structure are recommended.

## **6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS**

### **6.1 Financial Implications**

None

### **6.2 Legal Implications**

Section 194 of the Health and Social Care Act 2012 requires all local authorities to establish a Health and Wellbeing Board for their area. The Public Health, Health and Wellbeing Boards and Health Scrutiny Regulations 2013 set out the requirements for the running of Health and Wellbeing Boards. The Regulations are not prescriptive as to exactly how the Boards should be run and it is for each local authority to make its own arrangements. Changes to the Board's Terms of Reference fall within the remit of the relevant local authority.

The matters set out in this report comply with the above legislation.

### **Property Implications**

None

## **7. KEY RISKS**

- The risk of not agreeing the revised version of the HWB terms of reference is that the Board will continue to be operating under its current terms, which are outdated.
- There are no significant risks to the revised HWB terms of reference being adopted.

## 8. IMPACT ON COUNCIL PRIORITIES

It is anticipated that the revised arrangements will help in the delivery of current and future priorities of the Enfield JHWBS, which contribute to overarching Council priorities, including:

### 8.1 Fairness for All

Building strong local partnerships between the NHS, Council and other sectors

Ensuring the best start in life

Reducing health inequalities – narrowing the gap in life expectancy

### 8.2 Growth and Sustainability

Enabling people to be safe, independent and well and delivering high quality health and care services

### 8.3 Strong Communities

As a public meeting, the HWB enables residents to engage and have a greater understanding of health and wellbeing issues.

The terms of reference also have representation from the Enfield Youth Parliament, which helps ensure youth participation and engagement.

Creating healthier communities and promoting healthier lifestyles.

## 9. EQUALITIES IMPACT IMPLICATIONS

Corporate advice has been sought with regard to equalities and it is advised that an equalities impact assessment is neither relevant nor proportionate for the approval of this report to agree the HWB terms of reference. EQIAs will be considered and undertaken as appropriate on various workstreams undertaken as part of the HWB workplan.

## 10. PUBLIC HEALTH IMPLICATIONS

A HWB with accurate terms of reference will support the delivery of all the Health & Wellbeing Strategy priorities:

- Ensuring the best start in life
- Enabling people to be safe, independent and well and delivering high quality health and care services
- Creating stronger, healthier communities
- Reducing health inequalities – narrowing the gap in life expectancy
- Promoting healthy lifestyles

## **Background Papers**

None

## **Appendices**

Appendix 1: Revised arrangements for the Health & Wellbeing Board, including the frequency of Board meetings and development sessions, updated terms of reference and revised governance structure

Appendix 2: Proposed Enfield Health and Wellbeing Board Terms of Reference

Appendix 3: Current Enfield Health and Wellbeing Board Terms of Reference

**Appendix 1:** Revised arrangements for the Health & Wellbeing Board, including the frequency of Board meetings and development sessions, updated terms of reference and revised governance structure.

**Frequency and timing of meetings**

There will be a total of 6-8 meetings per year.

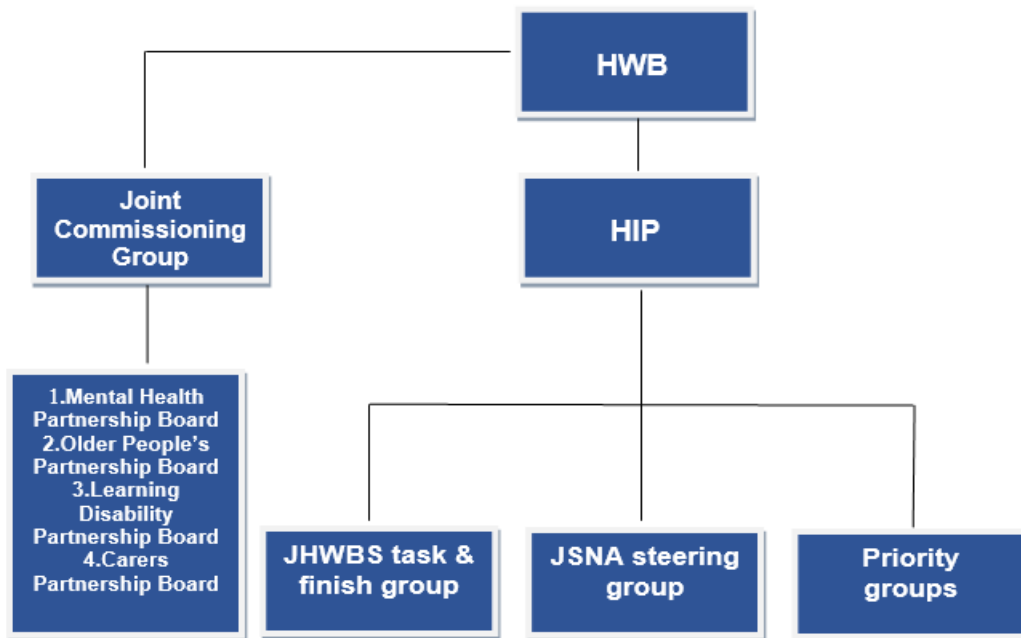
- Development sessions to take place before the HWB to enable informed and strategic discussions.
- Timings (to help enable maximum attendance) of combined meetings:

**4.30pm – 6.15pm Development session**

**6.30pm – 7.45pm HWB**

- Four of these combined meetings to take place per year
- Extra Development sessions (between 2 and 4 per year depending on need) to take place between 5.00 – 7.00pm and programmed as necessary between combined meetings.

**Governance Structure Chart**



## **Governance Arrangements**

### **1. The Health and Wellbeing Board as a Council committee**

EHWB was set up in April 2013 as a committee of the Council under section 102 of the local Government Act 1972. This was consistent with the requirements of the Health and Social Care Act 2012.

The regulations for HWBs do, however, modify and dis-apply certain provisions of the Local Government Act. The Board should be thought of as a section 102 committee, and it must follow the procedures and policies of its host organisation (the Council) rather than its constituent parts (such as the Clinical Commissioning Group [CCG]). However, there are some key differences between HWBs and other Council committees with regards to membership, decision-making arrangements and reporting structures.

### **2. Decision-making arrangements**

EHWB is not a policy creating body, and cannot take decisions that are vested in either officers, Cabinet or Council. Neither is EHWB a committee of the Executive or Cabinet. The Board cannot make executive decisions, only recommendations to the correct body to do so.

Regulation 6 modifies the Local Government and Housing Act 1989 (section 13 (1)) to enable all members of health and wellbeing boards or their sub-committees to vote unless the council decides otherwise. This means that the Council is free to decide, in consultation with the HWB which members of the HWB should be voting members.

The intention of the legislation is that all members of health and wellbeing boards should be seen as equals and as shared decision makers, acknowledging that health and wellbeing boards are about bringing political professional and clinical leaders and local communities together on an equal basis. It is hoped that this will be achieved by consensus, where possible. However, there will be some occasions where votes will have to be taken.

A summary table of the duties and powers introduced by the Health and Social Care Act 2012 relevant to JSNAs and JHWSs is available from:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/223845/Summary-table-of-the-duties-and-powers-introduced-by-the-Health-and-Social-Care-Act-2012-relevant-to-JSNAs-and-JHWSs-March.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/223845/Summary-table-of-the-duties-and-powers-introduced-by-the-Health-and-Social-Care-Act-2012-relevant-to-JSNAs-and-JHWSs-March.pdf)

### 3. **Scrutiny**

The regulations stipulate that the scrutiny function cannot be delegated to the Health & Wellbeing Board. Overview and Scrutiny are able to scrutinise the work of the Health and Wellbeing Board in a similar way to the other work of the Council. However, although the discharge of functions by health and wellbeing boards falls within the remit of scrutiny, the core functions are not subject to being called in, as they are not executive functions. Rather, the function of the HWB is to bring partners together in a leadership role to improve health through acting together.

#### **The Health Improvement Partnership (HIP)**

The HIP will act to support the Health and Wellbeing Board in discharging its functions relating to system leadership. This will include work on the wider determinants of health, further promoting and supporting cooperation between the Local Authority, the NHS and the Community and Voluntary Sector to reduce health inequalities.

#### **Joint Health and Wellbeing Strategy task & finish group**

The production of the Joint Health & Wellbeing Strategy will be a key action during 2018/19 ready for publication in April 2019.

Due to the complexity and time involved in developing a JHWBS a separate Task & Finish group will be established.

#### **HWB terms of reference**

The HWB terms of reference have been revised and are subject to ratification by the Health and Wellbeing Board.

<b>Glossary</b>	
HWB	Health & Wellbeing Board
JSNA	Joint Strategic Needs Assessment
JHWBS	Joint Health & Wellbeing Strategy
HIP	Health Improvement Partnership
ESP	Enfield Strategic Partnership



## **Appendix 2: Enfield Health and Wellbeing Board - Terms of Reference (Proposed)**

### **1. Aims**

The primary aims of Enfield's Health & Wellbeing Board (HWB) are to provide system leadership to improve health and reduce health inequalities in Enfield and improve local accountability for health improvement. The Board will support the development of strong partnership working and integration, particularly between the Local Authority, the Clinical Commissioning Group (CCG) and other local services and partners for the benefit of residents.

### **2. Name**

The name of the Board will be the 'Enfield Health and Wellbeing Board' (EHWB)

### **3. Membership**

#### **Members**

- Chair - Leader of the Council or their appointed representative
- Cabinet Member with responsibilities for Health and Social Care
- Cabinet Member with responsibilities for Education, Children's Services
- Cabinet Member with responsibilities for Public Health
- Vice Chair - Chair of the local Clinical Commissioning Group (CCG)
- HealthWatch Representative
- CCG Chief Officer
- Director of Public Health
- Director of Adult Social Care

- Director of Children's Services
- Elected Representative(s) of the Third Sector (Term of office 3 years)

### **Non-Voting Members**

- Director of Planning from the Royal Free London NHS Foundation Trust
- Chief Executive from the North Middlesex University Hospital NHS Trust
- Director of Strategic Development from the Barnet, Enfield and Haringey Mental Health NHS Trust
- Enfield Youth Parliament Representatives x 2 Strong & Safer Communities Board representative
- Enfield Strategic Partnership representative

### **Substitute members**

Each EHWB member can nominate a substitute member to be permitted to attend in the following circumstances:

- To take the place of an ordinary member on the EHWB where that member will be absent for the whole of the meeting. Such an appointment would apply for the entire meeting, including where the meeting is reconvened after any adjournment; or
- Where an ordinary member of the EHWB is prevented from attending and participating in a meeting due to any disclosable interest they may have in an issue or complaint to be considered. In these cases the substitute appointment would only apply to the consideration of the relevant item on the agenda.

