LONDON BOROUGH OF
WALTHAM FOREST

NOTICE OF THE MEETING
OF THE COUNCIL

TO BE HELD ON THURSDAY, 19 MAY 2016
AT 7:30PM

No. 1 (2016/17)
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).

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

<table>
<thead>
<tr>
<th>Interest</th>
<th>Description</th>
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<tbody>
<tr>
<td>Employment, office, trade, profession or vocation</td>
<td>Any employment, office, trade, profession or vocation carried on for profit or gain.</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>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</td>
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| 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) 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, 19 May 2016 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. **ELECTION OF MAYOR**

To elect a Councillor to serve as Mayor of the London Borough of Waltham Forest for the Municipal Year 2016/17.

Following his/her election the newly-elected Mayor may address the Council.

4. **MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY, 3 MARCH 2016(P**

To approve the minutes of Council Budget Meeting held on Thursday, 3 March 2016.

5. **PUBLIC PARTICIPATION**

Council has received a petition that meets the threshold for Council debate. Council will need to resolve to waive Council Procedure Rule 1.1.3 to debate the item.

6. **LEADER'S REPORT**

To receive a report from the Leader of the Council as to the Executive’s priorities and the membership of the Cabinet, portfolio responsibilities and delegated powers for the ensuing year.

(Specific proposals and nominations submitted by the Leader will be circulated with the Order Paper for the meeting).
In the event that the Leader chooses to make a statement on his priorities the Leaders of the other political groups may also make statements and the Leader may reply.

7. APPOINTMENT OF COMMITTEES AND OTHER COUNCIL BODIES IN 2016/17 AND RELATED DECISIONS (PAGES 23 - 34)

This report asks the Council to make the following decisions:

- appoint standing Committees for the Municipal Year 2016/17 (taking into account the changes set out below);
- decide the number of seats on all committees;
- determine the allocation of seats on committees to party groups, in accordance with the political balance rules;
- councillors to sit on committees in accordance with nominations made by the Group Whips;
- appoint the chairs and vice-chairs of committees for 2016/17;
- appoint councillors to serve on the other Council bodies listed in Appendix A;

(Specific proposals and nominations submitted by the Group Whips will be circulated with the Order Paper for the meeting.)

- agree that, the terms of reference of Standing Committees for 2016/17shall be as set out in the Council's Constitution;
- agree the revised Overview and Scrutiny arrangements;
- agree to amend the Councillor’s Allowances scheme for 2016/17 (commencing 1 April 2016) to designate the Chair of Audit and Governance as a Band 2 Special Responsibility Allowance;
- agree that all councillors will be appointed as supernumerary members to substitute when a named member of a committee is unable to attend a meeting, in accordance with the Council's scheme for the appointment of substitute members; Group Leaders and/or Group Whips being able to agree substitutions in respect of members of their party groups, that, in respect of the Health and Wellbeing Board, Executive members may be substituted only by other members of the Executive; and that, in respect of any Overview and Scrutiny Committee, Executive members cannot serve as substitutes. (Note: The supernumerary arrangements do not apply to the Cabinet);
- agree the consequential amendments to the Constitution arising from these decisions are to be finalised and published by the Director of Governance and Law.

8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES / ORGANISATIONS IN 2016/17 (PAGES 35 - 44)

To approve the appointment of Council representatives to outside bodies/organisations in 2016/17.
A Schedule setting out the proposed appointments in accordance with nominations made by the Party Whips will be circulated at the meeting.

In the event that all the nominations are not available the appointments will be considered at the next Ordinary Meeting.

9. PROGRAMME OF MEETINGS FOR 2016/17 (PAGES 45 - 58)

To approve the Programme of Meetings for 2016/17.

The draft Meetings Programme was approved by the Council in December 2015. Some minor changes have been made principally concerning the dates of Scrutiny Committees following the Scrutiny Committee review.

The revised programme is attached.

10. SCHEME OF DELEGATION (PAGES 59 - 78)

Council is asked to agree

- the delegation of non-executive functions (as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (amended) to officers as set out in:
  1.1.1. The Council’s Constitution and
  1.1.2. The attached General Scheme of Delegation,
- that all officers with delegated powers have power to further delegate those powers to other officers under s.101 of the Local Government Act 1972 or as provided for by any other legislation and may agree a scheme of delegation to officers for their service areas.
- the Management Structure at Appendix 1 shall be incorporated into Part 11 of the Council’s Constitution and note as posts are finalised and recruited to a more detailed structure maybe published; and
- to amend Article 12 (paragraph 12.1.2 (b)) of the constitution to remove the current wording and replace it with “The Head of Paid Service shall have responsibility and the power to amend the portfolios for Chief Officers (the functions and areas of responsibility set out in the structure chart in Part 11) as he/she considers necessary to deliver the Council’s functions, vision and priorities. Such changes shall be carried out in accordance with any relevant HR policies applicable. The Head of Paid Service shall consult with Cabinet before such changes and report them to Full Council as soon as practicable thereafter. [Schedule 1, Local Authorities (Functions and Responsibilities) (England) (Amendment) Regulations 2001].
- to delegate to the Director of Governance and Law the power to make and publish the necessary changes to the Constitution and Scheme of Delegation to give effect to these decisions.
11. A&G ANNUAL REPORT (PAGES 79 - 82)
Council is asked to approve the Audit and Governance Annual Report 2014/15.

The Council is asked to agree the Capital Investment Strategy.

11 May 2016
Chief Executive
Councillors and officers: if you are reading this on your tablet or laptop, the Council has saved £4.88 on printing.
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