

Council (Council Tax)

SUMMONS AND AGENDA

DATE: Thursday 28 February 2019

TIME: 7.30 pm

VENUE: Council Chamber, Harrow Civic Centre,
Station Road, Harrow, HA1 2XY

All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.



Hugh Peart
Director of Legal and Governance Services

Despatch Date: [Wednesday 20 February 2019]

Useful Information

Meeting details:

This meeting is open to the press and public.

Directions to the Civic Centre can be found at:
<http://www.harrow.gov.uk/site/scripts/location.php>.

Filming / recording of meetings

The Council will audio record Public and Councillor Questions. The audio recording will be placed on the Council's website.

Please note that proceedings at this meeting may be photographed, recorded or filmed. If you choose to attend, you will be deemed to have consented to being photographed, recorded and/or filmed.

When present in the meeting room, silent mode should be enabled for all mobile devices.

Meeting access / special requirements.

The Civic Centre is accessible to people with special needs. There are accessible toilets and lifts to meeting rooms. If you have special requirements, please contact the officer listed on the front page of this agenda.

An induction loop system for people with hearing difficulties is available. Please ask at the Security Desk on the Middlesex Floor.

Summons publication date: Wednesday 20 February 2019

PRAYERS

Rabbi Kathleen De Matige-Middleton, Mosaic Synagogue, will open the meeting with Prayers.

1. COUNCIL MINUTES (Pages 13 - 28)

That the minutes of the meeting held on 29 November 2018 be taken as read and signed as a correct record.

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members of the Council.

3. PROCEDURAL MOTIONS (Pages 29 - 32)

To receive and consider any procedural motions by Members of the Council in relation to the conduct of this Meeting. Notice of such procedural motions, received after the issuing of this Summons, will be tabled.

4. PETITIONS

To receive any petitions to be presented:

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners;
- (iii) by the Mayor, on behalf of petitioners.

5. PUBLIC QUESTIONS *

A period of up to 15 minutes is allowed for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairs of Committees, of which notice has been received no later than 3.00 pm two clear working days prior to the day of this Meeting. Any such questions received will be tabled.

6. LEADER AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

To receive a presentation from the Leader of the Council and Portfolio Holders on business since the last ordinary meeting, followed by a question and answer session. The item is allotted 20 minutes.

7. CORPORATE PLAN (HARROW AMBITION PLAN) (To Follow)

Recommendation I: Cabinet
(21 February 2019)

8. FINAL REVENUE BUDGET 2019/20 AND MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2021/22 (To Follow)

Recommendation I: Cabinet
(21 February 2019)

9. TREASURY MANAGEMENT STRATEGY STATEMENT INCLUDING PRUDENTIAL INDICATORS, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY FOR 2019/20 AND CAPITAL STRATEGY (To Follow)

Recommendation I: Cabinet
(21 February 2019)

10. FINAL CAPITAL PROGRAMME 2019/20 TO 2021/22 (To Follow)

Recommendation I: Cabinet
(21 February 2019)

11. HOUSING REVENUE ACCOUNT (HRA) BUDGET 2019/20 AND MEDIUM TERM FINANCIAL STRATEGY 2020-21 TO 2021-22 (To Follow)

Recommendation I: Cabinet
(21 February 2019)

12. NON-EXECUTIVE FEES AND CHARGES FOR 2019-20 (Pages 33 - 48)

Report of the Chief Executive (Head of Paid Service)

13. CHANGES TO COUNCIL TAX LONG TERM EMPTY PROPERTY PREMIUMS (Pages 49 - 52)

Recommendation I: Cabinet
(17 January 2019)

14. AUDIT COMMITTEE REVIEW (Pages 53 - 56)

Recommendation I: Governance, Audit, Risk Management and Standards Committee
(5 December 2018)

15. FINANCIAL REGULATIONS - APPROVAL OF UPDATED SET (To Follow)

Recommendation I: Cabinet
(21 February 2019)

16. INFORMATION ITEM - REMUNERATION PACKAGES OF £100,000 OR GREATER (Pages 57 - 62)

17. QUESTIONS WITH NOTICE *

A period of up to 15 minutes is allowed for asking written questions by Members of Council of a member of the Executive or the Chair of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting; or

- (ii) which relate to urgent matters, and the consent of the Executive Member or Committee Chair to whom the question is to be put has been obtained and the content has been advised to the Director of Legal and Governance Services by 12 noon on the day of the Council Meeting.

Any such questions received will be tabled.

18. MOTIONS

The following Motions have been notified in accordance with the requirements of Council Procedure Rule 15, to be moved and seconded by the Members indicated:

1. Harrow Council recognises working definition of Islamophobia Motion

To be moved by Councillor Ghazanfar Ali and seconded by Councillor Sue Anderson:

“While the drive to tackle hate and discrimination in all its forms continues, there has been a disappointing normalisation in the media and in politics of some forms of hate in recent times, Islamophobia being one of them. As a diverse and vibrant borough where Muslims make up over 12% of the population, it is important that the Council signals its seriousness in tackling all forms of hate and discrimination against residents, and members of wider society. Following an extensive consultation, the All Party Parliamentary Group (APPG) for British Muslims has formulated a working definition of Islamophobia as:

- *Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness*

Contemporary examples of Islamophobia in public life, the media, schools, the workplace, and in encounters between religions and non-religions in the public sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, *instigating* or justifying the killing or harming of Muslims in the name of a racist fascist ideology, or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Muslims as such, or of Muslims as a collective group, such as, especially but not exclusively, conspiracies about Muslim entryism in politics, government or other societal institutions; the myth of Muslim identity having a unique propensity for terrorism, and claims of a demographic ‘threat’ posed by Muslims or of a ‘Muslim takeover’.
- Accusing Muslims as a group of being responsible for real or imagined wrongdoing committed by a single Muslim person or

group of Muslim individuals, or even for acts committed by non-Muslims.

- Accusing Muslims as a group, or Muslim majority states, of inventing or exaggerating Islamophobia, ethnic cleansing or genocide perpetrated against Muslims.
- Accusing Muslim citizens of being more loyal to the ‘Ummah’ (transnational Muslim community) or to their countries of origin, or to the alleged priorities of Muslims worldwide, than to the interests of their own nations.
- Denying Muslim populations the right to self-determination e.g., by claiming that the existence of an independent Palestine or Kashmir is a terrorist endeavour.
- Applying double standards by requiring of Muslims behaviours that are not expected or demanded of any other groups in society, e.g. loyalty tests.
- Using the symbols and images associated with classic Islamophobia (e.g. Muhammed being a paedophile, claims of Muslims spreading Islam by the sword or subjugating minority groups under their rule) to characterize Muslims as being ‘sex groomers’, inherently violent or incapable of living harmoniously in plural societies.
- Holding Muslims collectively responsible for the actions of any Muslim majority state, whether secular or constitutionally Islamic.

This list is not exhaustive but forms guidelines to recognise markers of Islamophobia in today’s context.

Harrow Council resolves:

1. To formally adopt the working definition of Islamophobia as formulated by the APPG for British Muslims.
2. That the Council Leader and the Chief Executive write to Rt Hon James Brokenshire MP, the Secretary of State for Housing, Communities and Local Government, to request that HM government also supports the adoption of this definition of Islamophobia.”

2. Anti-Semitism in the Labour Party Motion

To be moved by Councillor Paul Osborn and seconded by Councillor Marilyn Ashton:

“This Council notes :

- The Council’s adoption of the “working definition of anti-

Semitism” at the Full Council meeting on 23rd February 2017.

- The Council’s reaffirmation of this definition at the Full Council Meeting on 19th July 2018.
- The resignation of Luciana Berger MP and others from the Labour Party.
- The Labour Party has received 673 anti-Semitism complaints in the last 10 months.
- The comments from Margaret Hodge MP on 11th February 2019 that she is “Not convinced” the Labour leadership is “serious on rooting out anti-Semitism”.

This Council believes :

- All forms of racism and anti-Semitism should be condemned.
- We should stand shoulder to shoulder with our Jewish Community to drive out the scourge of anti-Semitism that has beset Her Majesty’s Opposition.

This Council resolves :

- To instruct the Leader of the Council to write to the Leader of the Opposition, Jeremy Corbyn, calling upon him to take action to ensure anti-Semitism is taken seriously and properly dealt with in the Labour Party.”

3. Stem Donor Motion for Kaiya Patel

To be moved by Councillor Ameet Jogia and seconded by Councillor Mina Parmar:

“This Council agrees to encourage those who hold events with an expected attendance of 150 people or more on council property or facilitated with any Council funding to offer free presence to an organisation that registers people to the stem cell donor list.”

4. Parental Leave Motion

To be moved by Councillor Natasha Proctor and seconded by Councillor Sarah Butterworth:

“Despite performing above the national average for the number of women councillors, it is clear that Harrow Council must do more to encourage women to put themselves forward to be councillors. One barrier to this may be that there is no legal entitlement for parental leave for any elected representative. Therefore, Harrow Council should adopt its own parental leave scheme for councillors, taking note of the scheme recommended by the LGA Labour Group’s Women’s Taskforce.