The EHWB member who wishes to appoint a substitute member must notify Democratic Services, prior to the beginning of the relevant meeting of the intended.

Additional members may be appointed to the EHWB by the agreement of all current members and Council. Non-statutory membership will be reviewed by the EHWB annually.

## **4. Key functions of the Board**

The key functions of the Board are:

- The preparation of the Joint Strategic Needs Assessment (JSNA), Pharmaceutical Needs Assessment (PNA) and Joint Health and Wellbeing Strategy (JHWS)
- Promoting greater integration and partnership between the NHS and local government to improve local health outcomes and reduce inequalities.
- Supporting closer working between commissioners of health-related services to improve services for the local population.

## **5. Management and administration**

The Director of Public Health (DPH) will be the lead officer for the EHWB supported by the Strategic Partnerships Manager or their representative who will be in attendance at all Board meetings.

The EHWB will be administrated by Enfield Council Democratic Services.

## **6. Sub-committees and groups and the Health Improvement Partnership:**

The EHWB is to appoint sub-committees to discharge their functions in accordance with section 102 of the 1972 Local Government Act.

All sub-committees will have their ToR and membership approved by the EHWB and will operate in accordance with the requirements of the Board, and be focused on activity that is in line with the ToR and remit of the EHWB.

The key sub- committee is the Health Improvement Partnership (HIP), which operates to support the work and delivery of the EHWB. Its membership will consist of representatives of each of the Board members.

Supporting groups include the JSNA Steering Group, the JHWBS task & finish group and working groups to support the delivery of key work streams.

## **7. Chairing**

The Chair will be either the Leader of the Council or their appointed representative. The Vice Chair will be the Chair of the Enfield Clinical Commissioning Group (CCG).

## **8. Voting**

Each full member of the Board shall have one vote and decisions will be made by a simple majority. The Chair will have the casting vote.

## **9. Quorum**

The quorum for the EHWB shall be at least four full members or one quarter of the full membership, to include a representative from the Clinical Commissioning Group, and a Councillor.

## **10. Frequency of Meetings**

Each year there will be four formal meetings of the EHWB as well as any other additional extraordinary Board meetings and between 2-4 development sessions as called by the Board.

## **11. Conduct of Business of the EHWB**

(a) EHWB meetings will generally be open to the public and other councillors except where they are discussing confidential and exempt information. This will need to be in accordance with the requirements of the Local Government Act 1972 as amended.

(b) Members of the EHWB will be entitled to receive a minimum of five clear working days' notice of such meetings, unless the meeting is convened at shorter notice due to urgency.

(c) Any member of the Council may attend open meetings of the EHWB and speak at the discretion of the Chair.

(d) Agendas and notice of meetings: There will be formal agendas and reports which will be circulated at least five working days in advance of meetings.

(e) Exempt and confidential items: There will be provision for exempt or confidential agenda items and reports where the principles of the relevant access to information provisions of the Local Government Act 1972 (as amended) apply.

(f) Reports: Reports for the EHWB will usually be prepared by the relevant officer or EHWB member.

(g) Reports will be presented by the appropriate EHWB member, and must include advice from relevant officers, including finance and legal implications and reasons for the recommendations.

(h) Officer advice: Officer advice will be stated fully and clearly within reports to the EHWB Board.

(i) Templates: Formal reports to the EHWB will need to be submitted with the EHWB template, completed in accordance with the Councils report writing guidance.

(j) Minutes of decisions made at EHWB meetings: Minutes will be made public within 10 working days of each meeting.

## **Appendix 3 Health and Wellbeing Board Terms of Reference**

### **(Current)**

(Updated: Council 13/07/16)

#### **1. Aims**

The primary aims of the Board are to promote integration and partnership working between the local authority, Clinical Commissioning Group (CCG) and other local services and improve the local democratic accountability of health.

#### **2. Name**

The name of the Board will be 'Enfield Health and Wellbeing Board' (EHWB)

#### **3. Membership**

##### Members

- Leader of the Council - Chair
- Cabinet Member with responsibilities for Health and Social Care
- Cabinet Member with responsibilities for Education, Children's Services
- Cabinet Member with responsibilities for Public Health
- Chair of the local Clinical Commissioning Group – Vice Chair
- HealthWatch Representative
- NHS Commissioning Board Representative
- CCG Chief Officer
- Director of Public Health
- Director of Health, Housing & Adult Social Care
- Director of Children's Service
- Elected Representative of the Third Sector (Term of office 3 years)

##### Non Voting Members

- Director of Planning from the Royal Free London NHS Foundation Trust
- Chief Executive from the North Middlesex University Hospital NHS Trust
- Director of Strategic Development from the Barnet, Enfield and Haringey Mental Health NHS Trust
- Enfield Youth Parliament Representatives x 2

##### Substitute Members

Each EHWB member can nominate a substitute member to be permitted to attend in the following circumstances:

- To take the place of an ordinary member on the EHWB where that member will be absent for the whole of the meeting. Such an appointment would apply for the entire meeting, including where the meeting is reconvened after any adjournment; or
- Where an ordinary member of the EHWB is prevented from attending and participating in a meeting due to any disclosable interest they may have in an issue or complaint to be considered. In these cases the substitute appointment would only apply to the consideration of the relevant item on the agenda.

The EHWB member who wishes to appoint a substitute member must notify Democratic Services, prior to the beginning of the relevant meeting of the intended.

Additional members may be appointed to the EHWB by the agreement of all current members and Council. Non statutory membership will be reviewed by the EHWB annually.

#### **4. Management and administration**

Strategic Partnerships Manager or their representative will be in attendance at all Board meetings.

The EHWB will be administrated by Democratic Services as it is a Council meeting.

#### **5. Responsibilities**

- (a) To develop and publish, a joint strategic needs assessment and joint health and wellbeing strategy which would be subject to final approval by the Council and the Clinical Commissioning Group (CCG).
- (b) To encourage integrated working across the wider determinants of health including health and social care commissioners and other local services.
- (c) To encourage an integrated approach to commissioning.

- (d) To review the alignment of commissioning plans between the Joint Strategic Needs Assessment (JSNA), Pharmaceutical Needs Assessment (PNA) and the Joint Health and Wellbeing Strategy (JHWS) and the CCG commissioning plans, including:
- The duty to provide an opinion on whether the commissioning plan has taken proper account of the JHWS to the NHS Commissioning Body.
  - The power to provide the NHS Commissioning Board with opinion on whether a published commissioning plan has taken proper account of the JHWS (a copy must also be supplied to the Enfield CCG).
- (e) To ensure that a Healthwatch service exists within Enfield and to consider its Annual Report.
- (f) To ensure that a Pharmaceutical Needs Assessment (PNA) is produced and published every 3 years.
- (g) To ensure that there is communication and consultation with the wider community on the work of the Health and Wellbeing Board and its priorities.
- (h) To ensure that a Health and Wellbeing Board work plan is implemented, reviewed and updated.
- (i) Support the Enfield Strategic Partnership (ESP) in delivering its Healthier Communities Priority.
- (j) To ensure that a work programme for the sub committees is determined in line with the role of the Health and Wellbeing Board and is appropriately monitored.
- (k) To ensure that the Council, Cabinet, CCG Governing body, ESP Board and NHS Commissioning Board are kept informed of progress and work of the Board by producing a Health and Wellbeing Board Annual Report.
- (l) To receive the Annual Enfield Public Health Report.
- (m) Any other duties delegated by Council linked to the wider determinants of health.

## **6. Sub-Boards and the Executive Group**

The EHWB is to appoint sub committees to discharge their functions in accordance with section 102 of the 1972 Local Government Act.

All Sub-Boards will have their Terms of Reference and membership approved by the EHWB and will operate in accordance with the requirements of the Board, and be focused on activity that is in line with the Terms of Reference and remit of the EHWB.

The Board will have an executive group which will meet on a monthly basis to oversee on-going work in between board meetings. Its membership will consist of: the Director of Public Health, CCG Chief Officer, Director of Children's Services and Director of Health, Housing and Adult Social Care.

## **7. Chairing**

The Chair will be either the Leader of the Council or their appointed representative. The Vice Chair will be the Chair of the Enfield Clinical Commissioning Group.

## **8. Voting**

Each full member of the Board shall have one vote and decisions will be made by a simple majority. The Chair will have the casting vote.

## **9. Quorum**

The quorum for the EHWB shall be at least four full members or one quarter of the full membership, to include a representative from the Clinical Commissioning Group, and a councillor.

## **10. Frequency of Meetings**

Each year there will be at least five formal meetings of the EHWB as well as any other additional extraordinary Board meetings and/or development sessions as called by the board.

## **11. Conduct of Business of the Health and Wellbeing Board**

- (a) EHWB meetings will generally be open to the public and other councillors except where they are discussing confidential and exempt information. This will need to be in accordance with the requirements of the Local Government Act 1972 as amended.



- (b) Members of the EHWB will be entitled to receive a minimum of five clear working days' notice of such meetings, unless the meeting is convened at shorter notice due to urgency.
- (c) Any member of the Council may attend open meetings of the EHWB and speak at the discretion of the Chair.
- (d) **Agendas and notice of meetings:** There will be formal agendas and reports which will be circulated at least five working days in advance of meetings.
- (e) **Exempt and confidential items:** There will be provision for exempt or confidential agenda items and reports where the principles of the relevant access to information provisions of the Local Government Act 1972 (as amended) apply.
- (f) **Reports:** Reports for the EHWB will usually be prepared by the relevant officer or EHWB member.
- (g) Reports will be presented by the appropriate EHWB member, and must include advice from relevant officers, including finance and legal implications and reasons for the recommendations.
- (h) **Officer advice:** Officer advice will be stated fully and clearly within reports to the EHWB Board.
- (i) **Templates:** Formal reports to the EHWB will need to be submitted with the EHWB template, completed in accordance with the Council's report writing guidance.
- (j) **Minutes of decisions made at EHWB meetings:** Minutes will be made public within 10 working days of each meeting.

