

Meeting of the

# OVERVIEW & SCRUTINY COMMITTEE

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Tuesday, 9 June 2009 at 7.00 p.m.

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## A G E N D A

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### VENUE

M71, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London,  
E14 2BG

| Members:  | Deputies (if any):  |
|---|---|
| Chair: Councillor Sirajul Islam<br>Vice-Chair:  |   |
| Councillor Tim Archer<br>Councillor Stephanie Eaton<br>Councillor Alexander Heslop<br>Councillor Ann Jackson<br>Councillor Denise Jones<br>Councillor Abjol Miah<br>Councillor A A Sardar<br>Councillor Bill Turner | Councillor Shahed Ali, (Designated Deputy representing Councillors Sirajul Islam, Alex Heslop, Ann Jackson, Denise Jones, A. A. Sardar and Bill Turner)<br>Councillor Peter Golds, (Designated Deputy representing Councillor Tim Archer)<br>Councillor Shiria Khatun, (Designated Deputy representing Councillors Sirajul Islam, Alex Heslop, Ann Jackson, Denise Jones, A. A. Sardar and Bill Turner)<br>Councillor Fozol Miah, (Designated Deputy representing Councillor Abjol Miah)<br>Councillor Harun Miah, (Designated Deputy representing Councillor Abjol Miah)<br>Councillor M. Mamun Rashid, (Designated Deputy representing Councillor Abjol Miah)<br>Councillor David Snowdon, (Designated Deputy representing Councillor Tim Archer) |

Councillor Salim Ullah, (Designated Deputy representing Councillors Sirajul Islam, Alex Heslop, Ann Jackson, Denise Jones, A. A. Sardar and Bill Turner)

**[Note: The quorum for this body is 3 voting Members].**

**Co-opted Members:**

|                 |  |
|-----------------|--|
| Mr Ahbab Miah   | – Parent Governor Representative                       |
| Mr Abdur Rouf   | – Parent Governor Representative                       |
| Vacancy         | – Church of England Diocese Representative             |
| Vacancy         | – Roman Catholic Diocese of Westminster Representative |
| Mr H Mueenuddin | – Muslim Community Representative                      |

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact:

Amanda Thompson, Democratic Services,

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# LONDON BOROUGH OF TOWER HAMLETS

## OVERVIEW & SCRUTINY COMMITTEE

Tuesday, 9 June 2009

7.00 p.m.

### SECTION ONE

#### 1. ELECTION OF VICE-CHAIR

At the Annual Council meeting held on 20 May 2009, Councillor Sirajul Islam was appointed Chair of the Overview and Scrutiny Committee for the remainder of the current Municipal Year.

Accordingly, it is necessary to elect a Vice-Chair of the Committee for that period.

#### 2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

#### 3. DECLARATIONS OF INTEREST

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Chief Executive.

#### 4. UNRESTRICTED MINUTES 3 - 14

To confirm as a correct record of the proceedings the unrestricted minutes of the meeting of the Overview and Scrutiny Committee held on 5 May 2009.

#### 5. OVERVIEW AND SCRUTINY PROCEDURES

##### 5.1 Overview and Scrutiny Committee Terms of Reference, Protocols and Guidance 15 - 28

(Time allocated – 5 minutes)

##### 5.2 Membership of the Overview and Scrutiny Committee / Appointment of Six Lead Scrutiny Members/Establishment of the Health Scrutiny Panel / Co-options to the Committee 29 - 34

(Time allocated – 5 minutes)

##### 5.3 Schedule of Dates 35 - 36

(Time allocated – 5 minutes)

## **6. REQUESTS TO SUBMIT PETITIONS**

To be notified at the meeting.

## **7. REQUESTS FOR DEPUTATIONS**

To be notified at the meeting.

## **8. SECTION ONE REPORTS 'CALLED IN'**

There were no Section One reports 'called in' from the meeting of Cabinet held on 6 May 2009.

## **9. BUDGET AND POLICY FRAMEWORK ISSUES**

### **9.1 Strategic Plan 2009/10-11/12: Year 1 Action Plan and Outline Plan**

**Note:**

This report and a copy of the Strategic Plan were sent out to all Overview and Scrutiny Members under separate cover on 22 May 2009 – please bring them with you to the Overview and Scrutiny meeting.

(Time allocated – 30 minutes)

## **10. PERFORMANCE MONITORING**

### **10.1 Diversity & Equality Action Plan 2008-09 - End of Year Monitoring Report** **37 - 80**

(Time allocated – 15 minutes)

## **11. SCRUTINY MANAGEMENT**

### **11.1 Affordable Homeownership - Report of the Scrutiny Working Group** **81 - 102**

(Time allocated – 15 minutes)

## **12. PRE-DECISION SCRUTINY OF SECTION ONE (UNRESTRICTED) CABINET PAPERS**

(Time allocated – 15 minutes).

**13. ANY OTHER SECTION ONE (UNRESTRICTED) BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT**

**14. EXCLUSION OF THE PRESS AND PUBLIC**

In view of the contents of the remaining items on the agenda the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

**EXEMPT/CONFIDENTIAL SECTION (Pink Papers)**

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

**15. SECTION TWO REPORTS 'CALLED IN'**

There were no Section Two reports 'called in' from the meeting of Cabinet held on 6 May 2009.

**16. PRE-DECISION SCRUTINY OF SECTION TWO (RESTRICTED) CABINET PAPERS**

(Time allocated 5 minutes).

**17. ANY OTHER SECTION TWO (RESTRICTED) BUSINESS THAT THE CHAIR CONSIDERS URGENT**

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# Agenda Item 3

## DECLARATIONS OF INTERESTS - NOTE FROM THE CHIEF EXECUTIVE FOR MEMBERS OF THE OVERVIEW & SCRUTINY COMMITTEE

This note is guidance only. Members should consult the Council's Code of Conduct for further details. Note: Only Members can decide if they have an interest therefore they must make their own decision. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending at a meeting.

### Declaration of interests for Members

Where Members have a personal interest in any business of the authority as described in paragraph 4 of the Council's Code of Conduct (contained in part 5 of the Council's Constitution) then s/he must disclose this personal interest as in accordance with paragraph 5 of the Code. Members must disclose the existence and nature of the interest at the start of the meeting and certainly no later than the commencement of the item or where the interest becomes apparent.

You have a **personal interest** in any business of your authority where it relates to or is likely to affect:

- (a) An interest that you must **register**
- (b) An interest that is not on the register, but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of your authority more than it would affect the majority of inhabitants of the ward affected by the decision.

Where a personal interest is declared a Member may stay and take part in the debate and decision on that item.

**What constitutes a prejudicial interest?** - Please refer to paragraph 6 of the adopted Code of Conduct.

**Your personal interest will also be a prejudicial interest in a matter if (a), (b) and either (c) or (d) below apply:-**

- (a) A member of the public, who knows the relevant facts, would reasonably think that your personal interests are so significant that it is likely to prejudice your judgment of the public interests; AND
- (b) The matter does not fall within one of the exempt categories of decision listed in paragraph 6.2 of the Code; AND EITHER
- (c) The matter affects your financial position or the financial interest of a body with which you are associated; or
- (d) The matter relates to the determination of a licensing or regulatory application

The key points to remember if you have a prejudicial interest in a matter being discussed at a meeting:-

- i. You must declare that you have a prejudicial interest, and the nature of that interest, as soon as that interest becomes apparent to you; and
- ii. You must leave the room for the duration of consideration and decision on the item and not seek to influence the debate or decision unless (iv) below applies; and

- iii. You must not seek to improperly influence a decision in which you have a prejudicial interest.
- iv. If Members of the public are allowed to speak or make representations at the meeting, give evidence or answer questions about the matter, by statutory right or otherwise (e.g. planning or licensing committees), you can declare your prejudicial interest but make representations. However, you must immediately leave the room once you have finished your representations and answered questions (if any). You cannot remain in the meeting or in the public gallery during the debate or decision on the matter.

**There are particular rules relating to a prejudicial interest arising in relation to Overview and Scrutiny Committees**

- You will have a prejudicial interest in any business before an Overview & Scrutiny Committee or sub committee meeting where both of the following requirements are met:-
  - (i) That business relates to a decision made (whether implemented or not) or action taken by the Council's Executive (Cabinet) or another of the Council's committees, sub committees, joint committees or joint sub committees
  - (ii) You were a Member of that decision making body at the time and you were present at the time the decision was made or action taken.
- If the Overview & Scrutiny Committee is conducting a review of the decision which you were involved in making or if there is a 'call-in' you may be invited by the Committee to attend that meeting to answer questions on the matter in which case you must attend the meeting to answer questions and then leave the room before the debate or decision.
- If you are not called to attend you should not attend the meeting in relation to the matter in which you participated in the decision unless the authority's constitution allows members of the public to attend the Overview & Scrutiny for the same purpose. If you do attend then you must declare a prejudicial interest even if you are not called to speak on the matter and you must leave the debate before the decision.



