

No. 1 2015/16



**LONDON BOROUGH OF
WALTHAM FOREST**



**NOTICE OF THE MEETING
OF THE COUNCIL**

TO BE HELD ON THURSDAY, 9 JULY 2015



Council Meetings

Seating Plan 2015/16

Cllr A Bean
Cllr A Khan
Cllr L Ali
Cllr C Coghill
Cllr M Rusling
Cllr K Limbajee
Cllr C Loakes
Cllr C Robbins

Cllr M Pye	Cllr G Lyons	Cllr Y Osho	Cllr A Mahmood	Cllr K Rayner	Cllr G Williams	Cllr S Emmerson	Cllr L Mitchell
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Cllr N Ali
Cllr T Bell
Cllr A Strathern
Cllr R Sweden
Cllr M Fitzgerald
Cllr A Siggers
Cllr P Herrington
Cllr M Davis

	Cllr P Douglas		Cllr T Wheeler	Cllr T Bennett-Goodman	Cllr P Edwards		Cllr S Miller	
Cllr J Gray								Cllr K Bellamy
Cllr S Terry		Cllr J Edwards	Cllr S Waldron	Cllr K Berberi	Cllr A Beg	Cllr T James		Cllr P Barnett
Cllr S Littlejohn		Cllr M Asghar				Cllr P Braham		Cllr J Moss
Cllr J Khan		Cllr A Mbachu				Cllr C Erics		Cllr B Mill
Cllr S Dhedhi		Cllr M Ahmad				Cllr N Halebi		Cllr R Berg
Cllr N Asghar		Cllr W Ihenachor				Cllr M Balkan		Cllr S Rackham
Cllr S Highfield		Cllr R Anwar				Cllr A Hemsted		Cllr J Hemsted
								Cllr G Walker

Democratic Services

Chief Executive	Director of Governance	Cllr S Mahmud, Mayor		Director of Finance
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Waltham Forest Council *Information*

WALTHAMSTOW TOWN HALL

Waltham Forest Council and Committee Meetings



All Council/Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972.

Most meetings are held at Waltham Forest Town Hall which is an accessible venue located in Forest Road E17 between Waltham Forest Magistrates Court and Waltham Forest College. The nearest underground and railway station is Walthamstow Central which is approximately 15 minutes' walk away from the Town Hall. Buses on routes 275 and 123 stop outside the building.

There is ample parking accommodation for visitors for meetings held at Waltham Forest Town Hall including parking bays for people with disabilities.

From 3 January 2012 the Town Hall Complex site became a Permit/Pay and Display facility. The following parking charges now apply between 8.30 am and 5.00 pm weekdays:

- 1 hour: £1.30
- 2 hours: £2.60
- 3 hours: £3.80
- 4 hours: £5.10
- 24 hours: £6.50

There is a ramped access to the building for wheelchair users and people with mobility disabilities.

The Council Chamber and Committee Rooms are accessible by lift and are located on the first floor of Waltham Forest Town Hall.

Induction loop facilities are available in most Meeting Rooms.

Electronic copies of agendas, reports and minutes are available on the Council's website. The link is <http://democracy.walthamforest.gov.uk>

Contact officers listed on the agenda will be able to provide further information about the meeting and deal with any requests for special facilities.

Contact details for report authors are shown on individual reports. Report authors should be contacted prior to the meeting if further information on specific reports is needed or if background documents are required.

Reporting on Proceedings at Meetings

The Council is legally required to allow any person to film, record or report upon the meeting (including live recording). We ask that people filming the meeting to focus on the committee but it is possible that as a member of the public you may be filmed or recorded. The Council does not control or process any personal data recorded by a member of the public or press.

If you would prefer not to be filmed, we recommend you sit in the Upper Gallery where there is less chance of being filmed.

The Mayor or Chair of the meeting has the discretion to halt any reporting if, in his/her view, this is causing a general disturbance, for example through excessive use of flash photography or intrusive camera equipment, or by the person reporting moving about the meeting room. In such cases attendees may continue to observe the meeting, but not to report on it.

If the meeting votes to exclude the press and public during consideration of exempt or confidential material then, in conjunction with this, all rights to report on the meeting are removed.

Anyone recording a meeting is asked to focus only on those actively participating, and is requested not to put undue restrictions on the material produced so that it can be reused and edited by other local people and organisations on a non-commercial basis.

If you have any questions please contact Democratic Services on 020 8496 3000 or at democraticservices@walthamforest.gov.uk. Members of the press are asked to contact the Communications Team on the above number or at media@walthamforest.gov.uk, particularly if you expect to use large equipment (including lighting).

Full details of the Council's Protocol on the Reporting on Proceedings at Meetings by the Press and Public are available on the Council's website at <http://bit.ly/11gxSfT>.