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## MUNICIPAL YEAR 2018/2019 - REPORT NO. 46

### MEETING TITLE AND DATE /

Members & Democratic Services  
Group  
21 June 2018

Council – 19 July 2018

### REPORT OF:

Executive Director of People's Services  
Contact officer and telephone number:  
Theresa Palmer 020 8379 3321  
E mail: Theresa.palmer@enfield.gov.uk

Agenda - Part: 1

Item: 8.2

### Subject:

**MEMBER GOVERNOR FORUM –  
CHANGES TO TERMS OF  
REFERENCE**

### Wards:

**Key Decision No:** *n/a*

**Cabinet Member consulted:**

### 1. EXECUTIVE SUMMARY

The purpose of the Member Governor Forum (MGF ) is to provide a space where strategic oversight of Education in Enfield may be maintained and to enable governors and councillors to question and challenge common issues raised by the Lead Officers and make recommendations to the Cabinet via the Member with responsibilities for Children and Young People

This report sets out the rationale for proposed changes to the Terms of Reference of the Member Governor Forum as agreed by the MGF working group via delegated authority from the forum at its meeting on 21 February 2018.

### 2. RECOMMENDATIONS

To approve the changes to the revised terms of reference for the Member Governor Forum.

### 3. BACKGROUND

The Member Governor Forum Terms of Reference have been the subject of lengthy debate at numerous forum meetings on how attendance may be improved.

At the Member Governor Forum meeting on 13 June 2017 (item 5), discussions shifted to the remit of governor networks and how the subject matter discussed in these meetings and the forum often overlapped. This followed concerns raised

that forum was generally poorly attended and that it needed to enable greater opportunity for strategic discussions around key local and/or national issues. The forum then resolved to disband the 3 governor networks: Chairs and Vice Chair network, LA governor Network and Training and Development Governor Network and that the membership of each be subsumed into the forum.

It was suggested that a name change would allow a fresh start. However it was subsequently agreed that, in view of the familiarity of the current forum name that an appropriate new strapline be added to the Terms of Reference and that it be reviewed. The forum tasked the newly elected three Co-Chairs; Christine Chamberlain (Chase Side), Beyzade Beyzade (Winchmore) and Roger Kingsnorth (Raglans) with the support of the Governor Support Service Manager Theresa Palmer to review the forums terms of reference. The MGF working group met three times.

The revised Terms of Reference can be compared (changes highlighted red) with the former 2012 version:

- (a) The revised Terms of Reference (2018) for the Member Governor Forum are set out in Appendix 1v3
- (b) The former Terms of Reference (2012) for the Member Governor Forum are set out in Appendix 2

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

The option for review and improvement of current structures are considered preferable to continuing with an old format as this will help drive the delivery of improved governance in Enfield.

#### **5. REASONS FOR RECOMMENDATIONS**

Since 2012 attendance at the Member Governor Forum had dwindled and the opportunity to capitalise on and strengthen joint working following the recent merger of three governor networks with the Forum was considered beneficial in maintaining strategic focus whilst aiming to achieve more tangible short, medium and long term benefits for governors and members through a shared understanding of common educational issues.

The forum seeks to maintain strategic oversight of education in Enfield and to provide a space where governors and councillors may question and challenge common issues raised by lead officers and make recommendations to the Cabinet via the cabinet Member with responsibilities for Children's Services. As a result the revised Terms of Reference are intended to provide greater clarity and structure, are recommended.

## **6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS**

### **6.1 Financial Implications**

There are no financial implications in relation to this report.

### **6.2 Legal Implications**

The recommendation set out within this report is within the Council's powers and duties. The report recommends amending the terms of reference for the Member Governor Forum to strengthen governance and ensure that it can continue to support the Council in meeting its statutory obligations. The Council has statutory duties within an existing legal framework to secure the best outcomes for young people and promote high standards of education.

### **6.3 Property Implications**

None

## **7. KEY RISKS**

The risk of not agreeing the revised Member Governor Forum terms of reference will mean that the forum will continue to operate under its current terms, which are outdated.

There are no significant risks to the revised Member Governor Forum terms of reference being adopted.

## **8. IMPACT ON COUNCIL PRIORITIES**

It is anticipated that the revised arrangements will help in the review of current and future educational priorities in the Enfield, which contribute to overarching Council priorities, including:

### **8.1 Fairness for All**

Building strong partnerships between Schools and Children's Services and the education sectors to ensure greater strategic alliances resulting the best possible outcomes for all children in Enfield

### **8.2 Growth and Sustainability**

The Member Governor Forum seeks to support the promotion of high educational standards, ensuring effective provision providing a consistency of approach and opportunities for improvements through the

consideration of timely briefings from Children's Services officer on key issues of concern and providing an immediate response to issues that occur in Enfield.

### **8.3 Strong Communities**

The Member Governor Forum through its revised terms of reference will continue to oversee provision to secure continued community links across Enfield.

### **8.4 Strong Communities**

The Member Governor Forum enables governors and councillors to engage and have a greater understanding of issues and challenges as experienced in schools and the broader educational landscape.

The terms of reference also has representation from Maintained schools and Academy governing board together with the key faith groups and , and local authority personnel which helps ensure the widest possible participation and engagement.

## **9. EQUALITIES IMPACT IMPLICATIONS**

The LA must be mindful of the Public Sector Equality Duty (PSED) as set out in Section 149 of the Equality Act 2010, when making decisions regarding the provision of services to the public i.e. that it: eliminates discrimination, promotes equality of opportunity and fosters good relations between different groups.

The PSED requires the LA to consider the implications of activity undertaken on the basis of people who have 'protected characteristics' as set out in the Equality Act 2010.

There are no direct equalities implications as a result of changes to the Member Governor Forum terms of reference.

## **10. PUBLIC HEALTH IMPLICATIONS**

There are no direct public health implications from this report but rather from what actions / decisions result from the revised membership.

**Background Papers:** None

### **Appendices**

Appendix 1 - New Terms of Reference

Appendix 2 - Member Governor Forum Terms of Reference agreed 2012

Appendix 3 - Member Governor Forum Minutes 13 June 2017

## **MEMBER GOVERNOR FORUM**

**~ Working together - Making a difference ~**

### **Terms of Reference**

**Agreed at Full council on 19 Sept 2012 revised May 2018**

#### **Purpose:**

To Provide a forum to maintain strategic oversight of Education in Enfield and to enable governors and **councillors** to question and challenge common issues raised by the Lead Officers and **make recommendations to the Cabinet via the** Member with responsibilities for Children and Young People

#### **Membership:**

- One representative from each Maintained School/Academy Governing Body nominated by the governors to represent the views of the Governing Body and their School/Academy/Free School. Where matters under discussion concerned the direct relationship between the LA and its Maintained Schools, representatives on non maintained Schools will have an observer status.
- 5 Council representatives (3 majority and 2 minority) plus the Director for Schools and Children's Services.
- Three education statutory co-optees (nominated annually by the London Diocesan Board for Schools, Westminster Diocese and the United Synagogue)
- The Chair of the Schools' Forum and Staff Forum /Joint Consultative Group for Teachers.
- One Headteacher representative from each Sector, (Primary, Secondary and Special) (nominated by Headteacher's Conferences).
- A Lead Officer from the Schools and Children's Services Department.

Any member who is unable to attend a Forum meeting may nominate a substitute from within the body they represent to attend that meeting.

#### **Remit:**

- **To receive referrals from governing bodies including Academy Trust and Free schools and consider and review the range of issues raised and agree appropriate Action**
- To consider matters concerning the Schools and Children's Services service referred by school governing bodies **(including Academy Trusts and Free schools)**, Council Scrutiny Panels or other educational partners.
- To receive timely briefings from Schools and Children's Officers on matters being presented to school governing bodies **and the broader Educational Landscape**
- To assist in the development and review of **strategic** policy including monitoring the impact of the policy.
- To consider priorities for resources in consultation with the Schools' Forum.
- To consult with and receive suggestions and proposals from the forums representing staff and schools.
- **To provide an opportunity to network and share best practice**

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**MEMBER GOVERNOR FORUM**  
**Terms of Reference**  
**Agreed at Full council on 19 September 2012**

**Membership:**

- One representative from each Maintained School/Academy Governing Body nominated by the governors to represent the views of the Governing Body and their School/Academy/Free School. Where matters under discussion concerned the direct relationship between the LA and its Maintained Schools, representatives on non maintained Schools will have an observer status.
- 5 Council representatives (3 majority and 2 minority) including the Member with Portfolio for Children and Young People (nominated annually by Council), the Chairman and Vice Chairman of Children and Young Peoples Scrutiny Panel, Lead Opposition Member for Schools and Children's Services and one other Cabinet Member. (However, where opposition roles are combined, the opposition will nominate an appropriate Member). The Director for Schools and Children's Services.
- Three education statutory co-optees (nominated annually by the London Diocesan Board for Schools, Westminster Diocese and the United Synagogue).
- The Chair of the Schools' Forum and Staff Forum /Joint Consultative Group for Teachers.
- One Headteacher representative from each Sector, (Primary, Secondary and Special) (nominated by Headteacher's Conferences).
- A Lead Officer from the Schools and Children's Services Department.

Any member who is unable to attend a Forum meeting may nominate a substitute from within the body they represent to attend that meeting.

**Remit:**

- To consider a range of issues common to both the Council and governing bodies and to make recommendations to the Cabinet, via the Member with Portfolio for Children and Young People and any relevant Scrutiny Panel.
- To consider matters concerning the Schools and Children's Services service referred by school governing bodies, Council Scrutiny Panels or other educational partners.
- To receive timely briefings from Schools and Children's Officers on matters being presented to school governing bodies.
- To assist in the development and review of policy including monitoring the impact of the policy.
- To consider priorities for resources in consultation with the Schools' Forum.
- To consult with and receive suggestions and proposals from the forums representing staff and schools.