**LONDON BOROUGH OF TOWER HAMLETS**

**MINUTES OF THE OVERVIEW & SCRUTINY COMMITTEE**

**HELD AT 7.00 P.M. ON TUESDAY, 5 MAY 2009**

**M71, 7TH FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE CRESCENT,  
LONDON, E14 2BG**

**Members Present:**

Councillor Abdul Asad (Chair)  
Councillor Stephanie Eaton  
Councillor Ahmed Hussain  
Councillor Waiseul Islam  
Councillor Ann Jackson  
Councillor Shiria Khatun  
Councillor Oliur Rahman  
Councillor A A Sardar  
Councillor David Snowdon

**Other Councillors Present:**

Councillor Abdal Ullah

**Co-opted Members Present:**

Mr H Mueenuddin – Muslim Community Representative

**Officers Present:**

Ashraf Ali – (Scrutiny Policy Officer)  
Lutfur Ali – (Assistant Chief Executive)  
Margaret Cooper – (Head of Transportation & Highways)  
David Galpin – (Head of Legal Services (Community))  
Afazul Hoque – (Acting Scrutiny Policy Manager)  
Jebin Syeda – (Scrutiny Policy Officer)  
  
Amanda Thompson – (Team Leader - Democratic Services)

**1. OVERVIEW AND SCRUTINY EVALUATION**

The Chair advised that an evaluation session had been arranged for all Committee Members on 19 May at 6.30pm and he hoped all would be able to attend.

The aim of the session was to establish what had worked well and not so well during the year, and to start developing the work programme for the new municipal year.

## **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Bill Turner and Co-opted Member Mr Ahbab Miah.

## **3. DECLARATIONS OF INTEREST**

Councillor Oliur Rahman declared a personal interest in agenda item 8.1 which referred to a school in his ward, and a personal and prejudicial interest in agenda item 8.4 because he was an employee of Jobcentre Plus. Councillor Rahman left the room during the Committee's decision making and voting on this item.

Councillor Abdal Ullah declared a personal and prejudicial interest in agenda item 6.1 on the basis that he was a Member of the Cabinet when the original decision was taken, and left the room during the Committee's decision making and voting on this item.

## **4. UNRESTRICTED MINUTES**

### **RESOLVED**

That the unrestricted minutes of the meeting held on 7 April 2009 be agreed as a correct record.

## **5. REQUESTS TO SUBMIT PETITIONS**

None

## **6. REQUESTS FOR DEPUTATIONS**

None.

## **7. SECTION ONE REPORTS 'CALLED IN'**

### **7.1 Report Called In - Communities, Localities & Cultural Services Directorate Capital Programme 2009/2010**

Further to his declaration of a personal and prejudicial interest, Councillor Abdal Ullah left the room during the Committee's decision making and voting on this item.

The Chair outlined the call-in procedure to the Committee.

Councillor Ahmed Hussain for the Call-in Members referred to the reasons in their requisition and highlighted the main issues that they held with the provisionally agreed decision to agree a number of schemes which would form the Communities Localities and Cultural Services Directorate's 2009/2010 Capital Programme.

Councillor Hussain stated that none of the improvement schemes included areas in his ward and he had identified a number of key areas which required improvement. These were:

- Wellington Way – improved lighting
- Bow Road – Traffic calming measures to Central Foundation
- Upgrade of pedestrian crossing on Burdett Road and St Paul's Way
- Archibald Park – more adequate lighting due to the anti-social behaviour after dark on and around the park

Councillor Hussain advised the Committee that the improvement agenda had been established from a 2005 Cabinet meeting and was therefore out of date, and there were now a number of areas in the Borough that were in desperate need of an upgrade in terms of parks, roads and streets.

Councillor Hussain then responded to questions from the Committee and stated that his objection was not just due to the fact that there were no improvements planned for his ward, but because the agenda was out of date and it was likely that there were also other areas that the schemes would not cover.

He stated that people with pushchairs and wheelchairs experienced problems trying to cross Burdett Road and St Paul's Way and that the pedestrian crossing needed upgrading. The contribution from TfL meant that there was no reason why the Council couldn't improve the mentioned areas, especially the traffic calming on Bow Road.

Councillor Abdul Ullah, Lead Member for Cleaner, Safer, Greener, and Margaret Cooper, Head of Transportation and Highways, then addressed the Committee on behalf of the Cabinet in response to the Call-in and made the following points:

The improvement document was a five year plan required by the Mayor for London setting out how the Council intended to deliver his transport strategy at the local level, and it followed specific guidance issued by the Mayor and set out core themes and priorities. The Mayor was currently reviewing his Transport Strategy and would only issue instruction to the local authority to review their LIP when his own strategy was published.

In the meantime, a bid to TfL for funding was made annually and was last agreed by Cabinet in May 2008. The bid was consistent with the themes set out in the 5 year plan but the specific projects included took account of local priorities and issues identified through on-going liaison with Members, LAPs and other stakeholder groups.

### **ADJOURNMENT**

The Chair announced that there would be a five minute adjournment following a discussion with Councillor Ahmed Hussain regarding his conduct during the meeting.

Councillor Hussain advised that he would be withdrawing from the meeting.

### **RESUMPTION**

Councillors Hussain and Eaton had left the meeting.

The Chair invited Councillor Ullah to continue his response to the Call-in.

Councillor David Snowden expressed a protest at the Chair's conduct and left the meeting.

Councillor Ullah noted that prior to the adjournment Councillor Hussain had interrupted his presentation by making comments.

Councillor Ullah advised that in response to the alternative course of action proposed in the call-in requisition, the following was achievable:-

#### Wellington Way request for improved lighting

Officers were currently reviewing options for improving lighting in Wellington Way with a view to implementing these works with funding from the Streetlighting capital budget referred to in the Cabinet report.

#### Bow Road - traffic calming for Central Foundation

Bow Road was in fact the responsibility of Transport for London and the Council was not able to spend the TfL LIP funding on this road. However the Council could lobby TfL for these improvements and the high profile of the High Street 2012 project along the A11 (which included Bow Road) would provide an excellent opportunity to pursue these proposals. A request for a PUFFIN crossing would be made as a matter of urgency as well as a risk assessment of the need for a school crossing patrol officer.

#### Upgrade of pedestrian crossings on Burdett Road

Burdett Road was also the responsibility of TfL which again could be lobbied for these improvements.

#### Upgrade of pedestrian crossings on St Pauls Way

The whole area was currently being reviewed including the design of a masterplan for the corridor which integrated with all the surrounding new developments.

#### Archibald Park

Whilst the streets around this park were all well lit, the tree cover could obstruct lighting and the need for further pruning would be considered. This work could be accommodated from the capital budget for streetlighting.

Committee members then put detailed questions to Councillor Ullah and Margaret Cooper concerning the alleged anti-social behaviour in Archibald Park, complaints received in respect of Bow Road, and road safety outside schools.

There was a discussion concerning the call-in.

Councillor Waiseul Islam stated that although he considered that all the concerns raised by the Call-in had been met within the scope of the Cabinet decision, he was keen that they be addressed as soon as possible particularly in relation to the 'zebra' crossing on the New Road, Whitechapel, near Kobi Nazrul Primary School, and the speed humps in Walden/Vanden Streets.

Following the discussion the Committee voted on whether to refer the item back to the Cabinet for further consideration and it was

#### **RESOLVED:**

That the alternative course of action proposed in the Call-in not be pursued and the decision of the Cabinet be confirmed.

## **8. REPORTS FOR CONSIDERATION**

### **8.1 Development of Pan Disability Panel**

Afazul Hoque, Acting Scrutiny Policy Manager, introduced a report concerning the development of the Tower Hamlets Pan Disability Panel (THPDP).

Members were advised that the THPDP had been designed to improve engagement with the local disabled population by increasing the actual numbers the Council spoke to and the methods for doing so. It was expected that around 500 members would be consulted on issues by post, phone and email. The structural and operational aspects of the model had been further developed in recent months to reflect the views of local disabled people and those with an interest in disability issues.

Tower Hamlets Council and the Primary Care Trust were the main drivers behind the establishment of the THPDP, which had a key role to play in

ensuring that disability equality was delivered in multiple services across the Council and the services of partner organisations.

In response to questions Mr Hoque advised that adverts seeking the 500 members would be placed in newspapers and local disabled groups would also be targeted. The Panel would also have a direct link to the Council's Health Scrutiny Panel as a member of the steering group would be co-opted onto it.

The Chair **moved** and it was **RESOLVED**

- 1) That the work in developing the Tower Hamlets Pan Disability Panel be noted; and
- 2) That a link with Overview and Scrutiny be achieved by
  - (i) inviting the THDPD to report on its work as part of the Diversity and Equality Action Plan (DEAP) six-monthly monitoring;
  - (ii) involving the THPDP in review work when appropriate and
  - (iii) including a scrutiny challenge session within the 2009/2010 work programme to help ensure that the THPD can contribute to the ongoing work of the Council and Partnership be included.