The scheme recommended by the LGA Labour Group's Women's Taskforce is as follows:

"Introduction

This Policy sets out Members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors, and has been the subject of lengthy debate. These policies can therefore only currently be implemented on a voluntary basis, although Labour Councils are encouraged to implement them as per the Labour Party Democracy Review which has called for Labour-controlled councils and Labour Groups to adopt a parental leave policy. Discussions are ongoing about changing the law to enable compulsory provision, but until then these policies constitute best practice which Labour Groups (and the councils they control) are strongly advised to adopt.

Legal advice has been taken on these policies, and they conform with current requirements.

1. Leave Periods

- 1.1 Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks by agreement if required.
- 1.2 In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.
- 1.3 In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be

taken by agreement, and such exceptional leave shall not be deducted from the total 52 week entitlement.

- 1.4 Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- 1.5 A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.
- 1.6 Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 1.7 A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 weeks by agreement if required.
- 1.8 Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.
- 1.9 Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.
- 1.10 Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

2. Basic Allowance

- 2.1 All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

- 3.1 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.
- 3.2 Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.
- 3.3 The payment of Special Responsibility Allowances,

whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

- 3.4 Should a Member appointed to replace the member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.
- 3.5 Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

- 4.1 If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 4.2 If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office."

This Council notes:

- That analysis of the 2018 Local Election results by the Fawcett Society found that only 34% of councillors in England are women, up 1% since 2017. Of the seats that were up for election in 2018, 38% went to women, up just 3 percentage points on 2014 when these seats were last contested;
- As of summer 2017, only 4% of councils in England and Wales have parental leave policies, according to research by the Fawcett Society;
- That the role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors;

- That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

This Council resolves:

- To adopt a parental leave policy that takes due regard of the work of the LGA Labour Group's Women's Taskforce to give all councillors an entitlement to parental leave after giving birth or adopting;
- That the Scheme as adopted will be incorporated into the Council's current Members' Allowance Scheme as appropriate;
- To ensure that councillors with children and other caring commitments are supported as appropriate;
- To notify the LGA Labour Group that this council has passed a motion at full council to adopt the parental leave policy."

*** Data Protection Act Notice**

The Council will audio record items 5 and 17 (Questions with Notice) and will place the audio recording on the Council's website, which will be accessible to all.

[Note: The questions and answers will not be reproduced in the minutes.]

COUNCIL 28 FEBRUARY 2019

MINUTES

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COUNCIL MINUTES

29 NOVEMBER 2018

- Present:**
- * Councillor Kairul Kareema Marikar
(The Worshipful the Mayor)
 - * Councillor Nitin Parekh (The Deputy Mayor)
- Councillors:**
- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> * Ghazanfar Ali * Richard Almond * Dan Anderson * Jeff Anderson * Sue Anderson * Marilyn Ashton * Peymana Assad * Camilla Bath * Christopher Baxter * Philip Benjamin * Michael Borio * Simon Brown * Sarah Butterworth * Kam Chana * Ramji Chauhan * Niraj Dattani * Keith Ferry * Pamela Fitzpatrick * Dean Gilligan * Stephen Greek * Chetna Halai * Susan Hall * Graham Henson * Maxine Henson * John Hinkley * Nitesh Hirani * Honey Jamie * Ameet Jogia * Jean Lammiman * James Lee * Dr Lesline Lewinson | <ul style="list-style-type: none"> * Ajay Maru * Jerry Miles * Vina Mithani * Amir Moshenson * Chris Mote * Janet Mote * Angella Murphy-Strachan * Phillip O'Dell * Paul Osborn * Mina Parmar * Varsha Parmar * Anjana Patel † Primesh Patel * Pritesh Patel * David Perry * Natasha Proctor * Kanti Rabadia * Kiran Ramchandani * Christine Robson * Lynda Seymour * Mrs Rekha Shah * Sachin Shah * Chloe Smith * Norman Stevenson * Krishna Suresh * Sasi Suresh * Adam Swersky † Bharat Thakker * Antonio Weiss * Stephen Wright |
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- * Denotes Member present
- † Denotes apologies received

PRAYERS

The meeting opened with Prayers offered by Imam Sheikh Salman Sidiq, Sri Lankan Muslim Cultural Centre.

37. COUNCIL MINUTES

RESOLVED: That the minutes of the Extraordinary and Ordinary meetings held on 19 July 2018 be taken as read and signed as correct records.

38. DECLARATIONS OF INTEREST

Item 5 – Loss of spaces due to Poet’s Corner Redevelopment

Councillor Ghazanfar Ali declared a non-pecuniary interest in that he attended the mosque.

Item 16 (1) – Motion on Temple Burglaries

Councillor Nitesh Hirani declared a non-pecuniary interest in that he attended the Kenton Temple.

Councillor Kanti Rabadia declared a non-pecuniary interest in that he worshipped at the temples.

Item 16 (2) – Motion on Breaking Point Campaign

Councillor Stephen Greek declared a disclosable pecuniary interest in that he was employed by the Greater London Authority. He would leave the Chamber for the discussion and voting on this item.

Councillor Susan Hall declared a non-pecuniary interest in that she was an Assembly Member at the Greater London Authority.

Councillor Amir Moshenson declared a disclosable pecuniary interest in that his wife was a primary school teacher. He would leave the Chamber for the discussion and voting on this item.

Councillor Norman Stevenson declared a non-pecuniary interest in that his wife was employed by Harrow Council.

Item 16 (3) – Motion on Education Funding

Councillor Ghazanfar Ali declared a non-pecuniary interest in that he was a governor at Norbury School.

Councillor Richard Almond declared a non-pecuniary interest in that he was a governor at St Teresa’s Catholic Primary School.

Councillor Marilyn Ashton declared a non-pecuniary interest in that she was a governor at Park High School.

Councillor Peymana Assad declared a non-pecuniary interest in that she was a governor at Kenmore Park School.

Councillor Camilla Bath declared a non-pecuniary interest in that she was a governor at St George's School.

Councillor Phillip Benjamin declared an interest in that he was employed in higher education. He would leave the Chamber for the discussion and voting on this item.

Councillor Michael Borio declared a disclosable pecuniary interest and would leave the Chamber for the discussion and voting on this item.

Councillor Sarah Butterworth declared a disclosable pecuniary interest and would leave the Chamber for the discussion and voting on this item.

Councillor Kam Chana declared a non-pecuniary interest in that he was a school governor.

Councillor Ramji Chauhan declared a non-pecuniary interest in that he was a governor at Glebe Primary School.

Councillor Stephen Greek declared a disclosable pecuniary interest in that his wife was employed as a Teaching Assistant. He also declared a non-pecuniary interest in that he was a school governor. He would leave the Chamber for the discussion and voting on this item.

Councillor Chetna Halai declared a non-pecuniary interest in that she was a school governor.

Councillor Graham Henson declared a non-pecuniary interest in that he was a school governor.

Councillor Maxine Henson declared a non-pecuniary interest in that she was a school governor.

Councillor Jean Lammiman declared an interest in that was Chair of Shaftesbury High school.

Councillor Dr Lesline Lewinson declared an interest in that was a governor at Pinner Park School and was employed in higher education.

Councillor Vina Mithani declared a non-pecuniary interest in that she was a governor at Glebe Primary School.

Councillor Ajay Maru declared an interest in that his wife was employed by a school in Harrow.

Councillor Amir Moshenson declared a disclosable pecuniary interest in that his wife was a primary school teacher. He would leave the Chamber for the discussion and voting on this item.

Councillor Janet Mote declared a non-pecuniary interest in that she was a teacher in the private sector, a member of NEU and a governor at St John Fisher School.

Councillor Angella Murphy-Strachan declared a disclosable pecuniary interest in that she worked in schools. She would leave the Chamber for the discussion and voting on this item.

Councillor Chloe Smith declared a non-pecuniary interest in that she was a school governor in Harrow.

Councillor Stephen Wright declared a disclosable pecuniary interest as his wife was employed as a teacher in Harrow.

Item 16 (5) – Motion on Women against State Pension Inequality

Councillor Jeff Anderson declared a disclosable pecuniary interest in that his wife was in the age category of the women affected. He would leave the Chamber for the discussion and voting on this item.

Councillor Sue Anderson declared a disclosable pecuniary interest in that she was in the age category of the women affected. She would leave the Chamber for the discussion and voting on this item.

Councillor Susan Hall declared a disclosable pecuniary interest. She would leave the Chamber for the discussion and voting on this item.

Councillor Vina Mithani declared an interest in that she was in the age category of the women affected.

Councillor Chris Mote declared a non-pecuniary interest in that his daughter would be affected.

Councillor Anjana Patel declared a non-pecuniary interest.

Councillor Norman Stevenson declared an interest in that he was a supporter of the Women against State Pension Inequality campaign and his wife was in the age category of the women affected.