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## MEMBER GOVERNOR FORUM

### 13 JUNE 2017 MINUTES

**Councillors:** *Christiana During, Bambos Charalambous, Ayfer Orhan, Michael Rye and Glynis Vince*

**Co-opted:** *Tony Murphy, Simon Goulden, Vacancy C of E*

<b>Primary Schools</b>			
Alma Primary	<i>Mrs Deborah Dykins</i>	St James	<i>Mr Ian Thompson</i>
Bowes Learning Alliance	<i>Mr Gordon Stubberfield</i>	St John & St James	<i>Mrs G Saffrey Powell</i>
Brettenham Primary	<i>Cllr Toby Simon</i>	St John's	<i>Mr Matthew Laban</i>
Brimsdown Primary	<b>Mrs Ingrid Cranfield</b>	St Mary's	<i>Mrs Helen Allan</i>
Bush Hill Park	<i>Ms Kathleen O' Sullivan</i>	St Matthews	<i>Fr Michael Childs</i>
Capel Manor	<i>Mr Keith Adams/ Mr Terry McGee</i>	St Michael's	<i>Ms Julie Doggett</i>
Carterhatch Infant	<i>Mrs Jane Dookheran</i>	St Michael's at Bowes	<i>Ms Jean Jakobson</i>
Carterhatch Junior	<b>Mr Alex Monk</b>	St Monica's	<i>Mrs Sam McCoolle</i>
Chase Side	<i>Mr Ken Ferguson</i>	Starks Field Primary	<i>Mr Mick Lees</i>
Churchfield Primary	<i>Mrs Louise Ray Ferguson</i>		
Cuckoo Hall	<i>Mrs Andry Efthymiou</i>	Suffolks	<i>Mrs Niamh Bays</i>
DeBohun	<i>Mrs Lucy Peatfield</i>	Tottenham Infant	<i>Mr Brian Leveson</i>
Eastfield	<b>Mrs Karen Fernandez</b>	Walker	<i>Mr Philip Dawson</i>
Eldon Primary	<i>Mr Bob Eves</i>	West Grove	<i>Ms Helen Kacouris</i>
Enfield Heights	<i>Mr Neil McIntosh</i>	Wilbury	<i>Mr Leon Levy</i>
Enfield Learning Trust	<i>Mr John West</i>		
Eversley	<i>Ms Mandy Bird</i>	Wolfsen Hillel	<i>Mrs Sarah Cotton</i>
Firs Farm	<i>Mr Ishmael Owarish</i>	Worcesters	<i>Mr Richard Hooker</i>
Fleecefield	<i>Mr Andy Matfield</i>	Aylward Academy	<i>Mr Phillip Moore</i>
Forty Hill	<i>Mr Ian Croft</i>	Bishop Stopford's	<i>Mrs Kate Roskell</i>
Freezywater St Georges	<i>Mr Peter Holiday</i>	Broomfield	<i>Mr Roni Malik</i>
Galliard	<b>Mrs Linda Sless (Chair)</b>	Chace	<i>Mrs Tracy Garland</i>
Garfield	<i>Mr Keith Carrano</i>	Edmonton County	<i>Mr Salih Suavi</i>
George Spicer	<b>Mr David Sandham</b>	Enfield County	<i>Ms Romany Joseph</i>
Grange Park	<i>Mrs Julie Rayson</i>	Enfield Grammar	<i>Mrs Ruth Collis</i>
Hadley Wood	<b>Ms Karen Fernandez</b>	Highlands	<i>Mr Matthew Miller/ Terry McGee</i>
Hazelbury Federation	<i>Ms Karen Mautner</i>	Kingsmead	<i>Mr Andrew Nicholas</i>
Hazelwood Federation	<i>Mr Nick Buckley</i>	Lea Valley High	<i>tba</i>
Highfield	<i>Mrs Diana Wren</i>	Nightingale Academy	<i>Mr Will Hoyle</i>
Honilands	<i>Mr Nick Turner</i>	Oasis Hadley Academy	<i>Mr Kenneth Barber</i>
Houndfield Primary	<i>Mr Keith Carrano</i>		
Keys Meadow	<i>Mrs Caroline Davis</i>	Oasis Enfield	<i>Mr David Muir</i>
Latymer All Saints	<i>Ms Stella Angeyo</i>	Secondary Tuition Service	<i>Del Goddard/ Cllr Elaine Hayward</i>
Lavender	<i>Mr Sam Buckley</i>	Southgate	<i>Mrs Christine Shields/ Mrs Christine Chamberlain</i>
Merryhills	<i>Ms Penny Deller</i>	St Anne's	<i>Mr John Donnelly</i>
Oakthorpe	<i>Mr Alan Hall</i>	St Ignatius	<i>Mr John Donnelly</i>
Our Lady of Lourdes	<i>Mrs. Mary Sutton</i>	The Latymer	<i>Mr Ian Pilsworth</i>
Prince Of Wales	<i>Mr Steven Way</i>	Winchmore	<b>Mr Beyzade Beyzade (Vice Chair)</b>
Raglan Federation	<i>Mrs Anna Williams</i>	<b>Special Schools</b>	
Raynham	<i>Ms Barbara Atkinson</i>	Aylands	<i>Ms Barbara Laverack</i>
Southbury	<i>Mrs Barbara Munson</i>	Durants	<i>Mrs Sylvia Hart</i>
St Andrews (Enfield)	<i>Mr Rex Bourne</i>	Oaktree	<i>Mrs Helen Chance</i>
St Andrews (Southgate)	<i>Mr Jame Adeshyian</i>	Russet House	<i>Ms Tracy Jenkins</i>
St Edmunds	<i>Dr P Orumen</i>	Waverley	<i>Mrs Janet Leach</i>
St Georges	<i>Mr Michael Blundell</i>	West Lea	<i>Ms Natalie Key</i>
Ark John Keats Academy	<b>Mr Alex Monk</b>		

#### Invited Officers / Members

Director of Children's Services:  
 Cabinet Member for Education, Children Services & Protection:  
 Chairman of Schools' Forum:  
 Chairman of Staff Forum/JCGT:  
 Chief Education Officer:  
 Stakeholder Engagement Manager  
 Governor Support Service  
 Lead Headteachers:

*Tony Theodoulou*  
*Ayfer Orhan*  
*Ingrid Cranfield*  
*Paul Bishop (Unison)*  
*James Carrick*  
*Neil Best*  
**Theresa Palmer**, Service Manager  
*Ms Christalla Jamil (Eastfield Primary) Vacancy, John Kerr*  
*(Secondary), Vacancy (Special)*

#### Also invited/attending:

**Clara Seery**, School Improvement Service  
**Marianne Page**, Minute Clerk  
*Alicia Meniru*, Parent Governor Representative

***Italics indicates absence.***

MINUTES - PART 1

1. INTRODUCTIONS AND APOLOGIES FOR ABSENCE

The Clerk began the meeting by welcoming all those present and invited introductions.

Apologies for absence were received from Cllrs Ayfer Orhan and Michael Rye, Mr James Carrick, Mrs Julie Rayson, Mr Matt Miller, Barbara Atkinson and Stella Mwa.

Members were reminded that notice and reminder notices of the meeting had been published on GovernorHub in the usual way. An additional reminder would be sent out in advance of the next meeting to encourage a higher number of participants and ensure people know of the date, time and place.

2. DECLARATION OF INTEREST

**NOTED** that Members and Governors were reminded that they should declare any interest relating to items on the agenda. No declarations were made.

3. MINUTES

The Minutes of the meeting held on 30 January 2017 were confirmed and signed by the Chair as a correct record.

4. MATTERS ARISING

(a) Gangs with Particular Focus on CSE and Schools (Minute 5)

**NOTED** that a link to the university of Bedfordshire website was yet to be received. Once available the link would be published on GovernorHub.

**ACTION: CLERK**

(b) Budget Update – School Funding and SEND (Minute 6(b) (i))

**NOTED** that the Schools' Forum was to meet the following evening consequently no useful update could be given. Members understood that the situation could change as a result of the recent general election. Information arising from the Schools' Forum could be accessed, when available through the links on the council website and within the Governor Support Service Homepage on GovernorHub.

**ACTION: ALL**

(c) Schools' Workforce Consultation Group (Minute 10 (b))

**REPORTED** that Beyzade Beyzade was one of two governors to be appointed as Workforce Consultation Group Representatives.

**NOTED** that

(i) Mr Beyzade attended a Consultative Group meeting held at St Anne's School the previous evening and found it to be valuable. Chair of Governors John Donnelly at both St Anne's and St Ignatius secondary schools was to be the second governor representative;

(ii) in response to a question concerning the remit of the group, Ms Palmer explained that the Schools' Workforce Consultation Group was an internal group established by the Schools' Personnel Service some years ago for the purpose of consultation and discussion about personnel policies and procedures, employment law developments etc. and how they affect schools and their staff. The Group was not statutory and there was no specified term of office. There was one meeting per term held during the school day.

5. FUTURE ROLE AND STRUCTURE

**RECEIVED** the Terms of Reference for the Member Governor Forum a copy of which is included in the Minute Book.

(a) Terms of Reference

**NOTED** that

- (i) the Terms of Reference had been the subject of discussion at the last meeting following on from lengthy debate in earlier meetings on how attendance may be improved. Discussions had also shifted to the remit of governor networks and how the subject matter discussed in these forum often overlapped;
- (ii) Ms Palmer explained that one of the key aspects of LA support to governing bodies was in the promotion of governor networks which included Chairs and Vice-Chairs network, Training and Development (Link) governor network and the LA governor network. The Parent governor network had been disbanded a few years previous. None of the network groups were particularly well attended and it was apparent that the same people attended all networks (due to reconstitution with the balance of work falling on fewer governors). Proposals to reduce the number of networks had been presented by Matt Miller at the last meeting, at which there was some discussion to disband the MGF. The proposal to disband the MGF was since discounted as the forum was a constituted body of the council and a business case would need to be prepared (a point substantiated by Councillor Vince). Ms Palmer commented that meetings needed to be fit for purpose and invited further suggestions from amongst those present on how network meetings could be made more relevant and interesting;
- (iii) members were keen to include any governors who would be interested but equally considered that combining groups would ensure a better use of governor time. Hence subsuming all networks within the MGF was considered more productive. The present system of a nominated member of the MGF being able to send a substitute or bring an observer would continue. Members were also keen that Headteachers be included in any invitations, as the Forum could prove useful for them also;
- (iv) it was proposed that a 2-phase meeting be implemented by September 2017, to include local/national interests followed by group discussion and a plenary session (along the lines of the present LA governor network);
- (v) It was considered essential that the group benefited from the right stakeholders and received proper publicity. A training element to the meeting, other than that fully provided by the Governor Accreditation Programme (GAP), would provide a tangible benefit for those attending. Clara Seery observed that schools might send different governors to cover different agenda topics as appropriate as they were unlikely to have three governors attending on the same night. There was a general view that this would assist with Governing Body in succession planning. Ingrid Cranfield suggested that a name change may help to shift mind-sets' away from the how things used to be done and allow a fresh start. It was advised that the Democratic Services would also need to be advised on any proposed name change. It was agreed therefore instead that an appropriate new strapline be added to all future communications;
- (vi) in response to a question from Alex Monk concerning the purpose of LA governor networks, Ms Palmer explained that the network had been revamped some time ago in order to specifically provide LA governors with an LA perspective not present in governing body meetings before. The network provided an update on Local and National educational issues to enable governors to understand the LA context around for example funding issues at governing body meetings;

(vii) in an attempt to encourage referrals to the forum, MGF referrals was placed as an item on Governing Body agendas during agenda consultation. It was however, up to individual schools if they wished to keep it. Members were invited to make suggestions on possible subject focus for future meetings. The following suggestions were raised:

- Safeguarding Board presentation
- SEND process with reference to funding and admissions
- Education Health Care Plans (EHCP) and allowances for support in public exams at Key Stage 2
- Looked After Children (LAC) (increasing numbers) with an invite from a foster carer to speak on the issue
- Raising awareness on the Virtual School and Corporate Parent
- Prevent – The documentary play ‘Chelsea’s Choice’ available to secondary schools was recommended
- British Values
- Teaching Schools and how they run and support Teachers and School
- Gangs: the new Detective Superintendent was part of a working group who would be reviewing current material used in schools to make it more relevant for the differing age range; Safer Schools police update to reflect also good things about Enfield.