## **9. SCRUTINY MANAGEMENT**

### **9.1 Parental Engagement in Secondary Education - Report of the Scrutiny Working Group**

Councillor A A Sardar, Scrutiny Lead, Prosperous Communities, introduced the report to the Committee and additionally took the opportunity to thank all the Council officers who contributed to undertaking the review.

Councillor Sardar advised that the scrutiny review topic was identified to help ensure the right support was provided to parents to help their children reach their full educational potential.

The Committee noted that the recommendations covered three main areas:

- Better access to information
- Support to access services
- Improved consultation with parents

Members of the Committee expressed their support for the recommendations and thanked Councillor Sardar and the Working Group for their work on such an important issue.

The Committee

**RESOLVED**

1. To agree that the draft report be taken forward for submission to Cabinet; and
2. That the Service Head for Scrutiny and Equalities be authorised to agree the final report before its submission to Cabinet, after consultation with the Scrutiny Lead for Prosperous Communities.

**9.2 End of Life Care - Report of the Health Scrutiny Panel**

The Chair introduced the report submitting the recommendations of the Health Scrutiny Panel's review on End of Life Care.

Members of the Committee expressed their thanks to Councillor Stephanie Eaton and officers for all their hard work, and

**RESOLVED**

1. To agree that the draft report be taken forward for submission to Cabinet, and
2. That the Service Head for Scrutiny and Equalities be authorised to agree the final report before its submission to Cabinet, after consultation with the Chair of the Health Scrutiny Panel.

**9.3 Early Intervention, Child Protection - Report of the Scrutiny Working Group**

The Chair introduced the report submitting the recommendations of the Early Intervention – Child Protection Working Group

Members of the Committee expressed their thanks to Councillor Bill Turner and officers for all their hard work, and

**RESOLVED**

1. To agree that the draft report be taken forward for submission to Cabinet, and
2. That the Service Head for Scrutiny and Equalities be authorised to agree the final report before its submission to Cabinet, after consultation with the Scrutiny Lead for Excellent Public Services.

**9.4 Child Poverty - Report of the Scrutiny Working Group**

Further to his declaration of a personal and prejudicial interest, Councillor Oliur Rahman left the room during the Committee's decision making and voting on this item.

David Galpin, Legal Advisor to the Committee, informed Members that as this report had only be made available at the start of the meeting, it did not satisfy the requirements of paragraph 5.1 of the Access to Information Procedure Rules detailed within Part 4 of the Council's Constitution, and therefore the Chair would need to decide whether or not it should be accepted under the 'special circumstances' detailed at paragraph 6.5.

At the request of the Chair, Lutfur Ali, Assistant Chief Executive, advised the Committee that the report had been unavailable for public inspection within the standard timescales set out in the Constitution, because the Working Group were reliant on vital information not received in time by one of the partner agencies.

Councillor Anne Jackson, Scrutiny Lead, One Tower Hamlets, further advised that it was important that the report be considered prior to consideration of the Child Poverty Strategy by the Cabinet at it's meeting the following evening.

The Chair subsequently agreed the special circumstances and reasons for urgency as reported to the meeting and determined that the item should be considered at the meeting.

Councillor Jackson introduced the report to the Committee and additionally took the opportunity to thank all the Council officers who contributed to undertaking the review.

The Committee noted that the main aim of the review was to consider a community leadership model which contributed to creating One Tower Hamlets using child poverty as a case study. In focusing on this, the Working Group considered the following:

- Key issues related to child poverty including:
  - English for Speakers of other Languages and courses to improve literacy and numeracy skills;
  - Access to employment, including childcare provisions;
  - The London Child Poverty Pledge;
  - The Employment Strategy;
  - The role of Job Centre Plus.
- Use of Members' experience to develop a greater understanding, through research, focus groups and interviews, of the experience of local people living in poverty;
- Establish how the research and casework element of Members' work can be used to help develop the Tackling Child Poverty Strategy;
- Access information available to Members to exercise their community leadership role;



- Develop and test and evaluate a model of community leadership role for strengthening One Tower Hamlets.

Members of the Committee expressed their support for the recommendations and thanked Councillor Jackson and the Working Group for their work on addressing child poverty.

The Committee

### **RESOLVED**

1. To agree that the draft report be taken forward for submission to Cabinet, and
2. That the Service Head for Scrutiny and Equalities be authorised to agree the final report before its submission to Cabinet, after consultation with the Scrutiny Lead for One Tower Hamlets.

## **9.5 Overview and Scrutiny Committee Annual Report**

The Chair presented the draft report detailing the work undertaken by both the Committee and the Scrutiny Lead Members and their working groups during the year.

The Committee discussed the ongoing progress that had been made in embedding Overview and Scrutiny within the Council, and the fact that the majority of the work programme agreed at the start of the year had been delivered. It was noted that although some Members did not have Scrutiny Leads roles, they had made significant contributions to the work of the Committee.

The Chair thanked the Committee for their efforts over the last 12 months.

Before agreeing the recommendations Councillor Waiseul Islam asked that the final report be circulated to all Members of the Committee before its submission to Council.

On a vote of 5 FOR and 1 ABSTENTION the Committee

### **RESOLVED**

To endorse the draft report and authorise the Service Head, Scrutiny and Equalities to agree the final report before its submission to Council, following consultation with the Chair and relevant Scrutiny Leads.

**10. PRE-DECISION SCRUTINY OF SECTION ONE (UNRESTRICTED)  
CABINET PAPERS**

The Chair **moved** and it was **RESOLVED**

That the following pre-decision questions be submitted to Cabinet for consideration:

**Agenda Item 7.1 Tower Hamlets 2009/12 Housing Strategy (CAB 146/089)**

1. Did the Cabinet consider whether we would have been better off building new large family size homes rather than buy back properties?
2. As part of this scheme will the Council buy back RSLs properties which were sold under the right to buy scheme?

**Agenda Item 11.1 Five Boroughs Olympic Joint Committee (CAB 149/089)**

1. Can the Cabinet Clarify why Newham and Hackney are leading on this and how the decision to make Sir Robin Wales the Chair of the Committee was agreed?
2. How much will Tower Hamlets contribute towards this Committee and what is the expected benefit as this does not seem to be clear?

**Agenda Item 11.2 High Street 2012 Historic Buildings Conservation Scheme ( CAB 150/089)**

1. Can the Cabinet clarify why the St Clements Hospital site is not on the list of the High Street 2012 historic buildings conservation scheme?
2. What measure is the Council taking to re-open the Bow road toilets under the high street 2012 scheme?

**Agenda Item 13.1 Review of the Council's Lettings Policy (CAB 152/089)**

1. Will the Cabinet consider giving greater priority to waiting time within our Lettings Policy as a consideration in allocating properties

The meeting ended at 8.55pm

Chair, Councillor Abdul Asad

Overview and Scrutiny Committee

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# Agenda Item 5.1

| Committee   | Date        | Classification  | Report No. | Agenda Item No. |
|---|-------------|---|------------|-----------------|
| Overview and Scrutiny   | 9 June 2009 | Unrestricted  |            | 5.1             |
| <b>Report of:</b><br><b>Assistant Chief Executive</b><br><br><b>Originating Officer(s) :</b><br><b>Afazul Hoque, Acting Scrutiny Policy Manager</b><br><b>Amanda Thompson, Team Leader, Democratic Services</b> |             | <b>Title :</b><br><b>Overview and Scrutiny Committee Terms of Reference, Protocols and Guidance</b><br><br><b>Ward(s) affected: N/A</b> |            |                 |

## 1. Summary

- 1.1 This report sets out the Terms of Reference and protocols for members of the Overview and Scrutiny Committee (OSC). It also outlines procedures for the receipt of deputations and petitions.

## 2. Recommendations

- 1) That the Overview and Scrutiny Committee's Terms of Reference be noted; and
- 2) That the protocols and guidance attached at Appendix 1) be agreed.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97) LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number of and address where open to inspection

The Council's Constitution

Amanda Thompson  
020 7364 4651

### **3. Background**

- 3.1 Article 6 of the Council's revised Constitution states that the Council will appoint an Overview and Scrutiny Committee to discharge the functions conferred by section 21 of the Local Government Act 2000 or regulations made under section 32 of that Act; by sections 119 to 128 of the Local Government and Public Involvement in Health Act 2007; and by the Police and Justice Act 2006 as the Council's Crime and Disorder Committee.
- 3.2 The Committee will appoint a standing Sub-Committee to discharge the Council's functions under the Health and Social Care Act 2001 to be known as the Health Scrutiny Panel; it will also appoint such other Sub-Committees or Scrutiny Panels as the Committee considers appropriate from time to time to carry out individual reviews under the Overview and Scrutiny work programme.

#### **General Role**

Within its terms of reference, the Overview and Scrutiny Committee shall:

- (i) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
- (ii) Advise the Cabinet of key issues/questions arising in relation to reports due to be considered by Cabinet.
- (iii) Make reports and/or recommendations to the full Council and/or the Executive in connection with the discharge of any functions.
- (iv) Consider any matter affecting the area or its inhabitants.
- (v) Exercise the right to call in, for reconsideration of decisions made but not yet implemented by the Executive.
- (vi) Refer any report it receives with implications for ethical standards to the Standards Committee for its consideration.