39. PROCEDURAL MOTIONS

- (i) The Mayor drew attention to the item, Additions to the Capital Programme for the Financial Year 2018/19, which she agreed was urgent and which was set out on the supplemental summons, and to the tabled amendments to Motion 1 and Motion 5 set out on the Tabled Documents.
- (ii) Councillor Graham Henson moved a Procedural Motion to include the urgent item, Additions to the Capital Programme for the Financial Year 2018/19, on the Summons for discussion before item 15, Questions with Notice. This was seconded by Councillor Keith Ferry and upon being put to the vote was carried.

- (iii) Councillor Graham Henson moved a Procedural Motion that in accordance with Council Procedure Rule 15.6.1, Motion 4 on Modern Slavery not be referred to the Executive and instead be debated at Council. This was seconded by Councillor Keith Ferry and upon being put to the vote was carried.

40. PETITIONS

In accordance with Rule 10, the following petitions were presented:

- (i) Petition submitted by Mr Parmod Athi containing 102 signatures concerning the increase in school meals prices for children attending Woodlands and Kingsley Schools in Harrow.

[The Petition stood referred to the Portfolio Holder for Finance and Resources].

- (ii) Petition submitted by Councillor Kanti Rabadia containing 35 signatures concerning fly tipping in the alleyway behind Kenton Park Gardens.

[The Petition stood referred to the Portfolio Holder for Environment].

- (iii) Petition submitted by Councillor Jerry Miles containing 8 signatures supporting an addition to the parking restrictions in Walpole Close.

[The Petition stood referred to the Portfolio Holder for Environment].

41. PETITION - LOSS OF SPACES DUE TO POET'S CORNER REDEVELOPMENT

In accordance with the Council's Petition Scheme, Council received a petition containing over 2,000 signatures as follows

- (i) Petition submitted by Mr Iftikhar, Harrow Mosque, containing over 2,000 signatures, stating

'The biggest ever regeneration program in Harrow borough for a generation, featuring around 1,000 new homes including 400 affordable homes will be built at the current location of Harrow Civic Centre.

We are concerned about the loss of parking spaces for local business, residents and emergency services due to regeneration proposal of the Harrow Civic Centre site.

We urge the Council, Gareth Thomas, Harrow Councillors and Mayor of London to ensure that there are sufficient parking spaces for local businesses, residents in the vicinity of the Civic Centre, Wealdstone and Harrow Central Mosque.'

- (ii) Debate was held on the content of the petition.

RESOLVED: That the petition referred to the Corporate Director, Community, for consideration.

42. PUBLIC QUESTIONS

There were no public questions.

43. LEADER AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

- (i) The Leader of the Council, Councillor Graham Henson, introduced the item highlighting the achievements, challenges and proposals since the last ordinary meeting.
- (ii) Other Members of Council spoke and/or asked questions of the Leader of the Council which were duly responded to.

44. APPOINTMENT OF CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

Members paid tribute to Tom Whiting, Interim Chief Executive (Head of Paid Service) who would be leaving the Council's employ in February 2019.

RESOLVED: That Mr Sean Harriss, Interim Chief Executive Officer at oneSource, the Strategic Corporate Resources Shared Service – London Boroughs of Bexley, Havering and Newham, be appointed to the post of Chief Executive (Head of Paid Service) of the London Borough of Harrow, with effect from 4 February 2019 until 3 February 2021, and in accordance with the terms and conditions governing Chief Officer posts.

45. GAMBLING POLICY - REVISED STATEMENT OF PRINCIPLES

RESOLVED: That the revised Statement of Principles be approved.

46. CORPORATE PARENTING STRATEGY 2017 - 2019

RESOLVED: That the Corporate Parenting Strategy 2017 – 19 and Priorities set out in the Strategy be approved.

47. SCRUTINY ANNUAL REPORT 2017/18

RESOLVED: That the Scrutiny Annual Report 2017-18 be endorsed.

48. SCRUTINY WORK PROGRAMME 2018-2022

RESOLVED: That the scrutiny work programme 2018 – 2022 be noted.

49. CONSTITUTIONAL AMENDMENTS - TERMS OF REFERENCE OF JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE AND COMMITTEE PROCEDURE RULES IN RELATION TO THE PLANNING COMMITTEE

RESOLVED: That

- (1) the proposed terms of reference for the North West London Joint Health Overview and Scrutiny Committee, as attached at Appendix 1 to the officer report, be agreed and included in the Council's Constitution;**
- (2) the proposed new wording for the Committee Procedure Rules in relation to the Planning Committee, as set out in paragraph 8 of the officer report, be agreed.**

50. INFORMATION REPORT - USE OF THE URGENCY AND SPECIAL URGENCY PROCEDURE

RESOLVED: That the report be noted.

51. URGENT ITEM - ADDITIONS TO THE CAPITAL PROGRAMME FOR THE FINANCIAL YEAR 2018/19

The Mayor indicated that the item had been admitted to the Summons for the reasons set out on the Supplemental Summons.

RESOLVED: That the addition to the 2018/19 Capital Programme for the items set out in paragraphs 5 and 6 of the officer report be approved.

52. QUESTIONS WITH NOTICE

To note that four questions from Councillors to the Leader of the Council had been received and that and a recording of those responded to would be placed on the Council's website.

53. MOTIONS

- (i) Motion in the names of Councillor Kanti Rabadia and Councillor Vina Mithani.**

"Temple Burglaries Motion

This Council notes and condemns:

- The burglary of Shree Kutch Satsang Swaminarayan Temple in Kenton, Harrow.
- The burglary of the Shree Swaminarayan Temple in Willesden, Brent.
- Any crime carried out against any religious establishment.

This Council believes:

- Harrow has a diverse community that deserves to feel safe and have the right to freely practice whatever religion they follow.
- Local communities and religious establishments should be protected.
- Any crime carried out against any religious establishment is unacceptable.

This Council resolves:

- To instruct the interim Chief Executive, Leader of the Council and Leader of the Opposition to send a cross-party letter to both Temples, condemning the burglaries and offering solidarity and support.
- To offer a meeting to representatives from the Kenton Temple with the Leader of the Council, the Leader of the Opposition and relevant Council officers to discuss how the Council can provide better support.”

A tabled amendment was received. Upon being put to the vote the amendment was agreed. The Substantive Motion was agreed as follows:

“This Council notes and condemns:

- The burglary of Shree Kutch Satsang Swaminarayan Temple in Kenton, Harrow.
- The burglary of the Shree Swaminarayan Temple in Willesden, Brent.
- Hate crime incidents at the Sree Ayyappan Temple in Masons Avenue, Harrow.
- Any crime carried out against any religious establishment.

This Council believes:

- That diverse and cohesive communities are what makes Harrow the great place that people want to call home
- That all residents deserve to feel safe
- Local communities and religious establishments should be protected.
- Any crime carried out against any religious establishment is unacceptable.

Harrow Council welcomes/supports:

- The work carried out to date by the Police to investigate the incidents
- The partnership work undertaken directly with the affected places of worship by Harrow Council, Councillors, Police and Assembly Member for Brent & Harrow to strengthen working relationships, enhance security of the premises and to convey the message of reassurance to the community.

This Council resolves:

- To instruct the interim Chief Executive, Leader of the Council and Leader of the Opposition to send a cross-party letter to these places of worship, condemning the criminal incidents and offering solidarity and support.
- As part of the Council's on-going work on community cohesion, to offer a meeting to representatives from the Kenton Temple with the Leader of the Council, the Leader of the Opposition and relevant Council officers to discuss this work and explore whether Harrow can provide further support."

RESOLVED: That the Motion, as amended and set out above be, adopted.

- (ii) Motion in the names of Councillor Graham Henson and Councillor Adam Swersky.

"Breaking Point Campaign Motion

This Council notes that many council budgets are now at Breaking Point. Austerity has caused huge damage to communities up and down the UK, with devastating effects on key public services that protect the most defenceless in society – children at risk, disabled children and adults, and vulnerable older people – and the services we all rely on, like clean streets, libraries, and children's centres;

- Government cuts mean councils have lost 60p out of every £1 that the last Labour Government was spending on local government in 2010;
- Harrow Council has lost £55 million of central government funding as our RSG has been eliminated entirely.
- Councils had to spend an extra £800m last year to meet the demand on vital services to protect children.
- With an aging population and growing demand adult social care faces a gap of £3.5 billion – with only 14% of council workers

now confident that vulnerable local residents are safe and cared for.

- Government cuts have seen over 500 children's centres and 475 libraries close, potholes are left unfilled, and 80% of councils workers now say have no confidence in the future of local services.
- Northamptonshire has already gone bust and more councils are predicted to collapse without immediate emergency funding.
- Councils now face a further funding gap of £7.8 billion by 2025 just to keep services 'standing still' and meeting additional demand. Even Lord Gary Porter, the Chair of the Local Government Association, has said 'Councils can no longer be expected to run our vital local services on a shoestring'

This Council condemns Chief Secretary to the Treasury for stating on BBC Newsnight on 1st October 2018 that the government is "not making cuts to local authorities", when all independent assessments of government spending show that this is entirely false; and that this Council further notes that Prime Minister Theresa May has also claimed that "austerity is over" despite planning a further £1.3bn of cuts to council budgets over the next year;

This Council agrees with the aims of the 'Breaking Point' petition signed by Labour councillors across the country, in calling for the Prime Minister and Chancellor to truly end austerity in local government by properly funding local public services.