**RESOLVED** that

(A) the Chair and Vice-Chair network, the Training and Development (Link) Governor network and LA Governor Network be merged with the MGF and existing position holders be included within the MGF membership alongside current Councillor and LA officer representatives;

**ACTIONS: THERESA PALMER**

(B) the proposed changes be promoted amongst any networks due to take place during the summer term;

**ACTIONS: MATT MILLER**

(C) to promote the new proposals across all existing networks in advance of the next round of MGF meeting dates in the new academic year

**ACTIONS: THERESA PALMER**

(D) the above list of topics be referred to when setting MGF agendas

**ACTION: CHAIR, VICE CHAIR, LEAD OFFICER, CLERK**

(b) Membership

Minute 5 (a) Resolution above refers.

6. GENERAL UPDATE FROM THE ASSISTANT DIRECTOR OF EDUCATION

**NOTED** that in the absence of James Carrick and in the light of recent political events it was not possible to discuss either the National Funding Formula or the Budget Update: Schools and Council Budget;

7. REFERRALS FROM SCHOOLS / LOCAL AUTHORITY (LA)

**NOTED** there were no referrals.

**INFORMATION ITEMS**

8. **FORUMS**

(a) **Schools Forum**

**NOTED** that

- (i) Terry McGee had been re-elected to the Schools' Forum as a Secondary Representative;
- (ii) in response to a request for clarification on the remit of the Schools Forum, Ingrid Cranfield explained that the Schools' Forum was a statutory termly group comprising Headteachers of Primary, Secondary and Special schools with Councillors and governors making decisions about how to apportion government grants. Academies were also included. The Cabinet Member for Education was invited to attend as an observer only. Union representatives were also invited, as were representatives from the Overview and Scrutiny Committee, Early Years, 16-19 Partnership. The Schools' Forum had recently reviewed the National Funding Formula (NFF) and been invited to submit individual responses;
- (iii) a vacancy for a Primary Governor Representative remained. Dave Sandham indicated he might have a nomination from George Spicer Primary School and would seek confirmation and let Theresa Palmer know the outcome;  
**ACTION: DAVID SANDHAM**
- (iv) the Schools' Forum would be held the following evening, the date having been changed owing to the calling of the general election;
- (v) Minutes for the Schools' Forum were posted on the Enfield website through the schools' portal. A link for the Schools' Forum was also included on GovernorHub;

**RESOLVED** to defer the nomination for a primary school representative on the schools forum to the next meeting.

**ACTION: CLERK**

(b) **Staff Forum**

**NOTED** that the Minutes of the Staff Forum/JCGT held on 7 February 2017 were available to Governors on Governor Hub.

9. **ANY OTHER BUSINESS**

**2017 Governor Awards**

- (a) the number of nominations received in each category for the annual awards had been higher than in previous years. The Awards Ceremony would be held in the Dugdale Centre on Wednesday 28 June at 6 pm. All governors were invited to attend;
- (b) Ms Palmer stated that the number of nominations had been exceptional making it difficult to select an outright winner consequently commendations would be awarded. From the group of commendations recipients one would be presented with the Outstanding Contribution to Governance in Enfield award.

10. **ITEMS TO BE CONSIDERED AT THE NEXT MEETING**

**NOTED** that members were invited to contact the Chair regarding any items which could be included on the agenda for the next meeting, at the earliest possible date/time. Members were also reminded that they could bring any issues of local or national relevance to the meeting.



11. DATE OF THE NEXT MEETING

**REPORTED** that the Chair and Vice Chair met Jenny Tosh prior to her retirement and had carefully chosen dates of future meetings. Many factors had been taken into account when agreeing dates and it had been extremely difficult to find dates which would suit everybody.

**NOTED** proposed dates of meetings for the academic year 2017/18. Members were invited to note these two agreed dates in their diaries

**RESOLVED** that the date of future meetings of the Forum were agreed as follows:

- Thursday 9 November 2017
- Tuesday 20 February 2018 at 7.15pm.

12. ITEMS TO REMAIN CONFIDENTIAL

**RESOLVED** that none of the above be regarded as confidential.

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# London Borough of Enfield

## Councillor Conduct Committee

### Annual Report 2017/18

## 1. INTRODUCTION

This is the sixth Annual Report of the London Borough of Enfield's Councillor Conduct Committee. It sets out the key issues we have dealt with during the past year and looks ahead to our priorities for 2018/19.

## 2. MEMBERSHIP

The Councillor Conduct Committee is made up of four councillors (two from each party, including each of the party whips), supported by two independent persons.

### **Councillors**

Councillors: Claire Stewart (Chair), Glynis Vince (Vice Chair), Katherine Chibah, Elaine Hayward.

### **Substitute Committee Members**

There were also four substitute members: Councillors Bambos Charalambous, Patricia Ekechi, Michael Lavender and Anne Marie Pearce.

A substitute member is permitted in the following circumstances:

- a. To take the place of an ordinary member from the respective Group on the Committee where that member will be absent for the whole of the meeting. Such an appointment would apply for the entire meeting, including where the meeting is reconvened after any adjournment; or
- b. Where an ordinary member of the Committee is prevented from attending and participating in a meeting due to any disclosable interest they may have in an issue or complaint to be considered. In these cases the substitute appointment would only apply to the consideration of the relevant item on the agenda.

### **Independent Persons**

Christine Chamberlain (appointed 30 January 2013 initially for a term of office ending on 30 June 2015). This was extended this year for a further four years to 30 June 2019.

Sarah Jewell (appointed 8 October 2014 initially for a term of office ending on 8 October 2016). This was extended for a further two years to 8 October 2018.

### **Officers**

The Committee's lead officers were the Council's Monitoring Officer and

Penelope Williams (Senior Committee Administrator). The Monitoring Officer position was covered by Asmat Hussain (Assistant Director Legal and Governance) until 16 June 2017, Jayne Middleton Albooye (Head of Legal and Acting Assistant Director Legal and Governance) from 16 June until 6 November 2017 and Jeremy Chambers (Director of Law and Governance) from 6 November 2017.

### **3. TERMS OF REFERENCE**

The terms of reference of the Councillor Conduct Committee, as set out in the Council's Constitution (see Part 2 – Section 2.7), are

- To deal with policy, complaints against councillors and issues concerning the members' Code of Conduct.
- To promote and maintain high standards of conduct by councillors and all co-opted members.
- To deal with policy, complaints against councillors and issues concerning the members' Code of Conduct.
- To assist councillors and co-opted members to observe their Code of Conduct and all other Codes within the Constitution.
- To monitor the operation of the Councillors' Code of Conduct and report when appropriate to the full Council on the adoption or revision of the Code and all other codes within the Constitution.
- To consider requests for dispensations by councillors, and co-opted members relating to interests set out in the Code of Conduct.
- To discharge such other functions either general or specific as the Council may from time to time allocate to the Committee.

The Committee is ultimately responsible for the promotion and monitoring of high standards of conduct among Enfield councillors.

The Committee last reviewed their terms of reference at their meeting on 16 September 2015 and agreed that no changes were necessary at that time.

### **4. MEETINGS**

The Committee held four meetings during the year: on 22 May 2017, 6 July 2017, 5 October 2017 and 11 December 2017.

### **5. INDEPENDENT PERSONS**

The Localism Act 2011 provided that all local authorities had to appoint an Independent Person(s) to assist the Council in promoting and maintaining high standards of conduct amongst its members. Enfield agreed to appoint two Independent Persons.

The main role of an Independent Person is to be available to be consulted on complaints against councillors and ethical governance

issues. They provide an independent viewpoint, looking at issues from the point of view of an ordinary member of the public. Our Independent Persons work closely with the Monitoring and Deputy Monitoring Officers, considering whether or not complaints against councillors meet the criteria for investigation, and they are also consulted before a decision is made, on the outcomes of any investigated complaint. On top of this they can offer advice on other standards' matters, including to the member who is subject to an allegation.

Through their work they have developed a sound understanding of the ethical framework, as it operates within the Council and are able to act as advocate and ambassador for the Council in promoting ethical behaviour.

In this report we would like to acknowledge the invaluable support provided by Christine Chamberlain and Sarah Jewell. The independent view and expertise they bring on conduct issues has been much appreciated. Although not members of the Councillor Conduct Committee, they attend all meetings and play an important role in the proceedings. The Monitoring Officer consults one or other of them on all complaints received and they are able to provide considered advice and guidance on complaints and other issues that arise.

Christine's term of office was extended for a further two years, this year, to 30 June 2019.

## **6. THE COMMITTEE'S WORK PROGRAMME – 2017/18**

This year the Committee welcomed two new members Councillor Glynis Vince, the new whip for the Conservative Group and Councillor Elaine Hayward from the Conservative Group who had served on the committee previously.

The Committee agreed a work programme at their first proper meeting of the year in July 2017. They continued the work started last year, reviewing some of the Council's key policies and procedures, those that had a significant impact on ethical and corporate governance matters.