#### **Specific Functions**

- (a) **Policy Development and Review.** The Overview and Scrutiny Committee:
- (i) Assist the Council and the Executive in the development of its budget and policy framework by in depth analysis of policy issues.
  - (ii) Conduct research, consultation with the community and other consultation in the analysis of policy issues and possible options.
  - (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
  - (iv) Question members of the Executive and/or Committees and chief officers about their views on issues and proposals affecting the area.
  - (v) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

- (b) **Scrutiny.** The Overview and Scrutiny Committee and the Scrutiny Panels may:
  - (i) Review and scrutinise decisions made by the Executive and the performance of the Executive and/or Committees and Council officers both in relation to individual decisions and over time.
  - (ii) Review and scrutinise the performance of the Council in relation to its policy objectives and performance targets and/or particular service areas.
  - (iii) Question members of the Executive and or Committees and chief officers about their decisions and performance whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects.
  - (iv) Make recommendations to the Executive and/or appropriate Committees and/or Council arising from the outcome of the scrutiny process.
  - (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the relevant scrutiny body and local people about their activities and performance.
  - (vi) Question and gather evidence from any person.
- (c) **Finance.** The Overview and Scrutiny Committee may exercise overall responsibility for the finances made available to it.
- (d) **Annual Report.** The Overview and Scrutiny Committee must report annually to full Council on its work.

3.3 The protocols and guidance attached at Appendix 1 provide a viable basis for the practical functioning of the OSC and outline how the Committee will manage its work.

#### **4. Comments of the Chief Financial Officer**

4.1 There are no direct financial implications arising out of this report.

#### **5. Concurrent Report of the Assistant Chief Executive (Legal Services)**

5.1 Section 21 of the Local Government Act 2000 requires authorities to set up an Overview and Scrutiny Committee. Article 6 of the Council's Constitution deals with the Overview and Scrutiny Committee and Scrutiny Panels, setting out their terms of reference, the role of the Committee and the functions and responsibilities of the Committee and Panels. The report sets out the role of the Committee and the functions as specified in the Constitution.

5.2 The attached protocols and guidance have been prepared with the intention of assisting the Committee to carry out its Constitutional and statutory obligations. There is no impediment to the Committee agreeing to adopt the protocols and guidance for the sake of consistency and to facilitate the Committee's work.

#### **6. One Tower Hamlets Consideration**

Equal opportunities and reducing poverty will be central to the work of the OSC. The report will allow the Committee and its members to function well over the coming year and work towards reducing poverty in the borough and improve equal opportunities.

## **7. Risk Management**

- 7.1 The adoption of the protocols and guidance set out in Appendix 1 will assist in the effective and efficient functioning of the OSC and therefore reduce the risk of poor delivery of the Council's Overview and Scrutiny function.



## Overview and Scrutiny Committee – Protocol and Guidance

### 1. Introduction

- 1.1 The report outlines guidance and protocol for the functioning of the Overview and Scrutiny Committee (OSC) in Tower Hamlets.

### Guidance

### 2. Roles and Responsibilities for Scrutiny Members

- 2.1 The overall purpose of each position will be to strengthen the Scrutiny process in Tower Hamlets and to make it part of the process of improvement. To accomplish this Members will have the following roles and responsibilities.
- 2.2 Chair of Overview and Scrutiny
- co-ordinates the work of Scrutiny by developing the Committee's work programme in line with the Council's Forward Plan
  - chairs the Committee meetings
  - plans co-operatively meeting agendas and timetables with officers and other members (from both minority and majority parties) to ensure all areas of Scrutiny business are undertaken effectively
  - leads the work of OSC on budget matters
  - represents Overview and Scrutiny at Executive meetings and at community and other outside events
  - represents Tower Hamlets at London Scrutiny Network meetings
  - works in a cross-party and consensual manner to ensure the effectiveness of Scrutiny
  - contributes to developing the community leadership role of Scrutiny
  - Delegate to scrutiny Members to represent the Committee at Council meetings and external events.
- 2.3 Overview and Scrutiny Committee will appoint Scrutiny Leads who will:
- ensure the accountability of those Executive members and chief officers who have primary responsibility within their portfolio theme
  - assess the effectiveness of existing policy in the portfolio area
  - support the development of new and revised policy
  - ensure effective liaison with the Tower Hamlets Partnership
  - lead and co-ordinate scrutiny activity in his/her area including reviews, investigations and challenge sessions
  - ensure effective liaison with internal and external stakeholders
  - work in a cross-party and consensual manner to ensure the effectiveness of Scrutiny
  - contribute to developing the community leadership role of Scrutiny
- 2.4 Skills and aptitudes
- Members will require the following skills and aptitudes to undertake the above roles effectively:
- understanding of the Scrutiny process and its place within the Council's overall objectives

- understanding of how Scrutiny can help improve performance management by effective performance monitoring
- willingness to help develop Scrutiny’s role within the local Partnership agenda and, where appropriate, within London-wide and national arena
- willingness to work co-operatively with members from all political parties, officers and partners (outside organisations)
- ability to chair meetings
- ability to question constructively and get the best from those attending Scrutiny meetings
- willingness to liaise with officers in the drafting of reports and refining reporting mechanisms
- willingness to participate in developmental work to strengthen the Scrutiny process including training and seminars

A willingness to develop these skills through Member Learning and Development will be as crucial as being able to demonstrate them.

## Protocol

### 3. Agenda

3.1 The Committee’s agenda will comprise the following in the course of the year:

| Report   | Timing   |
|--|--|
| Call-in  | When these occur – see 4.1   |
| Overview and Scrutiny Committee Work Programme including the programme of topics for review. Subsequent reports allow OSC to monitor its progress. | Beginning of the municipal year and thereafter every 2 months - see 4.2  |
| Budget and Policy Framework items  | At least 10 days before the item is to be considered by Cabinet (unless there are special factors requiring a shorter timescale) - see 4.3 |
| Performance Information and Monitoring reports   | Timetabled through the year - see 4.4  |
| Tracking progress of Overview and Scrutiny recommendations   | Twice during the year  |
| Pre-decision overview and scrutiny   | When items are raised – see 4.6  |
| Scrutiny Spotlights  | Monthly  |

### 4. Procedures

#### 4.1 Call-in

4.1.1 Five or more Members can request a call-in of a Cabinet’s provisional decision (two voting co-opted Members in respect of education matters only).

4.1.2 The deadline for receipt of completed call-in requisitions is five working days after the publication of the provisional Cabinet decisions. For example, for a Cabinet meeting held on Wednesday, 10 June, the provisional Cabinet decisions would be published on Friday 12 June with the deadline for call-ins being Friday 19 June at 5.00pm.

- 4.1.3 Call-in Members will be asked to give reasons in writing, as well as outlining an alternative course of action. The request must state whether or not those Members believe that the decision is outside the Budget and Policy Framework.
- 4.1.4 The following may not be called in:
- Any decision which has already been the subject of a call-in
  - A decision the implementation of which is urgent such that delay would seriously prejudice the Council's or the public interest (this is only in exceptional circumstances and with the agreement of the Chair of the OSC or in his/her absence the Mayor; and the decision-taker will have to give a reason to OSC)
  - Decisions of regulatory and other committees discharging non-executive functions such as Development and Licensing Committees
  - Officers' day to day decisions
  - A resolution which merely notes the report or officer action
  - A resolution making recommendations to full Council.
- 4.1.5 The Assistant Chief Executive will respond to the request within twenty-four hours, either by placing the item on the agenda of the next OSC or by a letter explaining why the call-in request is not a valid one.
- 4.1.6 If a decision is called in, the OSC will consider it at its next meeting. The business procedure would then be as follows in a strictly time limited slot of up to one hour:
- presentation of the call-in by one of the call-in Members followed by questions from OSC Members
  - response from Lead Members/officers followed by questions from OSC Members
  - general debate among OSC Members followed by a decision
  - The call-in Member who presented to OSC would not be allowed to speak again or vote on the item
  - the Committee would then either resolve to take no action (in effect endorsing the original decision) or refer the matter back to Cabinet for further discussion, setting out the nature of its concerns and possibly recommending an alternative course of action.

## 4.2 Overview and Scrutiny work programme

- 4.2.1 OSC will agree its work programme at the beginning of the municipal year and consider progress every two months. The work programme will take into account the Cabinet's Forward Plan. The programme will include when OSC will consider budget and policy framework reports and performance and information reports.
- 4.2.2 Pursuant to Rule 9.1 of the Overview and Scrutiny Procedure Rules any Member of the **Committee** may give notice to the Assistant Chief Executive that s/he wishes an item relevant to the functions of the Committee to be included on the agenda of the next available meeting and subject to satisfaction that the matter is relevant to the committee work programme, the Assistant Chief Executive shall so ensure.
- 4.2.3 Upon consideration of a request the Committee must be satisfied that the matter is relevant to its work programme. If not the request for consideration must be refused.
- 4.2.4 If the request is determined to be relevant to the work programme, the Committee must decide how to deal with it. It should:
- Identify the item in the work programme to which it relates

- Indicate how the matter should be dealt within the context of the work programme item
- State in broad terms the terms of reference of the Scrutiny Working Group to consider the work programme item
- Determine the date by which a report upon the Working Group's findings be submitted to the Committee
- Establish a Scrutiny Working Group upon a representational basis as per paragraph 4.5.4

#### 4.2.5 Once appointed it is the responsibility of a Scrutiny Working Group

- To scope the review and establish a timetable to meet the Committee's reporting requirement
- To convene one or more meetings to scrutinise/review the issues under consideration
- To prepare a report with such recommendations as the Working Group considers appropriate for submission to the Committee.