This Council resolves to:

- Support the 'Breaking Point' campaign, recognising the devastating impact that austerity has had on our local community.
- Work with other councils to campaign for proper funding for local government and other public services.
- Write to the Chancellor of the Exchequer, the Prime Minister, and the Secretary of State for Housing, Communities and Local Government setting out the funding pressures faced by Harrow Council, and calling on the Government to truly end austerity in local government."

RESOLVED: That the Motion set out at (ii) above be adopted.

- (iii) Motion in the names of Councillor Pamela Fitzpatrick and Councillor Maxine Henson.

“Education Funding Motion

Harrow Council believes education to be the foundation of our society, it is through education that we unlock the individual’s full potential and create a more equal and prosperous society for all. This is why cuts to education are so catastrophic.

Harrow Council notes:

At the national level, per pupil funding has declined by 8% since 2010.

In Harrow, our schools are facing annual funding pressures of £77,000 for primary schools and £194,000 for secondary schools.

Since 2015, Harrow has suffered a net loss of 105 teachers in our maintained schools owing in part to recruitment and retention issues.

Harrow schools must bear the brunt of unfunded National Insurance increases.

Harrow schools see inadequate High Needs Block Funding, leaving our most vulnerable pupils without the support they need.

Harrow Council resolves:

To resist the Government’s ongoing cuts to school budgets and call for more funding to be invested in education.

To support national campaigns against school cuts

To call on the Government to fully fund the pay increase for teachers that is recommended by the School Teachers’ Review Body.”

RESOLVED: That the Motion set out at (iii) above be adopted.

- (iv) Motion in the names of Councillor Jeff Anderson and Councillor Adam Swersky

“Modern Slavery Motion

Modern slavery continues to be a significant problem in Harrow. In 2013 there is evidence that as many as 42 children were trafficked to the borough providing large revenue streams for criminal gangs. Harrow Council has been proactive in its investigations into not only child trafficking but modern slavery as a whole. This scourge affects all those who are vulnerable and it is for this reason that we have chosen to implement the following resolutions:

Harrow Council requests it’s Cabinet to:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and

Supply's (CIPS) online course on Ethical Procurement and Supply.

2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually."

RESOLVED (Unanimously): That Cabinet be requested to receive and consider the Motion set out at (iv) above.

- (v) Motion in the names of Councillor Natasha Proctor and Councillor Sarah Butterworth.

"Women Against State Pension Inequality Motion

Harrow Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1950, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

Thousands of women who live in Harrow, and hundreds of thousands nationally, had significant pension changes imposed on them by the Pensions Acts of 1995 and 2011 with little or no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Thousands of women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

Harrow Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1950, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.”

A tabled amendment was received and, having been further amended, was put to the vote and was carried.

Upon being put to the vote, the substantive Motion was agreed as follows:-

“Women Against State Pension Inequality Motion

Harrow Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1950, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.

Thousands of women who live in Harrow, and hundreds of thousands nationally, had significant pension changes imposed on them by the Pensions Acts of 1995, 2007 and 2011 under successive Governments, with little or no personal notification of the changes. Some women had only two years notice of a six-year increase to their state pension age.

Thousands of women born in the 1950's are living in hardship. Retirement plans have been shattered with devastating consequences. Many of these women are already out of the labour market, caring for elderly relatives, providing childcare for grandchildren, or suffer discrimination in the workplace so struggle to find employment. Women born in this decade are suffering financially. These women have worked hard, raised families and paid their tax and national insurance with the expectation that they would be financially secure when reaching 60. It is not the pension age itself that is in dispute - it is widely accepted that women and men should retire at the same time. The issue is that the rise in the women's state pension age has been

too rapid and has happened without sufficient notice being given to the women affected, leaving women with no time to make alternative arrangements.

The state pension is by far the largest benefit paid in the UK. It is paid from National Insurance receipts paid by those in work - predominantly much younger people. They are contributing to this benefit for an increasing proportion of our ageing population. This is why both equalisation and extending the starting age were essential to make it more affordable. Clearly a particular group of women have been adversely affected by this and communication of the changes was poor. This is why we support the review of transitional arrangements which will be carried out. The review should also include the effectiveness of communication with people affected by legislative changes. The WASPI campaign has cross-party support.

Harrow Council calls upon the Government to reconsider transitional arrangements for women born on or after 6th April 1950, so that women do not live in hardship due to pension changes they were not told about until it was too late to make alternative arrangements.”

RESOLVED (unanimously): That the Motion, as amended and set out above, be adopted.

54. PROCEDURE FOR TERMINATION OF MEETING

At 10.22 pm, prior to the debate on Motion 5, Women Against State Pension Inequality, it was proposed that the guillotine be extended to 10.35 pm. This was agreed.

RESOLVED: That the provisions of Rules 9.2 and 9.3 be applied as set out above.

(CLOSE OF MEETING: All business having been completed, the Mayor declared the meeting closed at 10.32 pm).

COUNCIL
28 FEBRUARY 2019

PROCEDURAL MOTION

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ITEMS 7 - 11 - Corporate Plan

Final Revenue Budget 2019/20 and Medium Term Financial Strategy 2019/20 to 2021/22

Treasury Management Strategy Statement Including Prudential Indicators, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2019/20 and Capital Strategy

Final Capital Programme 2019/20 to 2021/22

Housing Revenue Account (HRA) Budget 2019/20 and Medium Term Financial Strategy 2020-21 to 2021-22

This note reflects a consensus between the Political Groups on the procedures that will apply for the determination of the Council's Budget, Council Tax, Corporate Plan, Treasury Management Strategy Statement, Capital Programme and Housing Revenue Account Budget and Medium Term Financial Strategy.

OPENING The Leader will move the Cabinet Recommendations and the Mayor will then request any amendments.

AMENDMENTS Any amendments must be moved and seconded.

JOINT DEBATE It is desirable that the Council should hold one comprehensive debate on its budget and Items 7 - 11, so all amendments will be considered to have been moved together.

ADJOURNMENT Should significant amendments be received, the Mayor may propose an adjournment of up to thirty minutes to allow Members to read and assimilate them.

EXTENDED SPEECHES Up to three identified Members of each Group will be allowed a total of **20 minutes** to talk to the recommendation and respond to any amendments. The order will be as follows:

- (1) Labour (20 minutes)
- (2) Conservative (20 minutes)

DEBATING RULES All other speakers will be restricted to the usual **3 minutes**. To conclude the debate the Groups will be allocated **1 winding-up speech of 5 minutes**, in the following order:

- (1) Conservative
- (2) Labour

VOTING ON AMENDMENTS Following the final winding-up speech, the Council will immediately move to voting on the amendments. NO further debate will take place between the voting on the amendments.

The amendments will be voted on in the following order:

- (1) Conservative
- (2) Labour

One separate vote will be taken on each amendment. If any amendment is carried it becomes the substantive proposal.

Following votes on each amendment, the Council Meeting will have either:

- if an amendment has been carried, a new substantive proposal on the Budget , Council Tax , Corporate Plan, Treasury Management Strategy Statement, Final Capital Programme, Housing Revenue Account Budget and Medium Term Financial Strategy; or
- if no amendment has been carried, the original Recommendations.

**DETERMINATION
OF ITEMS 7 – 11**

A new substantive Budget/Council Tax proposal (if an amendment has been carried) or the Cabinet Recommendation (if not amended) will be put to a formal vote of the Council for adoption, without further debate. A record of all Members voting on the Budget will be taken.

**SUSPENSION OF
COUNCIL RULES**

The procedures set out above vary the rules regarding the moving of a recommendation from the Executive and the rules of debate. Council will be assumed to have endorsed, under Rule 26.1, the partial suspension of the relevant rules for the limited purposes of items 7 – 11 on the Summons, to enable them to be taken as a single item.

COUNCIL
28 FEBRUARY 2019

NON-EXECUTIVE FEES AND CHARGES FOR
2019-20

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REPORT FOR: Council

Date of Meeting:	28 February 2019
Subject:	Non-Executive fees and charges for 2019-20
Responsible Officer:	Sean Harriss – Chief Executive (Head of Paid Service)
Exempt:	No
Wards affected:	All Wards
Enclosures:	Appendix 1 - Fees and Charges 2019-20

Section 1 – Summary and Recommendations

This report sets out the proposed fees and charges for licences/applications for those matters listed in this report, and as set out in appendix 1.

Recommendations:

Council is requested to:

1. Approve and set the fees and charges listed in Appendix 1 for the financial year 2019-20.
2. Delegate authority to the Corporate Director Community, following consultation with the Director of Finance and nominated members of the Licensing and General Purposes Committee, the power to amend fees and charges in year.