They also received annual reports reporting on and enabling them to review the dispensations granted, gifts and hospitality received by members and members' expenses.

The main items considered this year are listed below:

### **6.1 Gifts and Hospitality**

- The Committee received a report in October setting out all the entries in the Councillors' Gifts and Hospitality Register between April and October 2017.

- Enfield Councillors are recorded as receiving far fewer offers of gifts and hospitality than similar boroughs. Only 14 declaration forms had been completed during the period covered by the report. Declarations that had been received involved lunches, dinners, hospitality at sports events, conferences, drinks receptions and the Chelsea Flower Show.
- Following consideration of the report, the two party whips agreed to write to their group members to remind them that they should declare any gifts or hospitality, worth more than £25, received or refused.

## 6.2 Dispensations

- For the third time the Committee received an annual report from the Monitoring Officer on the number of dispensations granted during the municipal year.

A dispensation can be granted in the following circumstances:

- (a) Where members of the decision making body have disclosable pecuniary interests in a matter that would “impede the transaction of the business”
- (b) That without the dispensation, the representation of different political groups on the body conducting the business would be so upset as to alter the outcome of any vote on the matter
- (c) That the authority considers that the dispensation is in the interest of persons living in the authority’s area
- (d) That the authority considers that it is otherwise appropriate to grant a dispensation.

In 2017/18 it was reported that dispensations had been granted in 2016/17 by the Monitoring Officer in relation to the issues listed below. This had allowed all members to participate in the debate and vote on decisions on the following:

- Motion 12.5 (Women Against State Pension Inequality) – Council Meeting – 9 November 2016
- Setting of Council House Rents – Council Meeting – 21 February 2017.
- Motions 10.8 and 10.10 (School Funding) – Council Meeting – 6 April 2017

The Mayor (2016/17), Councillor Bernadette Lappage, had also been granted a dispensation lasting for the entire year of her mayoralty. This was because of her disclosable pecuniary interest relating to her husband’s position on the North London Waste Authority.

The dispensation was agreed on the basis that, although the Mayor did not

normally vote at Council meetings, having to leave the meeting as chair of the meeting could impede the transaction of business. The dispensation was therefore granted to allow her to remain in the position of chair when items relating to the North London Waste Authority were discussed.

### **6.3 Review of Member Expenses**

- For the third time the Committee received a report on Members' Expenses, outlining the expenses paid to members in the course of their duties and including comparator information.
- In summary, expenses totalling £210.75 were claimed in 2016/2017, down from £615 in 2015/2016.
- The Committee noted that Enfield had a much lower level of expenses than other comparator London authorities.

### **6.4 Review of Councillor Code of Conduct and Councillor Complaints Process**

The Committee considered a report from the Monitoring Officer seeking the views of the Committee as to whether a review of or any changes to the Councillor Complaints process was needed.

This was partly as a result of concerns raised that there could be circumstances where a complaint raised issues that were felt to warrant further investigation even if a complaint had been withdrawn or resolved to the satisfaction of the complainant.

Following discussion, the Committee recommended that the following paragraph be added to the procedure:

“Where a registered complaint is subsequently withdrawn or resolved outside the procedure, the Monitoring Officer, in consultation with the independent person(s) should have the discretion to decide if the matter has been adequately and/or proportionately resolved or whether, given the substance of the original complaint it should be escalated to the committee for further consideration/resolution”.

There were some anomalies between the information on the complaint form and the procedure for hearing complaints. On the complaint form it stated:

“The Monitoring Officer will normally pass a copy of your complaint to the Councillor complained about so that he/she can comment. It is also in the interests of fairness and natural justice that a Councillor complained about should have the right to know who has made the complaint and what it is.



In very exceptional circumstances, the Monitoring Officer may agree to withhold your name and address. He/she would only do this if he/she has a good reason to believe that to give your name or address to the Councillor would be contrary to the public interest or would prejudice any investigation.”

In the procedure:

“The Council encourages complainants to provide their name and contact details. If the complainant asks for their identity to be protected, the Council will not disclose such details without their consent.”

Following discussion members agreed with the Monitoring Officer that the information on the form could be off putting and could deter people making complaints. It was therefore agreed that the form should be changed so that the information on the form matched what was written in the procedure.

The procedure for hearing complaints was not currently included as part of the Council Constitution. Members agreed that it should be added.

## **7. MEMBER CODE OF CONDUCT - COMPLAINTS**

During 2017/18 no complaints were referred to the Committee but two appeals against Monitoring Officer decisions were received and the following hearings took place.

### **7.1 Appeal Hearing 1 (22 May 2017)**

The first appeal hearing concerned a complaint from Helen Osman against Councillor Anderson. The complaint concerned a Facebook post made by Councillor Anderson in October 2016.

The Monitoring Officer had referred the original complaint to an independent investigator, Olwen Dutton (Anthony Collins Solicitors) for further investigation. The Independent Investigator had produced a report recommending that the complaint should not be upheld.

During the hearing, the Committee considered the investigator’s report and agreed with the findings. They thought that it had presented a fair, detailed and balanced view and they could not fault the report’s logic.

The Committee agreed with investigator’s recommendation that the complaint should not be upheld and no further action required. Helen Osman had not provided any new information in support of her case.

As part of the discussion the Committee agreed that there was a need for councillors in general to be aware of issues that can arise and to be very careful when using Facebook and other social media.

## **7.2 Appeal Hearing 2 (11 December 2017)**

The second appeal hearing concerned a complaint received from Mrs Kate Leach against Councillor Anderson, concerning an incident that had occurred at a ward surgery on 15 November 2016.

An internal investigation had been carried out by Gill Bayley (Principal Lawyer Safeguarding). She had concluded that Councillor Anderson had not been in breach of the Councillors Code of Conduct. Jayne Middleton-Albooye as Monitoring Officer had agreed with her findings.

The Committee considered the investigation report, heard all the evidence about the incident, and agreed with the findings, deciding not to uphold the appeal.

As an outcome of the hearing it was agreed that the party whips should feedback the following recommendations to their groups:

- Where there were known contentious local issues, greater clarity should be provided to the public as to how they engage with the Council and raise their concerns.
- Arrangements for ward surgeries should be reviewed to ensure that safety of members of the public and councillors in attendance.

7.3 There are currently 6 other outstanding complaints which are subject to further investigation.

7.4 During the year, the Monitoring Officers also received a number of other complaints. These have been resolved informally, with guidance and support from the independent persons, but without the need for referral to the Committee, either as a result of the withdrawal of the complaint or following the acceptance of apologies.

## **9. WEBPAGES**

The webpages are regularly reviewed and provide information about the Councillor Conduct Committee, its role and purpose, as well as information about making a complaint against councillors and co-opted members. It includes links to the forms which need to be completed when making a complaint or appealing a monitoring officer decision as well as the code of conduct.

## **10. FUTURE WORK PROGRAMME 2018/19**

The Committee will agree a work programme for 2018/19, at the first meeting of the new Municipal Year. Areas of work for next year will include:

- Review of Councillor Code of Conduct and Complaints Processes
- Member Expenses
- Annual Report on Dispensations Granted
- Annual Report on Gifts and Hospitality Registered

## **11. CONCLUSION**

As Chair, I would like to take this opportunity to thank the Monitoring Officers, Independent Persons and my fellow committee members for their sound and thoughtful contributions towards the encouragement and maintenance of the local standards regime during the year.

On behalf of the Councillor Conduct Committee, I would also like to thank the officers of the Council who have supported the work of this Committee.

Councillor Claire Stewart

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**Audit & Risk  
Management  
Committee Annual  
Report  
2017/18**

## **CHAIR'S INTRODUCTION**

I am very pleased to present this Audit & Risk Management Committee Annual Report for 2017/18 to both the Committee and to full Council.

The report shows that the Audit & Risk Management Committee has undertaken its role effectively covering a wide range of topics and ensuring that appropriate governance and control arrangements are in place to protect the interests of the Council and the community in general.

I would like to thank all the members who served on the Committee during 2017/18. My thanks also go to BDO (external auditors) and to Council officers who have supported the work of the Committee and more specifically me in my role as Chair.

Councillor Mary Maguire  
Chair

## **1. TERMS OF REFERENCE AND MEMBERSHIP**

The Terms of Reference of the Audit & Risk Management Committee are set out in the Council's Constitution (see Chapter 2.7 – paragraph 5). Our primary purpose is to ensure best practice in corporate governance and to enable the Council to discharge its fiduciary responsibilities in preventing fraud and corruption and arranging proper stewardship of public funds. The Terms of Reference have been assessed against CIPFA guidance.

We met 6 times during 2017/18, in addition to holding briefing sessions, as the need was identified. (See section 20).

During 2017/18 our membership was:

Councillor Mary Maguire	Chair
Councillor Guney Dogan	Vice - Chair

Councillors Robert Hayward, Doris Jiagge, Andy Milne, George Savva OBE, Toby Simon, Chaitali Roy (Previous - Independent Member) and Peter Nwosu (Current - Independent Member).

## **2. THE COMMITTEE'S WORK PROGRAMME**

We agree a comprehensive work programme each year covering all aspects of our terms of reference. Members have a direct input into the content of this programme which is reviewed and monitored at each meeting. Items can be added if the Committee feels it appropriate.

The work undertaken during 2017/18 continued to support the following key areas:

- The Internal Audit Plan and the adequacy of the control environment of the Council – a primary role of Internal Audit.
- The relationship with the external auditors of the Council, working together to maximise the contribution to the assurance process.
- The Annual Governance Statement and working across the Council to assess overall governance arrangements.
- Risk Registers, the management of risk relating to the corporate and departmental risk registers, specific risk monitoring and promotion of risk awareness.

Specific areas that the Committee focussed on over the year are set out in Appendix A which lists the work undertaken by the Committee during 2017/18.

### 3. THE 2016/17 INTERNAL AUDIT ANNUAL REPORT

In July 2017 we considered the 2016/17 Internal Audit Annual Report. This summarised the work of the Internal Audit section for the year 2016/17 and included the Head of Internal Audit and Risk Management's annual opinion on the system of internal control.