4.2.6 Pursuant to Rule 9.3 of the Overview and Scrutiny Procedure Rules any Member of the Council may refer to OSC a local government matter which includes a matter relating to the discharge of any function of the authority, affects all or part of the Member's electoral area and is not an excluded matter. Upon receiving such a request OSC may consider to look into the issue or notify the relevant Member of their reason not to exercise their powers.

4.2.7 If OSC agrees to exercise their power in relation to this matter they will follow a similar process to establish a scrutiny working group as outlined above in paragraph 4.2.4 and 4.2.5.

### **4.3 Budget and policy framework items**

4.3.1 The policy framework outlines the plans and strategies required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended, and regulations under s.32 Local Government Act 2000 to be adopted by the full Council and which OSC should examine. It includes the:

- Community Plan
- Best Value Performance Plan (Strategic Plan)
- Crime and Disorder Reduction Strategy
- Local Transport Plan
- Local Development Scheme
- Youth Justice Plan
- Children and Young People's Plan
- Licensing Authority Policy Statement

4.3.2 Budget items which OSC will monitor and examine are the allocation of financial resources to different services and projects, proposed contingency funds, the council tax base, setting the council tax and decisions relating to the Council's borrowing requirement, the control of its capital expenditure and the setting of virement limits.

#### **4.4 Performance and information monitoring**

4.4.1 OSC will throughout the course of the year regularly monitor and examine reports on the Corporate Strategic Plan (6 monthly) plus Annual Review, Tower Hamlets Index (bimonthly), Diversity & Equality Action Plan (6 monthly), Customer Complaints (6 monthly) and Members Enquiries (6 monthly). Within the Scrutiny Spotlight session, it will also receive presentations from Lead Members and Corporate Directors on the performance and challenges facing key Council services.

#### **4.5 Reviews, Investigations and Challenge Sessions**

4.5.1 As part of its work programme for the year, OSC will include issues and services for investigation, review and challenge sessions. This must be:

- flexible to allow some capacity to address new issues during the year or to delve deeper into some issues following initial work.
- achievable and reflect the capacity available to support Scrutiny's work.

4.5.2 The Work Programme will be drawn up after consideration of key documents such as the Annual Residents' Survey, Annual Audit and Inspection Letter, Strategic Plan monitoring, Tower Hamlets Index and the Local Area Partnership Plans to identify potential scrutiny issues. It will also consider issues raised through Scrutiny's own work such as the performance monitoring role, as well as specific reviews.

4.5.3 The following criteria act as a guide in prioritising the selection of issues:

- a service or issue that requires significant improvement
- a service or issue of poor or challenging performance
- an area of national policy development that impacts or has the potential to impact on one or more sections of the community
- an inspection is planned for the service where Scrutiny would add value to Council and partner performance
- a controversial or sensitive issue that would benefit from a risk-management approach and the pro-active engagement of partners and local communities.

4.5.4 Where Scrutiny Panels are established to deliver the Committee's work, their membership will be constituted according to proportionality rules and in liaison with Party whips. It would be expected that membership would be based on the expressed interests of Members.

4.5.5 A report on all investigations, reviews and challenges sessions will be presented to OSC. Where there are recommendations that Cabinet need to consider, the review report will be submitted to Cabinet with an action plan (via the usual pre-agenda planning process). Reports may also be submitted to partner organisations for their response following consideration by Cabinet. Challenge Session reports are agreed by OSC following this an action plan is developed by the department which is then monitored through the recommendation tracking report. In circumstances, where there are resource implications the report will be presented to Cabinet.

4.5.6 A progress check on the implementation of recommendations will be considered twice a year by OSC through the recommendation tracking report.

#### **4.6 Pre-decision scrutiny of Cabinet business**

4.6.1 Consideration of the Forward Plan will allow the Overview and Scrutiny Committee to highlight upcoming issues for the review programme or for further work by the relevant Lead Scrutiny Member.

- 4.6.2 The Overview and Scrutiny Committee meets the night before Cabinet and has the opportunity to raise questions which it considers Cabinet should take into account in reaching its decisions.
- 4.6.3 Overview and Scrutiny Members receive the Cabinet papers on their initial despatch the week before the meeting.
- 4.6.4 Members must notify the Chair in writing (via the Scrutiny Policy team) of any questions they wish to raise by 12 noon on the Monday of the same week of OSC and Cabinet meetings.
- 4.6.5 There will be a slot of a maximum of 45 minutes to consider questions for Cabinet. When necessary, the Chair, Vice Chair and a nominated Minority Member will meet prior to OSC meeting to determine how this time could best be used if there are a significant number of questions raised. Those Members would use the following criteria:
- the questions should be new and not ones already addressed in the report or that have been the subject of correspondence or review elsewhere
  - questions for information should be raised directly with the report author
  - first priority should be given to consideration of reports with large scale, cross-borough policy implications
  - questions should consider they can influence the decision of the Cabinet to ensure it meets local needs.
- 4.6.6 Members are able to raise questions and comments only, not have a full-scale debate on issues
- 4.6.7 The Committee must aim for a consensual agreement on the issues/questions to be raised with Cabinet.
- 4.6.8 The Chair of the Overview and Scrutiny Committee will have an allocated 10 minute slot on the Cabinet agenda to feedback any questions together with any other issues from the Committee's deliberations. The Chair may also appoint a delegate to undertake this function if he/she is unavailable to attend.

## **5. Extraordinary meetings**

- 5.1 Only on rare occasions and in exceptional circumstances would it be necessary to timetable an additional meeting of the Committee. The Committee would be expected to manage its workload to fit the time available.

## **6. Health Scrutiny**

- 6.1 The Health Scrutiny Panel is a sub-committee of the Overview and Scrutiny Committee which meets on a quarterly basis with terms of reference and membership set out in the Constitution. As well as its statutory obligations the Panel will also consider a work programme agreed by the Overview and Scrutiny Committee. The Scrutiny Lead for A Healthier Community who will also Chair the Health Scrutiny Panel must regularly report to OSC on the work of the Panel.

## **7. Powers to Summon Members and Officers**

- 7.1 The Overview and Scrutiny Committee may scrutinise and review decisions made or actions taken in connection with the discharge of any Council function. As well as

reviewing documentation, in fulfilling their role, they may require the Leader, any other Member of the Executive, the Head of Paid Service and/or any senior officer to attend before it to explain in relation to matters within their remit.

- 7.2 Where any Member or officer is required to attend the Overview and Scrutiny Committee or a Scrutiny Working Group under this provision, the Chair of the Committee or Panel will inform the Chief Executive. The Chief Executive shall inform the Member or officer in writing giving at least 15 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Committee or Working Group. Where the account to be given to the Committee will require the production of a report, then the Member or officer concerned will be given sufficient notice to prepare the report.
- 7.3 Where, in exceptional circumstances, the Member or officer is unable to attend on the required date and a substitute is unavailable, then they should attend the next scheduled meeting of OSC in order to satisfy the constitutional requirement for attendance to take place within the a maximum of 21 working days from the date of the original request.

## **8. Attendance by Others**

- 8.1 The Overview and Scrutiny Committee (or the Health Scrutiny Panel) may invite people to address it and to discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and officers in other parts of the public sector and shall invite such people to attend.

## **9. Protocol for the Conduct of Business**

- 9.1 Given the Terms of Reference of the Committee, the nature of business that it will consider will vary depending upon the role it is undertaking. It can also be assumed that in addition to Committee Members, a variety of persons, in differing capacities are likely to attend meetings of the Committee. These would include:
- Church/Faith or Parent Governor representatives
  - the Leader of the Council and Lead Members
  - non-executive members
  - members of the Health Scrutiny Panel
  - chief officers or their representatives
  - external witnesses invited by the Committee to give evidence and advice
  - members of the public
- 9.2 In order to facilitate the smooth conduct of business it will be necessary for all concerned to have an understanding of when and how it is appropriate for them to participate in meetings of the Committee. It is therefore suggested in accordance with the provisions of the Council's Constitution, the Committee continues to use the protocol previously adopted for the conduct of business as detailed below:
- (i) Voting Members to occupy specified seats (nearest to the Chair and Vice-Chair and Lead Officer.)
  - (ii) 'Call In' Members to occupy specified seats.
  - (iii) Lead Member(s) to occupy specified seats.
  - (iv) Subject to any variance agreed by the Committee, items of business to be dealt within the order that they appear on the agenda.