Section 2 – Report

2.1 Background & Current Situation

The following fees & charges (amongst others) are covered in this report:

- Fees for applications for Special Treatment Licensing under the London Local Authorities Act 1991
- Fees for licence applications for Houses in Multiple Occupation and Selective Licensing under the Housing Act 2004
- Charges for notifications for Skip Licenses, Materials on Highway, Hoarding and scaffolding licences under the Highways Act 1980
- Fees for applications for Pet Shops, Animal Boarding/Breeding, Performing Animals and Horse Riding Establishments
- Fees for applications for Hypnotism, Sex Shops, Sexual Entertainment Venues, Poisons and Scrap Metal & Motor Salvage Operators licences.
- Street Trading Fees and charges
- Other non-executive fees covered by the Environment and Culture Division

The fees and charges in Appendix 1 were historically considered by the Licensing & General Purposes Committee, as the above relate to non-executive functions. As the Licensing & General Purposes Committee no longer has regular meetings, and usually only meets once annually to agree sub-committees, approval of these fees and charges rests with full Council.

2.1.1 Statutory Fees

The requirement or ability to levy a fee/charge for those items listed in Appendix 1 are provided for in statute, either being set down as a fixed amount (*statutory prescribed*) that the Council cannot vary/set, or by providing the authority with the power to set a fee/charge in accordance with the requirement of the legislation (eg. up to a maximum amount, or cost recovery only, or reasonable cost etc) (*statutory discretionary*). Fees noted in Appendix 1 as 'statutory prescribed' are for noting only.

The majority of Licensing Act 2003 regime fees were originally set via the Licensing Act 2003 (Fees) Regulations 2005 and are prescribed. In a number of cases these fees do not reflect the actual cost of administering the regime but the Council cannot change these.

The Gambling Act 2005 sets out maximum fees for gambling premises licenses and fees for permits, notifications and lotteries, and were set in 2007 when the Act came into effect. The authority can set its fees in accordance with these up to the maximum permitted level.

Section 32 of the London Local Authorities Act 1990 permits the council to charge fees and charges in respect of street trading licenses on a cost recovery basis. In respect of some offences relating to street trading, fixed penalty notices can be issued, and the penalty levels are agreed through London Councils.

2.1.2 European Services Directive

The European Union Services Directive (2006/123/EC), brought into effect in the UK by the Provision of Services Regulations 2009, requires that fees & charges set under an authorisation scheme have to be reasonable and proportionate to the cost of the procedures and formalities of it and should not exceed these costs.

Following a ruling by the European Court of Justice in the case of Hemming v Westminster City Council, it is now clear that fees charged in accordance with a scheme that falls under the provisions of the Services Directive cannot at the outset cover more than just the cost of administering and processing the application (to grant a license for example). Whilst the cost of enforcing the regime can be recovered, this cannot be wrapped up into one fee at the outset. Therefore such fees and charges are split into:

- a. The costs of the application process; and
- b. On the application being successful, a further fee to cover the costs of the management and enforcement of the licensing regime.

It is no longer permitted to seek one fee incorporating both application and enforcement costs, and the fees need to be split and the second charge only due for applications which are successful (i.e. granted).

Therefore, a number of the fees and charges within Appendix 1 are now split into two parts - the administration fee, and the management and enforcement fee.

The fees are reflective of the costs for each aspect and it can be noted that the greater part of the overall fee is the cost of the administration of the application (Part 1 of the fee), which includes initial inspections in a lot of licensing regimes.

2.1.3 Discretionary Fees

It is recognised that discretionary fees are set at a level that ensures cost recovery, but must also not distract from the Council's goal to be more business friendly.

Benchmarking has taken place which has led to a number of fees being adjusted to reflect consistency with neighbouring Boroughs. Additionally they take into account the effect of the fees on businesses, for instance street

trading fees have been detrimental to encouraging growth and have been reduced accordingly to encourage street trading (which includes shop front trade) in areas that this is beneficial (e.g. where the Council has designated for street trading). This has led to some fees not being fully cost recovery, but the positive impact of encouraging business and not deterring it has been taken into account.

With statutory discretionary fees, these would always remain within the fee range or requirements set out under legislation.

2.2 Main Options

Approve the recommended fees and charges

The fees and charges set out for approval have been reviewed and varied, where appropriate, to reflect the cost in administering the process. Their approval will therefore ensure recovery of costs.

Do not approve the recommended fees and charges

The Council needs to set its fees and charges for the forthcoming financial year and the proposed amounts stated in the Appendix are to ensure cost recovery as far as possible. This option is therefore not recommended.

2.3 Legal Implications

As noted earlier, a number of fees and charges are prescribed by statute (eg. Licensing Act 2003 (Fees) Regulations 2005), as a set amount (in which case it is noted as '*statutory prescribed*' in the appendix). For other fees and charges the relevant legislation may provide that a charge can be made for providing the service but the amount of the charge is discretionary, within the remit of the legislation, often limited to cost recovery only, or a reasonable amount, or within a range/maximum amount. The authority therefore sets the amount of the charge accordingly. These are noted as '*statutory discretionary*' in the appendix.

Some of the regimes in the appendix are covered by the European Services Directive and the Provision of Services Regulations 2009, which implements the Directive. As noted earlier, this requires that fees charged in relation to authorisations must be reasonable and proportionate to the cost of the process, and the European Court of Justice ruling in the Hemming v Westminster City Council case which confirmed that a fee covering the administration costs of processing an application should be charged separately from the charge (to successful applicants) for enforcing the regime. It is not possible to charge one fee at the outset and then refund unsuccessful applicants the enforcement part of the fee. The two must be charged separately.

The Local Authorities (Functions & Responsibilities) Regulations 2000 sets out what fees and charges cannot be set by the Executive (i.e. Cabinet) as the functions to which they relate are non-Executive functions. The fees and charges in Appendix 1 are those that Council should set, with the exception of those which are prescribed, and therefore for information only.

2.4 Financial Implications

The fees and charges for approval are set to recover total cost of administering the licensing functions as per legislation and guidance. Many of the charges are being increased by 5% (rounded up or down as appropriate). This takes account of the current level of inflation as measured by the Retail Price Index, which as at October 2018 is 3.3% and also provides for an element of movement towards full cost recovery.

2.5 Risk Management

Fees/charges need to be set correctly so as to comply with the requirements of the Provision of Services Regulations 2009, based on the EU Services Directive. Failure to do this could result in the Authority levying a fee that is subsequently considered to have been set unlawfully.

Reference to recent case law around fees and charges under the Provision of Services Regulations 2009 is covered above and has been taken into account in the splitting of the fees and charges to ensure compliance.

2.6 Equalities Implications

Section 149 of the Equality Act 2010 created the public sector equality duty.

Section 149 states:-

(1) A public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation.

An initial Equalities Impact Assessment (screening) has been conducted and has found no adverse impacts on any of the protected groups.

Fees and charges are kept under regular review to ensure that they are justifiable, fair and comparable with neighbouring Councils.

2.7 Risk Management

While a lot of the fees are mandatory and are therefore applicable regardless of a Council decision, by failing to approve the other fees & charges, the Council will remain with previously set discretionary fees that do not take into account inflation and widens the gap in terms of cost recovery.

2.8 Procurement Implications

There are no procurement implications

Council Priorities

The Council's vision:

Working Together to Make a Difference for Harrow.

The approval of fees and charges in Appendix 1 will ensure that the services can carry out the functions as set, ensuring a safe environment to those conducting, subject to or affected by a regime

Section 3 - Statutory Officer Clearance

Name: Jessie Mann	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 5 th February 2019		
Name: Paresh Mehta	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 12 th February 2019		

Ward Councillors notified:	NO
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Section 4 - Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Service, (Community and Public Protection) Ext 6267

If appropriate, does the report include the following considerations?