Disclosable Pecuniary Interests (DPI) are prescribed by the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#) as follows:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

A Member must disclose at meetings as a **non-pecuniary interest**:

- Appointments made by the authority to any outside bodies (excluding joint committees with other local authorities);
- Membership of charities;
- Membership of trade unions recognised by the authority;
- Membership of lobbying or campaign groups;
- Governorships at any educational institution in the borough;
- Membership of voluntary organisations operating in the borough.

General Dispensation

In accordance with s33(2) of the Localism Act, 2011, the Monitoring Officer has granted dispensations to all Councillors until the Annual General Meeting of Council in 2018.

The grounds for the dispensations are that:

- Granting the dispensation is in the interests of persons living in the authority's area(s33(2)(c) of the Localism Act 2011) by allowing their elected representatives to participate and vote on the Council's budget and council tax setting; and
- It is otherwise appropriate to grant a dispensation (s33(2)(e))

in that the dispensation will allow members to fully represent their constituents in respect of these important matters.



Members of the Council of the London Borough of Waltham Forest are hereby summoned to attend an Ordinary Meeting of the Council to be held on Thursday, 9 July 2015 at the Council Chamber - Waltham Forest Town Hall at 7.30 pm to transact the business set out below.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

Members are required to declare any pecuniary or non-pecuniary interests they or their spouse/partner may have in any matter which is to be considered at this meeting. Interests are defined on the inside cover of this agenda.

3. MINUTES OF THE COUNCIL MEETING HELD ON 21 MAY 2015 (PAGES 11 - 46)

To approve the minutes of the Annual Council Meeting held on 21 May 2015.

4. ANNOUNCEMENTS FROM THE MAYOR, COUNCIL LEADER, CABINET MEMBERS AND CHIEF EXECUTIVE

5. PUBLIC STATEMENTS

6. EXECUTIVE REPORTS TO COUNCIL

A. REPORT FROM THE HOUSING PORTFOLIO LEAD

B. REPORT FROM THE HEALTH AND WELLBEING PORTFOLIO LEAD

7. MEMBERS' QUESTIONS

8. NOTICES OF MOTION

PRIVATE RENTED LETTINGS

Notice of the above Motion was given in accordance with Council Procedure Rule 13.

Councillor Sally Littlejohn will move; Councillor Jacob Edwards will second

This Council Notes

The number of households renting privately in the borough has increased from 15,500 to 26,100 between 2001 and 2011¹

1. In 2012 a total of 31,810 privately rented properties were identified in the area and estimated that the PRS now makes up 32% of borough's housing stock/residential dwellings.²
2. With approximately 66% of all tenancies being arranged through the letting market³
3. The average letting agent fee is £355 in England and Wales⁴
4. The average costs of moving into private rented accommodation are around £2000 in London⁵
5. One in four people have been charged what they felt were unfair letting agency fees⁶

This Council Believes

1. High letting agency fees place an unfair burden on prospective renters who are unable to plan for unpredictable and arbitrary costs
2. That as the private rented sector grows and the use of Letting Agencies increase it is vital to improve the security and conditions for the increasing number of tenants in Waltham Forest
3. A lack of transparency allows Letting Agencies to double charge landlords and tenants for the same service
4. That some agents in the letting market charge high fees, which do not reflect the service they provide, simply because they can

This Council Resolves

1. To require letting agents to undertake comprehensive publication of their fees and charges
2. To utilise powers granted in the 2015 Consumer Rights Act that allow the imposition of sanctions following non-publication of fees
3. To call on the government to introduce primary legislation that will end upfront fees paid by tenants to letting agents

¹ ONS Census Data, 2011

² Strategic Housing Market Assessment, 2012

³ Which? Renting roulette, Consumer experience of the lettings market, November 2012

⁴ YouGov Survey, 2012

⁵ Resolution Foundation, Renting in the Dark, 2011

⁶ YouGov Survey for Shelter, December 2011

9. ANNUAL TREASURY MANAGEMENT REVIEW 2014-15 (PAGES 47 - 64)

Council is asked to agree the Annual Treasury Management report 2014/15.

10. AMENDMENT TO THE CONSTITUTION - EMPLOYMENT PROCEDURE RULES (PAGES 65 - 80)

Council is requested to adopt the amended Employment Rules.

11. REVISED TERMS OF REFERENCE FOR PLANNING COMMITTEE (PAGES 81 - 110)

Council is asked to adopt the revised Terms of Reference for the Planning Committee.

12. AUDIT AND GOVERNANCE ANNUAL REPORT (PAGES 111 - 114)

Council is asked to approve the Audit and Governance Annual Report 2014/15.

13. APPOINTMENTS

Details of appointments to be made will be set out in the Order Paper for the meeting.

A handwritten signature in black ink, appearing to read 'M Eason'.

1 July 2015

Chief Executive

Councillors and officers: if you are reading this on your tablet or laptop, the Council has saved £4.56 on printing.

Speak to Democratic Services to learn more.