- (v) The agenda to be structured so that business is considered in the following order:
  - (a) Apologies for absence.
  - (b) Minutes of the last meeting.
  - (c) Members' Declarations of interest.
  - (d) Consideration of any matter referred to the Committee for decision in relation to "call in".
  - (e) The business otherwise set out in the agenda.

## **10. Procedure for the Receipt of Deputations**

- 10.1 Deputations may be received at any meeting of the Committee following three clear working days written notice to the Assistant Chief Executive. They must be about matters for which the Council has a responsibility or which affect the area and which relate to an item of business being considered at the meeting. The notice must be signed by at least five persons with addresses in the borough and set out the subject which the deputation wishes to raise and how it relates to the Council's functions or affects the area. The Chair may, on the advice of the Assistant Chief Executive, refuse a deputation that is not a matter for which the local authority has a responsibility or which affects the borough, illegal, scurrilous, improper, out of order or relating to a matter on which there has been a previous similar deputation within the preceding six months.
- 10.2 A maximum of three deputations only will be permitted at any meeting and they will be selected in the order notice is received.
- 10.3 A deputation may consist of up to five people, of whom no more than two may speak, except to answer Members' questions.
- 10.4 The deputation may address the meeting for no more than five minutes and Members may then question the deputation for a further five minutes.
- 10.5 The relevant Lead Member may then respond to the deputation for up to three minutes.
- 10.6 Any outstanding issues in question will be referred to the relevant Corporate Director for attention who will respond to those outstanding issues in writing within 28 days.

## **11. Procedure for the Receipt of Petitions**

- 11.1 Petitions may be presented by residents of the borough whose names appear in the Register of Electors or by a Councillor at any meetings of the Committee. They must be about matters for which the Council has a responsibility or which affect the area and which relate to an item of business being considered at the meeting. The Chair may, on the advice of the Chief Executive, refuse a petition if it is not about a matter for which the local authority has a responsibility or which affects the borough, is defamatory, frivolous or offensive, is substantially the same as a petition which has been put at a meeting of the Committee in the past six months and requires the disclosure of confidential or exempt information. A maximum of 3 petitions only will be permitted at any meeting and will be selected in the order notice is received.
- 11.2 A person wishing to present a petition must give notice to the Assistant Chief Executive at least three clear working days before the meeting. The petition must



contain signatures from at least 30 persons with residential or business addresses in the borough. If it does not, the petition will not be able to be submitted to the meeting.

- 11.3 The person presenting the petition may address the meeting for five minutes. Members may question petitioners and make initial comments for a further five minutes.
- 11.4 The relevant Lead Member may then respond to the petition for up to three minutes.
- 11.5 Any outstanding issues will be referred to the relevant Corporate Director for attention who will respond to those outstanding issues in writing within 28 days.
- 11.6 **Limitation:** An individual or group may only either submit a question or submit a petition or make a deputation to the Committee on the same subject at any given time.

## **12. Voting**

- 12.1 Any matter to be decided at a meeting of the Overview and Scrutiny Committee shall be determined by a majority of votes of those Members present and voting on the matter, in the case of equality of votes, the Chair shall have a casting vote.
- 12.2 If the Chair and Vice-Chair are not present at a meeting of the Committee those Members of the Committee who are present shall elect a Chair, from one of their number, for the duration of the meeting.

## **13. Notice and Access to Meetings**

- 13.1 Meetings of the Committee shall be open to the press and public. However, they may be excluded from the meeting, by a resolution of the Committee, if it is considered likely in view of the nature of the business or proceedings that, were they present, confidential or exempt information would be disclosed to them.
- 13.2 Notice of a meeting of the Committee is published 5 clear working days before the meeting. The Council's Constitution requires an agenda to be published 5 clear working days before a meeting.
- 13.3 A publicity poster advertising meetings of the Overview and Scrutiny Committee is produced and circulated on the day that the agenda is published. The Cabinet agenda also informs the public and Members of the arrangements that exist for matters to be "Called In" for consideration by the Committee.

## **14. Co-optees and Appointed Representatives**

- 14.1 Under the Council's constitution, OSC co-optees and appointed representatives are entitled to claim an allowance for their attendance. This is a nominal sum to cover expenses and recognise the contribution that they make to the committee's work. It was also agreed last year that co-optees appointed to the Health Scrutiny Panel be also entitled to claim a similar allowance.

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# Agenda Item 5.2

|  |                                    |  |                   |                                      |
|--|------------------------------------|--|-------------------|--------------------------------------|
| <b>Committee</b><br><b>Overview and Scrutiny</b>   | <b>Date</b><br><b>9 June, 2009</b> | <b>Classification</b><br><b>Unrestricted</b>   | <b>Report No.</b> | <b>Agenda Item No.</b><br><b>5.2</b> |
| <b>Report of:</b><br><b>Service Head Democratic Services</b><br><br><b>Originating Officer(s): Amanda Thompson</b> |                                    | <b>Title</b><br><b>Membership of the Overview and Scrutiny Committee / Appointment of Six Lead Scrutiny Members – Establishment of the Health Scrutiny Panel / Co-options to the Committee</b><br><br><b>Ward(s) affected: N/A</b> |                   |                                      |

## 1. SUMMARY

- 1.1 This report advises the Committee of the membership of the Overview and Scrutiny Committee as appointed by Council on 20 May, 2009. The report also requests the Committee to agree the new scrutiny lead portfolios based on the Community Plan Themes and appoint Lead Scrutiny Members. The report also notes the appointment of Members to the Health Scrutiny Panel in accordance with proportionality requirements.

## 2. RECOMMENDATIONS

- 2.1 That the membership of the Committee be noted.
- 2.3 That six Lead Scrutiny Members be appointed based on the Community Plan themes, with portfolios as detailed in paragraph 3.2 of the report.
- 2.4 That the establishment of the Health Scrutiny Panel be noted and the appointment of Members thereto be noted as detailed in paragraph 4.2 of the report.
- 2.5 That current details of the nominated/co-opted Members of the Overview and Scrutiny Committee be noted.
- 2.6 That intention to seek independent Members from the Local Involvement Network for co-option to the Health Scrutiny Panel be noted.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97)

#### LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number of holder and address where open to inspection

Council's Constitution

Amanda Thompson  
020 7364 4651

### **3. OVERVIEW AND SCRUTINY COMMITTEE**

3.1 Council at its Annual Meeting held on Wednesday 20 May, 2009 agreed to appoint in accordance with proportionality requirements the following Members to the membership of the Overview and Scrutiny Committee:-

- Councillor Sirajul Islam                      Chair  
Deputies: Councillors Salim Ullah, Shahed Ali,  
& Shiria Khatun
- Councillor Alex Heslop                      Deputies: Councillors Salim Ullah, Shahed Ali,  
& Shiria Khatun
- Councillor Ann Jackson                      Deputies: Councillors Salim Ullah, Shahed Ali,  
& Shiria Khatun
- Councillor Denise Jones                      Deputies: Councillors Salim Ullah, Shahed Ali,  
& Shiria Khatun
- Councillor A. A. Sardar                      Deputies: Councillors Salim Ullah, Shahed Ali,  
& Shiria Khatun
- Councillor Bill Turner                      Deputies: Councillors Salim Ullah, Shahed Ali,  
& Shiria Khatun
- Councillor Tim Archer                      Deputies: Councillors Peter Golds & David  
Snowdon
- Councillor Abjol Miah                      Deputies: Councillors Fozol Miah, Harun Miah  
& Md. Mamun Rashid
- Councillor Stephanie Eaton                      None

3.2 In accordance with the Council's Constitution the Committee is asked to select six Lead Scrutiny Members, one for each of the following themes:

- A Great Place to Live
- A Prosperous Community
- A Safe and Supportive Community
- A Healthy Community
- One Tower Hamlets
- Excellent Public Services

3.3 The Overview and Scrutiny Committee may establish Scrutiny Working Groups on various issues. It is envisaged that only one Working Group will also be established at any one time. The Working Group's Terms of Reference are set out below:

- (a) To carry out scrutiny functions on behalf of the Council as determined by the Overview and Scrutiny Committee.
- (b) To investigate, scrutinise, monitor and advise in relation to:
  - How services are being delivered and the Council's functions discharged.
  - How policies have been implemented and their effect on the Council's corporate strategies (i.e. equal opportunities, anti-poverty and crime and disorder).
  - The development of relevant policy.
  - How resources are being used, spent and managed.
  - Any other matter, relevant to the specific remit of the Panel, which affects the Council's area or any of its inhabitants.

3.4 Membership of the Scrutiny Working Group will be in accordance with political proportionality requirements.

3.5 The Council's Constitution provides for the Committee to appoint nominated/co-opted Members. The nominated co-opted Members set out below were appointed by Council on 20 May, 2009.