1.	Consultation	No
2.	Priorities	Yes

Community Fees & Charges

Appendix 2

Texts in *italic* denote Statutory Fees

	Agreed charges 18/19			Administration	Management and Enforcement	Proposed charges 19/20			Administration	Management and Enforcement	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Information / Approval
	Basic	VAT 20%	Total 2018/19			Basic	VAT 20%	Total 2019/20							
	£	£	£			£	£	£							
21. Tables & Chairs on the Highway licence (please note planning permission is likely to be needed)															
Issue of licence (subject to successful application)	880		880	704.00	176	785.00		785.00	591	194	Richard LeBrun	-11%	S 32, London Local Authorities Act 1990	Statutory Discretionary	For Approval
Annual renewal of licence (subject to successful application)	880		880	704.00	176	785.00		785.00	591	194	Richard LeBrun	-11%	S 32, London Local Authorities Act 1990	Statutory Discretionary	For Approval
55. Local Authority Pollution Control															
55a. Application Fee															
Standard Process															
Additional fee for operating without a permit	1,579		1,579			1,579		1,579			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	1,137		1,137			1,137		1,137			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
PVR I & II combined	148		148			148		148			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Other Reduced Fee Activities	246		246			246		246			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Reduced fee activities: Additional fee for operating without a permit	346		346			346		346			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant for the 1 st & 2 nd applications	68		68			68		68			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
For the 3 rd to 7 th applications	1,579		1,579			1,579		1,579			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
For the 8 th and subsequent applications	943		943			943		943			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts	477		477			477		477			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
55b Annual Subsistence Charge															
Standard process Low															
Additional amounts charged where a permit is for a combined Part B and waste installation	739		739			739		739			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard process Medium	99		99			99		99			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Additional amounts charged where a permit is for a combined Part B and waste installation	1,111		1,111			1,111		1,111			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard process High	149		149			149		149			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Additional amounts charged where a permit is for a combined Part B and waste installation	1,672		1,672			1,672		1,672			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Reduced fee activities Low	198		198			198		198			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Reduced fee activities Med	76		76			76		76			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Reduced fee activities High	151		151			151		151			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
PVR I & II combined Low	227		227			227		227			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
PVR I & II combined Medium	108		108			108		108			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
PVR I & II combined High	216		216			216		216			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Other Reduced Fee Activities Low	326		326			326		326			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Other Reduced Fee Activities Medium	218		218			218		218			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Other Reduced Fee Activities High	349		349			349		349			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 1st & 2nd permits Low	524		524			524		524			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 1st & 2nd permits Medium	618		618			618		618			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 1st & 2nd permits High	989		989			989		989			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 3rd to 7th permits Low	1,484		1,484			1,484		1,484			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 3rd to 7th permits Medium	368		368			368		368			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 3rd to 7th permits High	590		590			590		590			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
	884		884			884		884			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval

Community Fees & Charges

Appendix 2

Texts in *italic* denote Statutory Fees

	Agreed charges 18/19			Administration	Management and Enforcement	Proposed charges 19/20			Administration	Management and Enforcement	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Information / Approval
	Basic	VAT 20%	Total 2018/19			Basic	VAT 20%	Total 2019/20							
Standard Mobile Plant 8th and subsequent permits Low	189		189			189		189			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 8th and subsequent permits Medium	302		302			302		302			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard Mobile Plant 8th and subsequent permits High	453		453			453		453			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Late payment Fee	50		50			50		50			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts											Richard LeBrun		Environmental Permitting (England and Wales) Regulations 2010(a) and Environmental Permitting (England and Wales) Regulations 2016		
55c Transfer and Surrender											Richard LeBrun				
Standard process transfer	162		162			162		162			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard process partial transfer	476		476			476		476			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
New operator at low risk reduced fee activity (extra one-off subsistence charge)	75		75			75		75			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Reduced fee activities: partial transfer	45		45			45		45			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
55d Temporary Transfer for mobiles											Richard LeBrun				
First transfer	51		51			51		51			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Repeat following enforcement or warning	51		51			51		51			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
55e Substantial Changes s10 & s11											Richard LeBrun				
Standard Process	1,005		1,005			1,005		1,005			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Standard process where the substantial change results in a new PPC activity	1,579		1,579			1,579		1,579			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Reduced Fee Activities	98		98			98		98			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
55f LA-IPPC Fees & Charge (Local Authority Integrated Pollution, prevention and control.)											Richard LeBrun				
Application	3,218		3,218			3,218		3,218			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Additional fee for operating without a permit	1,137		1,137			1,137		1,137			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Annual Subsistence Low Risk	1,384		1,384			1,384		1,384			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Annual Subsistence Medium Risk	1,541		1,541			1,541		1,541			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Annual Subsistence High Risk	2,233		2,233			2,233		2,233			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Substantial Variation	1,309		1,309			1,309		1,309			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Transfer	225		225			225		225			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Partial Transfer	668		668			668		668			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
Surrender	668		668			668		668			Richard LeBrun	0%	Environmental Permitting (England and Wales) Regulations 2010(a) and Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	For Approval
56. Application for a new premises or club premises licence or to vary a premises or a club premises licence											Richard LeBrun				
Non domestic Rateable Value Band											Richard LeBrun				
£0 to £4,300	100		100			100		100			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
£4,301 to £33,000	190		190			190		190			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
£33,001 to £87,000	315		315			315		315			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
£87,001 to £125,000	450		450			450		450			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
£125,001 and above	635		635			635		635			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises											Richard LeBrun				
Band D	900		900			900		900			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Band E	1905		1905			1905		1905			Richard LeBrun	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
58. Annual renewal fee for premises or club premises licence															
Band A	70		70			70		70			Richard LeBrun	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information

Community Fees & Charges

Appendix 2

Texts in *italic* denote Statutory Fees

	Agreed charges 18/19			Administration	Management and Enforcement	Proposed charges 19/20			Administration	Management and Enforcement	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Information / Approval
	Basic	VAT 20%	Total 2018/19			Basic	VAT 20%	Total 2019/20							
Annual fee	50		50			50		50			Richard LeBrun	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	For Information
Club Gaming Permits	200		200			200		200			Richard LeBrun	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	For Information
Annual Fee	50		50			50		50			Richard LeBrun	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	For Information
Club Machine Permits	100		100			100		100			Richard LeBrun	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	For Information
Annual fee	50		50			50		50			Richard LeBrun	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	For Information
67 Annual renewal fees for large events															
76a LA 2003 Premises/Clubs															
Additional annual fees for capacities 5000 - 9999	500		500			500		500			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 10000 - 14999	1,000		1,000			1,000		1,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 15000 - 19999	2,000		2,000			2,000		2,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 20000 - 29999	4,000		4,000			4,000		4,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 30000 - 39999	8,000		8,000			8,000		8,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 40000 - 49999	12,000		12,000			12,000		12,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 50000 - 59999	16,000		16,000			16,000		16,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 60000 - 69999	20,000		20,000			20,000		20,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 70000 - 79999	24,000		24,000			24,000		24,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 80000 - 89999	28,000		28,000			28,000		28,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
Additional annual fees for capacities 90000 and over	32,000		32,000			32,000		32,000			Richard LeBrun	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	For Information
68. Special Treatments															
Grant of a new licence															
Band A : Ear piercing only	215		215	127	88	225		225	133	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	420		420	332	88	441		441	348	93	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band B (Domestic)- Aromatherapy, body massage, Champissage (Indian Head massage), Fairbane therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, Infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	190		190	102	88	200		200	108	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	645		645	557	88	677		677	585	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band C (Domestic) - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotory Massage – G5, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxabustion, Nail extensions, NAET, Roling, Sclerotherapy, Stone therapy, Trichology, Tui – na, Ultra sonic and all treatments in Band A and B.	290		290	202	88	305		305	212	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	850		850	762	88	893		893	800	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C	385		385	297	88	404		404	312	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band E - Laser and intense pulse light treatments	730		730	642	88	767		767	674	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Band E (Domestic) - Laser and intense pulse light treatments	730		730	642	88	767		767	674	92	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
Variation of licence	96		96	96	-	101		101	101	-	Richard LeBrun	5%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	For Approval
69. Pet Shops															
Initial registration	273		273	185	88	287		287	194	92	Richard LeBrun	5%	s.1(2) Pet Animals Act 1951	Statutory Discretionary	For Approval
Renewal	188		188	100	88	197		197	105	92	Richard LeBrun	5%	s.1(2) Pet Animals Act 1951	Statutory Discretionary	For Approval
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance															
											Richard LeBrun				
70. Sex Entertainment Venue															
Annual Licence New Grant	4,120		4,120	1,768	2,352	4,326		4,326	1,856	2,470	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
Renewal	3,400		3,400	1,048	2,352	3,570		3,570	1,100	2,470	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
Variation (in combination with renewal)	1,110		1,110	1,110	0	1,166		1,166	1,166	-	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
Variation (mid term)	2,110		2,110	2,110	0	2,216		2,216	2,216	-	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
Transfer	730		730	730	0	767		767	767	-	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
71. Sex Shops															
Initial application	2,390		2,390	1,100	1,290	2,510		2,510	1,155	1,355	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
Renewal	1,195		1,195	500	695	1,255		1,255	525	730	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval
Application to transfer a sex shop licence	600		600	600	0	630		630	630	-	Richard LeBrun	5%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	For Approval