We received a positive assurance that, in general:

- The opinion of the Head of Internal Audit and Risk Management was that the arrangements for governance, risk management, internal control provided **Reasonable assurance** that material risks, which could impact upon the achievement of the Council's services or objectives, were being identified and managed effectively.
- The 2016/17 Internal Audit programme had resulted in 65% of audits with positive assurance, compared to 35% with Limited or No assurance.
- Due to the reduction in the Council's staff resulting from the Enfield 2017 transformation including the reduction in resources of the internal audit service, there had been a reduction of 19 reviews from the agreed audit plan of 71 audits. However, 16 new assignments were undertaken to substitute for some of the cancelled or deferred audits, resulting in a total of 67 assignments undertaken in 2016/17. The changes were reported to the Audit & Risk Management Committee during the year.
- Management had continued to improve control through the implementation of agreed recommendations. By the end of the year, 81% of high priority actions and 85% of medium priority actions had been fully implemented. This represented an improvement in the implementation rate compared to 2015/16, when 69% of high priority actions were fully implemented.
- As the Council continues to transform, internal audit work will continue during 2017/18 to advise the organisation regarding the adequacy and effectiveness of the control framework in ensuring the Council's safeguarding of assets, finances and service users.

### 4. THE INTERNAL AUDIT PLAN and INTERNAL AUDIT CHARTER 2018/19

The Internal Audit Strategy, Draft Plan and Internal Audit Charter 2018/19 was considered at our meeting on 7 March 2018. The Audit Plan represents a key area of interest for the Committee and covers the activities around controls, assurance and governance arrangements within the Council. The Plan showed how the resources of the Internal Audit team were to be applied to cover the key controls of the Council and address the risks that the Council faces during 2018/19. Regular reports throughout the coming year will monitor the plan itself or specific aspects of activity around the Council's control environment. The Internal



Audit Charter set out the purpose, authority and responsibilities of Enfield Council's internal audit service.

## **5. INTERNAL AUDIT SERVICE**

The Committee has continued to monitor the work undertaken by the internal audit service to achieve the 2017/18 Internal Audit Plan, with monitoring updates provided for each meeting. We focussed on progress with the number of reviews, reviewed details of high risk issues identified that resulted in limited or no assurance outcomes, monitored managers' progress with the implementation of internal audit recommendations and received summaries of work undertaken by the Counter Fraud Team.

Throughout the year, internal audit activity has conformed to the International Standards for the Professional Practice of Internal Auditing, as confirmed by an independent peer review of the service, which was undertaken in April 2015 by the London Borough of Croydon. This concluded that the Council's internal audit service 'fully conforms' with the Public Sector Internal Audit Standards, and achieves the outcomes described in the Definition of Internal Auditing and Code of Ethics. The next independent review will be required in 2019/20.

## **6. RELATIONSHIP WITH THE EXTERNAL AUDITORS**

Representatives of our new External Auditors (BDO LLP) have continued to attend all meetings, making a welcome contribution to governance processes within the Council and the development of committee members.

BDO LLP also met regularly with the Section 151 Officer, Monitoring Officer and the Head of Internal Audit & Risk Management to discuss and monitor matters of mutual interest.

## **7. THE STATEMENT OF ACCOUNTS & ANNUAL GOVERNANCE STATEMENT**

In July and September 2017 we considered the 2016/17 draft Statement of Accounts and the draft 2016/17 Annual Governance Statement (AGS). The final Audited 2016/17 Statement of Accounts and 2016/17 AGS being heard at the 28 September 2017 committee meeting. The Committee has continued to monitor progress in dealing with objections and closure of the accounts.

## **8. CONTRACT WAIVER MONITORING AND PROCUREMENT SPEND 2016/17.**

On 1 November 2017, we considered the contract waiver monitoring and procurement spend 2016/17.

The number of waivers for the period May 2016 to September 2017 was 4 which represented a total contract value of £221,505. This was a

significant decrease in the number and spend associated with waivers compared to the same period in the previous 2 financial years:

- 2014/15 - 40 waivers with a total spend of £6.5M.
- 2015/16 – 17 waivers with a total spend of £1.2M.

The procurement team are working a lot more closely with colleagues across the Council to minimise waivers.

The new procurement and commissioning Hub, which came into operation in February 2016, replaced the old procurement board with a new board. The new hub will take a more strategic view of contracts in the pipeline to see if there is a need to buy. This has driven down spend with better value for money.

## **9. REVIEW OF CONTRACT PROCEDURE RULES**

At the meeting held on 1 November 2017, the committee considered a review of the Contract Procedure Rules (CPR). This was a review of the CPRs which set the guidelines for the Council to procure third party business services.

The review had led to a reduction in the number of pages of the rules, and made procurement law simpler and easier to read.

Substantial changes to the document review would promote better compliance and transparency to mitigate the risk to the Council.

## **10. COUNTER FRAUD WORK**

On the 5 July 2017, there was an update on the Counter Fraud Service (Annual Report 2016/17) and on 7 March 2018, we considered the Counter Fraud Strategy & Action Plan.

We have continued to take a close interest in the work being undertaken by the Counter Fraud Team with updates provided for each meeting on the activity being undertaken, and outcomes achieved in relation to housing and housing benefit fraud and internal fraud. We were pleased to note that by 31 March 2017, the Team had achieved notable results:

- Identified overpayments and potential savings exceeding £1.187m including the identification of fraudulent claims for Right to Buy discounts, Council Tax (Support, Discounts, and Exemptions), Non-Domestic Rate Relief and Housing Benefits.
- In partnership with the Council Housing Neighbourhood Team, 59 properties that were being used unlawfully were recovered from Council tenants. A further 10 Temporary Accommodation and Housing Association properties were recovered from tenants, with the total value of these 69 recovered properties estimated at £1.11m.
- During 2016/17, the Counter Fraud Service had supported the No Recourse to Public Funds Team, including, from October 2016, co-locating an investigator alongside the team of officers responsible for assessing entitlement. This resulted in the cancellation or refusal of 12 support claims, generating estimated

savings of £196k (included in the figure of £1.187m quoted above).

The Counter Fraud Strategy had minor amendments made to reflect changes in key contacts and organisational structure within the Council. The main change is that it has been expanded to become a Counter Fraud Bribery & Corruption Policy, so the strategy now includes bribery. The action plan sets out the key fraud risks to which the Council is exposed and actions required by management to address these. In addition, actions identified for the Audit & Risk Management Service form the basis of the Counter Fraud business plan for 2017/18.

## **11. TREASURY MANAGEMENT STRATEGY STATEMENT & INVESTMENT STRATEGY 2017/18**

In line with the revised Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management and Prudential Indicators, we considered the Treasury Management Strategy Statement & Investment Strategy 2017/18 at the meeting on 7 March 2018. The report referenced the economic climate and considered the Council's borrowing requirements and the Council's investments. Issues raised and discussed by members included:

- The Council's long term loans and variable interest rate loans.
- Council borrowing, cost of borrowing, authorised limit and affordability.
- The Council's European Investment Bank (EIB) loan and Brexit.
- Financial reporting transparency and clarity.

As recommended by the CIPFA code, the Council needs to produce 3 main reports each year:

- Treasury Management Strategy 2017/18.
- Mid-year Treasury Management report.
- Annual Treasury Management Outturn report.

## **12. MANAGING THE SAVINGS**

At the meeting held on 1 November 2017, an overview report was heard on the savings monitoring process undertaken in determining the progress in achieving the Council's savings for 2017/18. The report was presented by Neil Goddard (Head of Budget Challenge).

As part of the 2017/18 budget setting process, new savings totalled £11.2m. The full year effects of previous year's savings totalled £13.3m. Therefore, overall for 2017/18 the savings to be made totalled £24.5m.

Of the £24.5m, 11% of savings were fully achieved, 54% were on target, 19% (Amber) had some risk to achievement and 16% (Red) had a high risk to achievement.

The savings classified as red or amber go through further scrutiny and challenge by using a pro-forma which the relevant budget manager is asked to complete. Managers are then asked the reasons for the red or amber risk classification i.e. are all alternative options being considered, are actions being taken to mitigate the risk, etc.

### **13. FINANCIAL RESILIENCE CAPACITY BUILDING PROGRAMME**

The programme was designed to help local authority finance officers to develop and move away from a transactional processing approach to a more dynamic business advisory role supporting service quarters. This leadership programme had been devised by the Society of London Treasurers and Grant Thornton in 2014 and has been running over the past 3-4 years.

An update was heard at the 28 September 2017 committee meeting. The programme had proved to be very useful and brings in senior speakers providing a useful networking experience for more senior finance staff across London and is very effective.

### **14. AUDIT & RISK MANAGEMENT COMMITTEE ASSESSMENT OF GOOD PRACTICE AND EFFECTIVENESS**

At the meeting held on 1 November 2017, the Head of Internal Audit & Risk Management presented the results of the Committee's self - assessment of effectiveness, which was based on standards for audit committees as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) publication 'Audit Committees: Practical Guidance for Local Authorities & Police' (2013 edition).

The following themes were covered:

- Good practice, including
  - Audit committee purpose and governance
  - Functions of the committee
  - Membership and support
- Effectiveness of the committee.

The results showed that the Audit & Risk Management Committee complies with the majority of standards set by Cipfa, but five areas were identified where improvements could be made.

### **15. SERVICE DELIVERY AND SERVICE ENABLING RISK REGISTERS UPDATE**

At the meetings held on 5 July and 1 November 2017, the Committee received updates on the Council's risk registers for the service enabling operating area that covers the Chief Executive's department and Finance, Resources & Customer Services including strategic risks. By the November meeting, the register showed 9 risks in total with 44% of those assessed as green (low) and 56% assessed as amber (medium) risks. The Strategic Risk Register included risks that were escalated from various operating risk registers. There were representatives from relevant departments attending to provide further information and advice to member enquiries/questions regarding the risk registers.

Further reports were also heard at the meetings on 28 September 2017 and 11 January 2018, presenting service delivery risk registers update for Children's Services, Housing, Health & Adult Social Care and Regeneration and Environment departments. The reports detailed a

summary of the risks and a current assessment, including a heat map, showing the number of risks that were either green, amber or red. By the January meeting, the Service Delivery risk register consisted of register consisted of 21 risks of which 5% were assessed as low (green), 71% as medium (amber) and 24% as high (red).

Representatives from relevant service areas were in attendance to address questions about their register.

## **16. PROPERTIES IN ENFIELD FOLLOWING THE GRENFELL DISASTER**

At the 28 September committee meeting, a report providing a briefing on the Grenfell disaster was heard and the response by the London Borough of Enfield.