- A nomination is awaited Church of England Diocese representative
- A nomination is awaited Roman Catholic Diocese representative
- Mr Ahbab Miah Parent Governor representative
- Mr Abdur Rouf Parent Governor representative
- Mr Hasan Mueenuddin Muslim Faith representative (non-voting)

3.6 The Committee is asked to note the current details of the nominated co-opted representatives as set out in paragraph 3.5 above.

#### 4. HEALTH SCRUTINY PANEL

4.1 The Overview and Scrutiny Committee is also requested to note that the Council has established a Health Scrutiny Panel with 7 Members, which in accordance with overall proportionality requirements will comprise 4 Majority Group Members and 3 Minority Group Members to undertake the Council's functions under the Health and Social Care Act, 2001 with the following Terms of Reference:

- (a) To review and scrutinise matters relating to the health service within the Council's area and make reports and recommendations in accordance with any regulations made there under;

- (b) To respond to consultation exercises undertaken by an NHS body; and
- (c) To question appropriate officers of local NHS bodies in relation to the policies adopted and the provision of services.

#### 4.2 Health Scrutiny Panel Membership:

The following Members were appointed to membership of the Health Scrutiny Panel by Council on 20 May 2009, following receipt of nominations from the Political Groups on the Council, in accordance with the principles of proportionality :-

- |                              |   |
|------------------------------|---|
| • Councillor Lutfa Begum     | Deputies: Councillors Rachael Saunders, Waiseul Islam and Rajib Ahmed |
| • Councillor Alex Heslop     | Deputies: Councillors Rachael Saunders, Waiseul Islam and Rajib Ahmed |
| • Councillor Ann Jackson     | Deputies: Councillors Rachael Saunders, Waiseul Islam and Rajib Ahmed |
| • Councillor Bill Turner     | Deputies: Councillors Rachael Saunders, Waiseul Islam and Rajib Ahmed |
| • Councillor Abjol Miah      | Deputies: Councillors Md. Abdul Munim, Mamun Rashid and Dulal Uddin   |
| • Councillor Stephanie Eaton | None  |
| • Councillor Dr Emma Jones   | Deputy: Councillor Ahmed Hussain                                      |

#### 4.3 Health Scrutiny Panel Co-opted Members

4.3.1 In the Municipal Year 2008/2009, representatives of the Barts and The London Patient and Public Involvement Forum, East London and City Mental Health Trust Patient and Public Involvement Forum, and the Tower Hamlets PCT Patient and Public Involvement Forum served as co-opted members of the Scrutiny Panel.

4.3.2 It is recommended that 3 representatives from the Local Involvement Network be sought to serve as co-opted Members on the Committee.

### 5. **COMMENTS OF THE CHIEF FINANCIAL OFFICER**

5.1 There are no financial implications arising from the report.

### 6. **CONCURRENT REPORT OF THE CHIEF LEGAL OFFICER**

6.1 The Overview and Scrutiny Committee is asked to appoint Lead Scrutiny Members. Article 6.04 of the Constitution provides that the Committee will select six Lead Scrutiny Members from among its Councillor Members and the proposed appointment fulfils this requirement.

- 6.2 It is also proposed that independent members will be sought for cooption to the Health Scrutiny Panel. In accordance with section 102(3) of the Local Government Act 1972 independent members may be appointed to committees and sub-committees. Given that the Council has appointed the Health Scrutiny Panel, any proposed change to the membership should be considered by the General Purposes Committee.

**7. ONE TOWER HAMLETS IMPLICATIONS**

- 7.1 There are no anti-poverty or equal opportunity implications arising from this report.

**8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 There are no direct environmental issues arising from this report.

**9. RISK MANAGEMENT**

- 9.1 The appointment of Lead Scrutiny Members and a Health Scrutiny Panel will enable the proper discharge of the functions conferred on the Council by section 21 of the Local Government Act 2000 and the Health and Social Care Act 2001.

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# Agenda Item 5.3

|   |   |                                       |            |                               |
|---|---|---------------------------------------|------------|-------------------------------|
| Committee<br><b>Overview and Scrutiny</b>   | Date<br><b>9 June, 2009</b>   | Classification<br><b>Unrestricted</b> | Report No. | Agenda Item No.<br><b>5.3</b> |
| Report of:<br><b>Service Head Democratic Services</b><br>Originating Officer(s): <b>Amanda Thompson</b> | Title<br><b>Overview and Scrutiny Committee – Schedule of Dates – 2009/2010</b><br>Ward(s) affected: <b>N/A</b> |                                       |            |                               |

## 1. SUMMARY

- 1.1 This report sets out for Members' information a schedule of meetings of the Committee for 2009/2010 as agreed by Council on 22 April, 2009.

## 2. RECOMMENDATION

- 2.1 That the schedule of dates for meetings of the Overview and Scrutiny Committee for 2009/2010 be noted and the proposed timings of the meetings be noted.

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### LOCAL GOVERNMENT ACT, 2000 (SECTION 97)

### LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "background paper"

Name and telephone number of holder and address where open to inspection

Council's Agenda and Minutes – 22 April, 2009

Amanda Thompson  
020 7364 4651

### **3. BACKGROUND**

3.1 This report sets out for Members' information dates of meetings of the Overview and Scrutiny Committee for the Municipal Year 2009/2010. The Council at its meeting held on 22 April 2009 agreed a schedule of meetings, including Council, Cabinet, Overview and Scrutiny Committee and other Committees and Panels, for the Municipal Year 2009/2010.

3.2 The dates of meetings of the Overview and Scrutiny Committee are set out below:-

- Tuesday 30 June 2009 - 7.00 p.m.
- Tuesday 28 July 2009 - 7.00 p.m.
- Tuesday 1 September 2009 - 5.30 p.m.
- Tuesday 6 October 2009 - 7.00 p.m.
- Tuesday 3 November 2009 - 7.00 p.m.
- Tuesday 1 December 2009 - 7.00 p.m.
- Tuesday 12 January 2010 - 7.00 p.m.
- Tuesday 9 February 2010 - 7.00 p.m.
- Tuesday 9 March 2010 - 7.00 p.m.
- Tuesday 6 April 2010 - 7.00 p.m.

3.3 Meetings of the Committee have been scheduled so that they take place the evening prior to Cabinet. The meetings of the Committee will be held at the Town Hall, Mulberry Place, 5 Clove Crescent, East India Dock, London, E14 2BG.

### **4. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

4.1 There are no financial implications arising from this report.

### **5. CONCURRENT REPORT OF THE CHIEF LEGAL OFFICER**

5.1 There are no immediate legal implications arising from this report.

### **6. ONE TOWER HAMLETS CONSIDERATION**

6.1 There are no anti-poverty or equal opportunity implications arising from this report.

### **7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

7.1 There are no immediate environmental issues arising from this report.

### **8. RISK MANAGEMENT**

7.1 Council has agreed the schedule of dates set on page 2 which will enable the Committee's work to be carried out in an effective and programmed manner.

# Agenda Item 10.1

| COMMITTEE   | DATE        | CLASSIFICATION  | REPORT NO. | AGENDA ITEM |
|---|-------------|---|------------|-------------|
| Overview and Scrutiny   | 9 June 2009 | Unrestricted  |            | 10.1        |
| <b>REPORT OF:</b><br><br>Assistant Chief Executive<br><br><b>ORIGINATING OFFICER(S):</b><br>Michael Keating, Services Head,<br>Scrutiny and Equalities<br><br>Frances Jones<br>Diversity and Equality Coordinator,<br>Scrutiny and Equalities |             | <b>TITLE:</b><br><br>Diversity & Equality Action Plan 2008/09:<br>End of Year Monitoring Report<br><br><b>WARD(S) AFFECTED:</b> All |            |             |

## 1. SUMMARY

- 1.1 This end of year monitoring report informs Overview and Scrutiny Committee of the Council's progress in implementing its Diversity and Equality Action Plan for 2008/9. A full progress report is attached at Appendix One and the Corporate Priorities Action Plan is attached at Appendix Two.

## 2. RECOMMENDATION

Members are recommended to:

- 2.1 Note and comment on the progress in implementing the Council's Diversity and Equality Action Plan 2008/09.