Community Fees & Charges

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	Agreed charges 18/19			Administration	Management and Enforcement	Proposed charges 19/20			Administration	Management and Enforcement	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Information / Approval
	Basic	VAT 20%	Total 2018/19			Basic	VAT 20%	Total 2019/20							
72. Breeding Establishments for Dogs															
(a) Initial Registration	414		414	330	84	435		435	347	88	Richard LeBrun	5%	s3A Breeding of Dogs Act 1973	Statutory Discretionary	Non Executive Licensing - Council Approval Required
(b) Renewal	226		226	142	84	237		237	149	88	Richard LeBrun	5%	s3A Breeding of Dogs Act 1973	Statutory Discretionary	For Approval
(c) Change to registration	57		57	57	0	60		60	60		Richard LeBrun	5%	s3A Breeding of Dogs Act 1973	Statutory Discretionary	For Approval
Note: Plus fee for approved veterinary or other specialist inspection											Richard LeBrun				
74. Immigration Inspections (outside scope of VAT)															
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.											Richard LeBrun				Non Executive Licensing - Council Approval Required
Inspection of property and provision of report for immigration purposes (within 10 working days).	157		157	157	0	165.00		165.00	165		Richard LeBrun	5%	S93 - Local Government Act / Localism Act 2011	Discretionary	For Approval
Inspection of property and provision of report for immigration purposes (within 3 working days).	226		226	226	0	237.00		237.00	237		Richard LeBrun	5%	S93 - Local Government Act / Localism Act 2011	Discretionary	For Approval
75. Scrap Metal and Salvage (outside scope of VAT)															
Scrap Metal dealers site licence/renewal	540		540	452	88	567		567	475	92	Richard LeBrun	5%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Scrap Metal dealers collectors licence/renewal	300		300	212	88	315		315	223	92	Richard LeBrun	5%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	For Approval
Variation of site licence	470		470	470	0	494		494	494		Richard LeBrun	5%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	For Approval
Variation of site licence (minor variation)	92		92	92	0	97		97	97		Richard LeBrun	5%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	For Approval
Variation of collectors licence	242		242	242	0	254		254	254		Richard LeBrun	5%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	For Approval
Variation of collectors licence (minor variation)	92		92	92	0	97		97	97		Richard LeBrun	5%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	For Approval
76. Highways Enforcement (outside scope of VAT)															
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied											Richard LeBrun				Non Executive Licensing - Council Approval Required
Skip (per month)	54		54	54	0	57		57	57		Richard LeBrun	6%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Skip Renewal (per month)	54		54	54	0	57		57	57		Richard LeBrun	6%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	For Approval
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.											Richard LeBrun		As above		
77. Building Materials on the Highway (outside scope of VAT)															
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.											Richard LeBrun				Non Executive Licensing - Council Approval Required
Deposit (subject to highway damage)	500		500	500	0	525		525	525		Richard LeBrun	5%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	For Approval
First month	99		99	99	0	104		104	104		Richard LeBrun	5%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Renewal (per month)	89		89	89	0	94		94	93		Richard LeBrun	6%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	For Approval
78. Housing of Multiple Occupation															
HMO Application	1310		1310	880	430	1310		1310	880	430	Richard LeBrun	0%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	Non Executive Licensing - Council Approval Required
HMO Renewal	930		930	673	257	930		930	673	257	Richard LeBrun	0%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	For Approval
HMO Renewal with material change	1310		1310	880	430	1310		1310	880	430	Richard LeBrun	0%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	For Approval
New Application (self contained) (per unit)	270		270	182	88	270		270	182	88	Richard LeBrun	0%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	For Approval
Renewal Application (self contained)	193		193	105	88	193		193	105	88	Richard LeBrun	0%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	For Approval
Renewal Application (self contained) with material change (per unit)	270		270	182	88	270		270	182	88	Richard LeBrun	0%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	For Approval
(a) Selective Licensing											Richard LeBrun				
Selective Licensing Application	580		580	528	52	580		580	528	52	Richard LeBrun	0%	s87(3) & (7) Housing Act 2004	Statutory Discretionary	For Approval
79. Hypnotism events															
Capacity (maximum permitted) number of persons up to 2000	304		304	216	88	319		319	227	92	Richard LeBrun	5%	s2A Hypnotism Act 1952	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger capacities on application											Richard LeBrun		s2A Hypnotism Act 1952	Statutory Discretionary	For Approval
80. Animal Boarding Establishment															
Initial registration	238		238	150	88	250		250	158	92	Richard LeBrun	5%	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal	147		147	103	44	154		154	108	46	Richard LeBrun	5%	s.1(2) Animal Boarding Establishments Act 1963	Statutory Discretionary	For Approval
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Richard LeBrun				
81. Dangerous wild animals															
Initial registration	305		305	217	88	320		320	228	92	Richard LeBrun	5%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal	247		247	159	88	259		259	167	92	Richard LeBrun	5%	s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	For Approval
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Richard LeBrun				
82. Performing Animals															
Application to register for the exhibition or training of performing animals - profit making organisation	433		433	345	88	455		455	362	92	Richard LeBrun	5%	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Application to register for the exhibition or training of performing animals - non-profit organisation (e.g. school)	60		60	60	-	63		63	63	-	Richard LeBrun	5%	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	For Approval
Application to change registration	60		60	60	-	63		63	63	-	Richard LeBrun	5%	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	For Approval
Certificate	25		25	25	-	27		27	26	-	Richard LeBrun	8%	s.1(2) Performing Animals (Regulation) Act 1925	Statutory Discretionary	For Approval
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Richard LeBrun				
83. Riding Establishments															
Application	400		400	312	88	420		420	328	92	Richard LeBrun	5%	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Renewal	238		238	150	88	250		250	158	92	Richard LeBrun	5%	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	For Approval
Application to change licence	60		60	60	-	63		63	63	-	Richard LeBrun	5%	s.1(2) Riding Establishments Act 1964	Statutory Discretionary	For Approval
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Richard LeBrun				
84. Scaffolding Licence															

Community Fees & Charges

Appendix 2

Texts in *italic* denote Statutory Fees

	Agreed charges 18/19			Administration	Management and Enforcement	Proposed charges 19/20			Administration	Management and Enforcement	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Information / Approval
	Basic	VAT 20%	Total 2018/19			Basic	VAT 20%	Total 2019/20							
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.															
Residential															
Up to 10 metres (first month)	159		159	117	42	167		167	123	44	Richard LeBrun		s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
10-15 metres (first month)	183		183	141	42	192		192	148	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
More than 15 metres (first month)	227		227	185	42	238		238	194	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Up to 10 metres (subsequent months)	127		127	85	42	133		133	89	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
10-15 metres (subsequent months)	145		145	103	42	152		152	108	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
More than 15 metres (subsequent months)	183		183	141	42	192		192	148	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Commercial															
Up to 15 metres (first month)	183		183	141	42	192		192	148	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
More than 15 metres (first month)	227		227	185	42	238		238	194	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Up to 15 metres (subsequent months)	145		145	103	42	152		152	108	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
More than 15 metres (subsequent months)	183		183	141	42	192		192	148	44	Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	500		500	500	N/A	525		525	525		Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,000		1,000	1,000	N/A	1,050		1,050	1,050		Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Additional charges per hour eg for attending site meeting	88		88	88	N/A	92		92	92		Richard LeBrun	5%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
85. Hoarding Licence															
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.															
Up to 15 metres (first month)	183		183	141	42	192		192	148	44	Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
More than 15 metres (first month)	227		227	185	42	238		238	194	44	Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Up to 15 metres (subsequent months)	145		145	103	42	152		152	108	44	Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
More than 15 metres (subsequent months)	183		183	141	42	192		192	148	44	Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres	500		500	500	N/A	525		525	525		Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres	1,000		1,000	1,000	N/A	1,050		1,050	1,050		Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Additional charges per hour eg for attending site meeting	88		88	88	N/A	92		92	92		Richard LeBrun	5%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
86. Crane (Lifting Equipment) Licence															
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied															
Licence Administration Fee	227		227	185	42	238		238	194	44	Richard LeBrun	5%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
Deposit	500		500			525		525	-	-	Richard LeBrun	5%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	For Approval
87. Advertising Board Licence															
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted															
Permit per year	140		140	98	42	145		145	100	45	Richard LeBrun	4%	s.115F(1) Highways Act 1980	Statutory Discretionary	For Approval
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery			cost recovery		cost recovery	-	-	Richard LeBrun		s.115K(3) Highways Act 1980	Statutory Discretionary	For Approval
109. Street Trading															
Licence Administration fee (Applicable to all Licensing types, including variations and cancellations)															
Standalone street trading unit licence (e.g. stall)	45.5		45.5	45.50	N/A	48.00		48.00	48		Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
Up to 7 days (per trader)	19		N/A			19		20.00		20	Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
Up to 2 months (per trader)	189		189	101.00		88		198.00	106	92	Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
2 to 6 months (per trader)	420		420	244.00		176		441.00	256	185	Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
7 to 12 months (per trader)	580		580	316.00		264		609.00	332	277	Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
Market on the footway only	1365		1365	1000.00		365		1433.00	1,050	383	Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
Front of Shop Displays (connected with business)- based on a standard single shop front									-	-	Richard LeBrun		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
6 Month Licence	440		440	352.00		88		462.00	370	92	Richard LeBrun	5%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval
1 Year Licence (15% discount)	880		880	704.00		176		785.00	591	194	Richard LeBrun	-11%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	For Approval

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Statutory prescribed - legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e set eg. £100 or (b) the range is prescribed.
Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on

Community Fees & Charges

Appendix 2

Texts in Italic denote Statutory Fees

Agreed charges 18/19					Proposed charges 19/20										
Basic	VAT	Total	Administration	Management and Enforcement	Basic	VAT	Total	Administration	Management and Enforcement	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Information / Approval	
	20%	2018/19				20%	2019/20								

consideration of prescribed matters eg. consideration of rental value of land for allotments.
Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

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COUNCIL
28 FEBRUARY 2019

CABINET
RECOMMENDATION
(17 JANUARY 2019)

RECOMMENDATION I

**CHANGES TO COUNCIL TAX LONG
TERM EMPTY PROPERTY PREMIUMS**

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CABINET

17 JANUARY 2019

Record of decisions taken at the meeting held on Thursday 17 January 2019.