Raised by the experiences of the Grenfell disaster, the Council made a decision that they would be looking to install sprinklers into their high rise blocks.

In terms of tenant behaviour, the Council have enforced zero tolerance to:

- Anything that is left in communal stairways i.e. door mats which are flammable and can spread fire.
- Action will be taken against tenants who have door security grills which impede exit in case of fire.
- Increase in parking enforcement in areas around high rise blocks where there is evidence of parked cars denying fire brigade access.

All members had been told of the status of their particular blocks in their own respective wards. Housing teams also attended ward forums including those where high rise blocks are situated so as to provide residents with the latest information to keep them informed.

## **17. ANTI-MONEY LAUNDERING POLICY & GUIDANCE**

On the 11 January 2018, the Committee considered an update on the refreshed Anti-Money Laundering Policy and Guidance.

In June 2017, the European Union's updating of policies fourth money laundering directive was implemented via the Money Laundering Regulations 2017. Significant changes included updating of policies and procedures and more onerous due diligence procedures for relevant services. In particular, the Council's trading companies which undertake regulated services and are obliged to comply with the regulations.

One of the most significant changes is that the Council are required to have a senior person appointed, responsible for compliance with the regulations and was agreed that James Rolfe (Executive Director Resources) would be the compliance officer.

The Council is required to have an anti-money laundering policy so as to enable it to comply with legislation. The Money Laundering Reporting Officer (MLRO) is Christine Webster (Head – Internal Audit & Risk management) and the deputy MLRO is Bob Cundick (Counter Fraud Manager).

## **18. WHISTLE BLOWING POLICY**

The Whistle Blowing Policy was heard at the 5 July 2017 committee meeting. This was a refresh of the Council's whistleblowing policy and the

main differences were changes made to the contact names detailed in the policy. The table in the policy provides an up to date list of people to contact should anyone have any concerns about whistleblowing.

## **19. RISK MANAGEMENT STRATEGY 2018/19**

The Risk Management Strategy was heard at the 7 March 2018 committee meeting and is usually refreshed on an annual basis.

The refresh of the document in 2017 was delayed because the Culture Review was being undertaken and the team felt that there may be a possibility that the focus of the strategy may be changed.

The strategy encourages a wider range of groups to undertake risk management. This has been simplified and is summarised in the report.

## **20. INFORMATION GOVERNANCE & THE GENERAL DATA PROTECTION REGULATIONS**

An Information Governance update for 2016/17 was heard at the 5 July 2017 meeting. The briefing note provided an update to the Committee on the work of the Information Governance Board, the Council's performance of Freedom of Information Act and Data Protection Act requests, security incidents and complaints that have been referred to the Information Commissioners Office (ICO).

At the 11 January 2018 Committee meeting, the Information Governance Board (IGB) update for 2017/18 was heard including an update on the General Data Protection Regulations (GDPR). The report updated the committee on the work of the Information Governance Board and explained the changes to data protection rights and obligations which will be introduced by the GDPR (Regulation (EU) 2016/679) (GDPR). The report sought to provide assurance that the Council is prepared for the implementation of the GDPR.

The GDPR was adopted by the EU in April 2016 and replaced the EU Data Protection Directive 95/46/EC on 25<sup>th</sup> May 2018.

## **21. REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)**

The Committee received a report at the 5 July 2017 meeting, on the Council's use of its powers under RIPA. Since the last report there had been no applications for direct surveillance.

. The main recommendation in the report was to ask members to approve and refer to Council the new version of the Council's Policy and Procedure document which removes the requirement for the Committee to receive quarterly reports if RIPA powers are not used within the preceding quarter, which was agreed.

A further report was heard on the 11 January 2018, which noted that there had not been any applications since the last report, the inspection by the Office of Surveillance Commissioners (OSC) on the 27 September 2017 and a revised version of the Council's Policy and Procedure Document.

## **22. DWP IMPLEMENTATION OF UNIVERSAL CREDIT IN ENFIELD**

On the 1 November 2017, the Committee heard a report regarding the Department of Work & Pensions (DWP) implementation of Universal Credit (UC) in Enfield – Readiness Plan.

The report set out the results of a workshop that took place in regards to the Council's readiness for the implementation of UC in Enfield. The DWP had a phased roll out of UC in Enfield. Starting initially in November 2017 and rolling out to post code areas EN1, EN2 and N9 plus 8 post codes. For all other areas the roll out would start in February 2018.

UC was not a council administered benefit change but was being driven by Central Government. The council's readiness plan was being administered through a board structure, chaired by James Rolfe (Executive Director Resources).

A further quarterly update report was heard by the Committee on 7 March 2018. Since the last report, the Enfield Job Centre Plus had completed its rollout for all postcodes served by that office and was live for new UC claims. It was anticipated that the whole of Enfield would be rolled out by 31 May 2018.

The DWP have reported that 1400 full service claims had been made in Enfield since roll out began on 1 November 2017.

There had been 211 Housing Benefit (HB) claims cancelled since 1 November 2017 as claimants' transition onto UC.

The Housing Benefit caseload, which stood at 34,000 as at January 2018 was now showing a small reduction because people in the EN3 postcode were coming away from the Council's HB payment system and on to UC.

## **23. TRAINING AND BRIEFING SESSIONS**

The following sessions were held during 2017/18:

- Members training event on Governance Assurance, including the Annual Governance Statement, from the Insurance & Risk Manager.
- There were 6 private meetings held, over the course of the municipal year, between the Auditors (BDO and Members of the Committee.

## **24. WORK PROGRAMME 2017/18**

We have agreed our work programme for the current year.

## **25. CONCLUSION**

Overall we feel that we fulfilled our role and responsibilities successfully during 2017/18. We would like to express our appreciation to staff both within the Council and our External Auditors (BDO LLP) who have contributed to our work and supported us throughout the year.

Appendix A

**Summary of Audit & Risk Management Committee Work Programme  
2017/18**

Date of Meeting	Reports Considered
5 July 2017.	<ul style="list-style-type: none"> <li>• Audit &amp; Risk Management Committee Protocol Report on the Draft Statement of Accounts.</li> <li>• Draft 2016/17 Annual Statement of Accounts.</li> <li>• Draft 2016/17 Annual Governance Statement.</li> <li>• Risk Registers Update – FRCS, Chief Executive, Strategic Risks.</li> <li>• Information Governance Board (IGB) Annual Performance Update 2016/17.</li> <li>• Whistle Blowing Policy.</li> <li>• Internal Audit Annual Report 2016/17.</li> <li>• Counter Fraud Annual Report (Part 1) 2016/17.</li> <li>• Audit &amp; Risk Management Committee Annual Report 2016/17.</li> <li>• RIPA Quarterly Report.</li> <li>• BDO (External Audit) – Progress Report.</li> <li>• BDO (External Audit) - Pension Fund Planning Report</li> </ul>
7 September 2017	<ul style="list-style-type: none"> <li>• Draft Statement of Accounts 2016/17 &amp; Question /Response Document.</li> <li>• Work Programme</li> <li>• Private meeting between the Auditors (BDO) and members of the Committee</li> </ul>
28 September 2017	<ul style="list-style-type: none"> <li>• BDO (External Audit) – Audit Completion Report on Statement of Accounts 2016/17 and Use of Resources.</li> <li>• BDO (External Audit) – Progress Report to 20 September 2017.</li> <li>• LBE Final Audited Council Statement of Accounts 2016/17 &amp; Annual Governance Statement 2016/17.</li> <li>• Properties in Enfield Following the Grenfell Disaster</li> <li>• Service Delivery Risk Registers Update – Children’s Services, HHASC and Regeneration and Environment.</li> <li>• Internal Audit Progress Report 2017/18.</li> <li>• Financial Resilience Capacity Building Programme.</li> <li>• Financial Regulations – Constitution Refresh.</li> <li>• Work Programme</li> <li>• Private meeting between the Auditors (BDO) and members of the Committee</li> </ul>
1 November 2017	<ul style="list-style-type: none"> <li>• BDO (External Audit) – Annual Audit Letter 2016/17.</li> <li>• BDO (External Audit) - Progress Report to 26 October 2017.</li> <li>• Service Enabling Risk Register Update.</li> <li>• 2017/18 Internal Audit and Risk Management Service Progress Report.</li> <li>• Audit &amp; Risk Management Committee Assessment of Good Practise and Effectiveness.</li> <li>• Waivers Report and Update on Procurement Spend.</li> </ul>



	<ul style="list-style-type: none"> <li>• Review of Contract Procedure Rules.</li> <li>• DWP Implementation of Universal Credit in Enfield – Council Readiness Plan.</li> <li>• Managing the Savings.</li> <li>• Work Programme</li> <li>• Private meeting between the Auditors (BDO) and members of the Committee.</li> </ul>
11 January 2018.	<ul style="list-style-type: none"> <li>• BDO (External Audit) – Certification Report.</li> <li>• BDO (External Audit) – Progress Report to 31 December 2017.</li> <li>• IGB Annual Performance Update 2017/18 and Update on General Data Protection Regulation (GDPR).</li> <li>• Risk Registers Update – Children’s Services, Housing, Health &amp; Adult Social Care, Regeneration &amp; Environment.</li> <li>• Scrutiny of RIPA Statistics.</li> <li>• Anti-Money Laundering Policy &amp; Guidance.</li> <li>• 2017/18 Internal Audit and Risk Management Service Progress Report.</li> <li>• Work Programme</li> <li>• Private meeting between the Auditors (BDO) and members of the Committee</li> </ul>
7 March 2018	<ul style="list-style-type: none"> <li>• BDO (External Audit) – Progress Report 2017/18.</li> <li>• BDO (External Audit) – 2018/19 Audit Plan.</li> <li>• 2017/18 Treasury Management Strategy &amp; Prudential Indicators.</li> <li>• DWP Implementation of Universal Credit in Enfield – Update.</li> <li>• 2017/18 Internal Audit and Risk Management Service Progress Report.</li> <li>• Draft 2018/19 Internal Audit Plan and Internal Audit Charter.</li> <li>• Risk Management Strategy 2018/19.</li> <li>• Counter Fraud Strategy and Action Plan 2018/19.</li> <li>• Work Programme</li> <li>• Private meeting between the Auditors (BDO) and members of the Committee.</li> </ul>

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