Present:

Chair: * Councillor Graham Henson

Councillors:

† Sue Anderson	* Varsha Parmar
* Simon Brown	* Christine Robson
* Keith Ferry	* Krishna Suresh
* Phillip O'Dell	* Adam Swersky

Non-Executive Cabinet Member: † Antonio Weiss

Non-Executive Voluntary Sector Representative: * John Higgins

In attendance:	Richard Almond	Minute 106
(Councillors)	Marilyn Ashton	Minute 106
	Paul Osborn	Minute 106

* Denotes Member present

† Denotes apologies received

RECOMMENDED ITEM

109. Changes to Council Tax Long Term Empty Property Premiums

Resolved to RECOMMEND: (to Council)

That the Authority exercises its discretion and changes the premium charged to long term empty property from 1.5 times the standard Council Tax for the

said band, to the new ratios as set out in the table below (expressed as additional percentages of annual Council Tax);

Long term empty property criteria giving rise to additional Council Tax premiums;	From 1/4/2019 Financial Year	From 1/4/2020 Financial Year	From 1/4/2021 Financial Year
For Properties which have remained empty for at least 2 Years	100%	100%	100%
For Properties which have remained empty for less than 5 Years	N/A	100%	100%
For Properties which have remained empty for at least 5 & but less than 10 Years	N/A	200%	200%
For Properties which have remained empty for at least 10 Years	N/A	N/A	300%

Reason for Recommendation: Agreeing the proposed changes to the Council Tax Premium would result in the Council generating an extra £60,000 in Council Tax revenue annually. More importantly it would discourage owners from keeping much needed residential property in the borough empty.

Alternative Options Considered and Rejected: As set out in the report.

Conflict of Interest relating to the matter declared by Cabinet Member/Dispensation Granted: None.

[Call-in does not apply as the substantive decision is for full Council.]

COUNCIL
28 FEBRUARY 2019

**GOVERNANCE, AUDIT, RISK MANAGEMENT
AND STANDARDS COMMITTEE
RECOMMENDATION
(5 DECEMBER 2018)**

RECOMMENDATION I

AUDIT COMMITTEE REVIEW

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GOVERNANCE, AUDIT, RISK MANAGEMENT AND STANDARDS COMMITTEE MINUTES

5 DECEMBER 2018

Chair: * Councillor David Perry

Councillors: * Ghazanfar Ali * Maxine Henson
* Peymana Assad * Pritesh Patel (1)
* Philip Benjamin * Kanti Rabadia

* Denotes Member present
(1) Denotes category of Reserve Member

RECOMMENDED ITEM

31. Audit Committee Review

The Committee received a report which outlined the draft findings and recommendations of the Internal Audit review of the Audit Committee as agreed as part of the 2018/19 Internal Audit Plan.

The Head of Internal Audit and Corporate Anti-Fraud introduced the report and informed the Committee that the draft Internal Audit report was largely based on the evidence based self-assessment undertaken by the Committee against the CIPFA: Audit Committees: Practical Guidance for Local Authorities and Police, the responses to which were contained at Appendix B to the report.

In response to a comment that, as the self-assessment was questionnaire based, there was insufficient background information, the Head of Internal Audit and Corporate Anti-Fraud stated that consideration could be given to a workshop or training session prior to a future questionnaire.

Members indicated that they would wish to add more detailed information into the action plan as it progressed.

In response to questions, the Committee was informed that:

- the final report would include the agreed actions together with the implementation date and the responsible officer. The assurance rating was a professional opinion based on a formula;
- the proposed submission of an annual report to Council would enable the key areas where the Committee should be held to account to be addressed and for its performance to be reviewed on a regular basis.

The Head of Internal Audit and Corporate Anti-Fraud stated that revised terms of reference were submitted as part of the review as the current ones did not clearly set out the purpose of the committee in accordance with CIPFA's 2018 Position Statement nor clearly reflect the Committee's current role.

Resolved to RECOMMEND: (to Council)

That the revised Terms of Reference as attached be approved.

RESOLVED: That the recommendations in the draft Internal Audit report be agreed.

COUNCIL
28 FEBRUARY 2019

**INFORMATION REPORT – REMUNERATION
PACKAGES OF £100,000 OR GREATER**

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REPORT FOR: COUNCIL

Date of Meeting:

28 February 2019

Subject:

**INFORMATION REPORT –
Remuneration packages of £100,000 or
greater**

Exempt:

No

Enclosures:

None

Section 1 – Summary

This report sets out a summary of the latest remuneration packages amounting to £100,000 or greater approved by the Chief Officers' Employment Panel.

FOR INFORMATION

Section 2 – Report

Background

1. The Localism Act 2011 requires Local Authorities to agree and publish an annual Pay Policy Statement.
2. DCLG guidance ('Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011') states that that full Council should be asked to determine whether it wishes to vote on any remuneration package or payment on termination of employment amount to £100,000 or greater.
3. The statutory guidance states: 'Remuneration includes salary, expenses, bonuses, performance related pay, as well as contractual arrangements involving possible future severance payments'. Authorities are required to take account of this guidance when preparing their pay policy statements.
4. The Council delegates authority to the Chief Officers' Employment Panel for determination of any remuneration package of £100,000 or payment on termination of employment amount to £100,000 or greater. Council also agreed that a summary of any remuneration packages or payments on termination of employment amounting to £100,000 or greater approved by the Chief Officers' Employment Panel be reported for information to full Council.
5. Since the last report to Council, the Chief Officers' Employment Panel has approved remuneration packages for the following two posts:

Chief Executive (Head of Paid Service)

6. On 19th October 2017 the Chief Executive, Michael Lockwood, tendered his resignation from post effective from 14th January 2018.
7. The Council is required to appoint a Head of Paid Service and this function is currently included in the Chief Executive's role. Following the Chief Executive's resignation, and following the consideration of expressions of interest, the Panel appointed Tom Whiting – Corporate Director Resources and Commercial - as interim Chief Executive (Head of Paid Services) until 24 May 2018. Council agreed to the further extension of this appointment at its meeting on 24th May 2018, and for the Chief Officers' Appointment Panel to meet before the end of June to agree arrangements for the permanent recruitment to this role. The Chief Officers' Appointment Panel met on the 28th June 2018, and

approved that the Director of Legal and Governance Services be authorised, following consultation with the Leader of the Council, to approach recruitment agencies to support the recruitment process for the position of Chief Executive (Head of Paid Service).

8. On 13th November 2018, the Panel, having interviewed three shortlisted candidates for the post of Chief Executive (Head of Paid Service), and reconvened on 14 November 2018, agreed a remuneration package of £185,000 per annum plus the employer's Local Government Pension Scheme contribution as the selected candidate would not be a member of the Scheme.

Director of Adult Social Services

9. At the Chief Officers' Employment Panel (COEP) meeting on 18th October 2018, the Panel agreed that the Corporate Director, People (Interim) begin the permanent recruitment process for the statutory Chief Officer post of Director of Adult Social Services (DASS).
10. The annual salary for the D2 grade is £104,748 to £117,918 with a 2% pay award agreed for 2019/20. The current interim postholder received a market supplement of £5,938 per annum.
11. From salary expectations identified during the recruitment exercise, candidates' salary expectations were above the top of the salary range for D2.
12. The latest available benchmarking data from London Councils' Chief Officers' Pay and Benefits Survey 2017 was provided to the Panel to support their decision making:-

Borough	Actual Remuneration (k)
Kingston	121
Tower Hamlets	124
Croydon	128
Bexley	129
Merton	130
Havering	133
Enfield	140
Barnet	142
Greenwich	158
Hammersmith (tri borough)	160
Westminster	161
Richmond & Wandsworth	175

13. On 31st January 2019, the Panel agreed a remuneration package for the post for a 3 year period of £130,000 per annum comprised of a salary at grade D2 (£104,748 - £117,918), a 2% pay award due in April 2019 and a market supplement of up to £10,000 (to be reviewed after 3 years).

Section 3 – Financial Implications

The financial implications of this report will be contained within current budget provision.'

Section 4 – Equalities Implications

Equality Impact Assessments, where appropriate, have been carried out and published.

Section 5 - Statutory Officer Clearance

Name: Dawn Calvert



Chief Financial Officer

Date: 18 February 2019

Section 6 - Contact Details and Background Papers

Contact: John Kitching, HR Employee and Customer Relations, [John.Kitching @harrow.gov.uk](mailto:John.Kitching@harrow.gov.uk)

DD: 020 8736 6870

Background Papers:

Report to the Chief Officers' Employment Panel: 13th November 2018
Report to the Chief Officers' Employment Panel: 31st January 2019