## LOCAL GOVERNMENT ACT, 2000 (SECTION 97)

### LIST OF "BACKGROUND PAPERS" USED IN THE DRAFTING OF THIS REPORT

**Brief description of background papers:**      **Name and telephone number of holder and address where open to inspection**

Diversity and Equality Action Plan 2008/09

Michael Keating  
020 7364 3183

## 3. BACKGROUND

- 3.1 Tower Hamlets Council has placed diversity and equality at the core of its functions and is committed to maintaining the very highest level of equalities practice both in relation to employment and service provision. In January 2009 the Council was externally validated as being at the highest level of the revised Equality Standard for Local Government (Level 5) and the corporate Diversity and Equality Action Plan (DEAP) remains an essential vehicle for maintaining this performance across all six equalities strands.
- 3.2 The DEAP pulls together the strategic level equalities activities across the Council. It reflects the work required to maintain the highest level of the Equality Standard for Local Government, for the implementation of the Council's Race Equality, Disability Equality and Gender Equality Schemes, and actions to ensure that the Council's commitment to community cohesion is mainstreamed within all services.
- 3.3 The DEAP 2008/09 incorporates key strategic activities which aim to:
- **Maintain Level 5 of the Equalities Standard** and ensure that the Council is able to meet the requirements of the revised Equalities Standard by 2009. The Standard required the Council to maintain a high standard of practice in relation to race, gender and disability equality and mainstream arrangements for extending this good practice to three further equalities strands: age, religion/belief and sexual orientation.
  - Cabinet first agreed the Council's **Race Equality Scheme** on the 12 June 2002 and subsequently a new 3-year scheme (for 2005/08). On 8 November 2006 Cabinet agreed the **Disability Equality Scheme** and on 4 April 2007 the **Gender Equality Scheme** was also agreed. The actions set out in each of these statutory documents reflect the priorities and requirements of the respective Schemes. In line with national guidance, the race, disability and gender equality objectives have been clearly highlighted within the Plan.
  - The refreshed Community Plan to 2020 includes an overarching theme to build '**One Tower Hamlets**'. This theme covers three core elements: Tackling inequality; building strong and cohesive communities and; supporting effective community leadership. The Diversity and Equality Action Plan sets out a number of the activities which will enable us to deliver on this theme.

#### **4 EMBEDDING EQUALITIES ACROSS THE COUNCIL**

- 4.1 Both the Equality Standard and Diversity and Equality Action Plan represents a tool that can bring about change, but this can only be achieved through an active engagement in the processes it sets out. To achieve this the Council has embedded equality priorities across directorates through the Council's performance management framework.
- 4.2 Leadership has been key to the delivery of this agenda and this has been rooted in the monthly Corporate Equalities Steering Group (CESG) meetings which have taken place throughout the year chaired by the Chief Executive and Assistant Chief Executive. Each Directorate has been represented by the Directorate Equalities Liaison Officer (DELO) who have convened monthly directorate-based focus groups.

- 4.3 Through our external and internal equality forums we have continued to consult both staff and service users to test the effectiveness of service initiatives. To strengthen consultation and involvement arrangements a review of the internal and external equality forums took place last year, the results of which have informed the development of Forums and their work programmes for 08/09. Some examples of recent work are listed below.
- Following feedback from the Disabled Staff Forum, further consultation took place around welfare policies including the Carer's Policy, Rehabilitation Leave and Flexible Working Hours.
  - The Council's Black and Minority Ethnic Staff Forum has reviewed the Council's Workforce to Reflect the Community Action Plan and will be scrutinising its delivery in the year ahead.
  - Tower Hamlets LGBT Forum coordinated and delivered a successful programme of events for LGBT History Month 2009.
- 4.4 Underpinning the implementation of our work is a major programme of Equalities Impact Assessments (EqIAs) covering gender, race, faith, disability, sexuality and age. A total of 68 EqIAs were completed in 2008/09 an increase of 30 on progress in 2007/08. These Assessments included significant functions such as the Planning Obligations Framework, the governance of the Tower Hamlets Partnership, Career Progression within the Council and Customer Access to the Council. The outcomes of the EqIA action plans have been built into team level action plans and where appropriate picked up at a directorate or corporate level.

## 5 MONITORING

- 5.1 The Diversity and Equality Action Plan covers the period from April 2008 to March 2009 and is reviewed every six months. Progress is measured for each key activity and milestone; a full progress report of the Action Plan is attached at Appendix One.
- 5.2 End of year performance for each of key activity milestones is measured using the Red and Green (RG) traffic light system. Each milestone is allocated one of two performance levels:
- |       |  |
|-------|--|
| RED   | Progress milestone not achieved, and not likely to be achieved within three months of the deadline |
| GREEN | Progress milestone achieved  |
- 5.3 Appendix Two details progress made on implementing the Diversity and Equality Corporate Priorities Action Plan. This Plan sets out actions lead by the Diversity and Equality Team based in Scrutiny & Equalities and in partnership with all service Directorates, to maintain Level 5 of the Revised Equality Standard and strengthen and further progress the Council's internal equalities structures and processes.
- 5.4 Key achievements on corporate actions include:
- During 2008-09 we undertook research and consultation to develop Equality Schemes in relation to Religion/Belief, Age and Sexual Orientation, as well as refreshing our Race Equality Scheme. These Schemes were formally adopted by Cabinet in April 2009.

- A comprehensive review of equalities training provision was completed in 2008 and an action plan agreed to improve consistency and quality of provision within Directorate and corporate Learning and Development programmes.
- A comprehensive review of the procurement process was undertaken during 2008-09 to ensure that the process support our equalities objectives and policies. Revised procurement processes and documentation have been produced and will be launched at the Council's Equalities Conference in July 2009.
- We piloted a new approach to 'strategic level' Equality Impact Assessments. Four Assessment were completed looking at Workplace Progression; Section106 funding; Customer Access; Tower Hamlets Partnership. Findings and recommendations from these Assessments were fed through to the Corporate Equalities Steering Group and recommendations have been embedded in relevant service plans and taken forward where relevant via the Diversity and Equality Action Plan 2009-10.
- Through the Diversity and Equality Network we have developed a local Peer Support Initiative for Equality Impact Assessments. Fourteen members of the network representing twelve organisations have been trained to be peer mentors and will work with organisations from across the Partnership to undertake Equality Impact Assessments during 2009-10.

5.5 Through our **external and internal equality forums** we have continued to consult both staff and service users to test the effectiveness of service initiatives. Examples of the work undertaken in 08/09 include:

- Following feedback from the Disabled Staff Forum, further consultation took place around welfare policies and facilities management including reviewing emergency evacuation procedures and disabled toilet provision. Members of the Forum have also been instrumental in redesigning the Council's Disability Confidence Training sessions to include a greater focus on applying learning to real life case studies from the organisation.
- The Council's Black and Minority Ethnic Staff Forum contributed to the development of the Council's Race Equality Scheme, reviewed the Workforce to Reflect the Community Action Plan and strategic level Equalities Impact Assessment of Progression in the Council and will be scrutinising their delivery in the year ahead.
- Tower Hamlets LGBT Forum coordinated and delivered a successful programme of events for LGBT History Month 2009.

## 5.6 Overall Progress for all milestones

Table 1: All progress milestones 2007/08 by status

| Progress Status (RG) | Number | Percentage |
|----------------------|--------|------------|
| RED                  | 10     | 20         |
| GREEN                | 41     | 80         |
|                      |        |            |
| <b>TOTAL</b>         | 51     | 100        |

5.6.1 At the end of the year eighty percent of activities within the Plan had been completed. This represents significant achievements in a number of areas, including:

- In January 2009 we were reassessed against the revised **Equality Standard for Local Government**. This assessment confirmed our status at Level 5, the highest level of the Standard. The assessment process also looked at areas for development in relation to the requirements of the new Equalities Framework for Local Government.
- In January 2009, the Council was placed 7<sup>th</sup> in the **Stonewall Workplace Equality Index** of gay-friendly organisations, and ranked top local authority in London. This represents a significant improvement on our performance in 2007/08 when we were ranked 17<sup>th</sup>.
- We have supported a **programme of events to mark Lesbian, Gay, Bisexual and Transgender History Month, International Women’s Week, International Day for Disabled People, Older People’s Day, Interfaith Week, Islam Awareness Week and Black History Month**. This year’s programme of events attracted a greater number of people than in previous year’s and were delivered in partnership with a wider range of partners than in previous year’, including
- In May 2008 the Council held its first **Diversity and Equality conference** for staff. The conference provided an opportunity for over eighty staff from across the organisation to consider how we can work together to deliver on the core elements of the ‘One Tower Hamlets’ Community Plan theme to reduce inequalities and strengthen community cohesion.
- During 2008-09 we supported the **One Tower Hamlets Community Cohesion Innovation Fund for Schools**. Through the scheme eight schools in the borough received funding to work jointly with voluntary or private sector partners to promote community cohesion within their local communities. Projects included work with parents and pupils and an evaluation and dissemination event was held in April 2009 to share experiences of the projects and disseminate learning.
- The **Arts and Events** Team organised 83 community festivals and events, against a target of 70 for 07/08.
- On 14<sup>th</sup> May the Council marked **International Day Against Homophobia** by holding a lunchtime seminar for staff to build on discussions held at last year’s event which looked at the topic of: “Faith and Sexuality: A Question of Tolerance?”. The talk was extremely popular with over 50 members of staff attending to hear from and take part in a discussion with a panel of faith leaders and experts.
- The Council has continued to support the development of the **Interfaith Forum**. Throughout the year **local interfaith networks** have been established in each paired LAP area and this has provide a valuable way of linking smaller, emerging faith groups with the borough-wide Forum. The Forum’s **website** has been reviewed throughout the year and a Steering Group of officers and members of the Forum have been responsible for improving the site which was relaunched in May 2009: [www.faithintowerhamlets.com](http://www.faithintowerhamlets.com).

Table 2: Progress milestones broken down by Directorate

| Directorate                         | RED       | %   | GREEN     | %   | Total Milestones |
|-------------------------------------|-----------|-----|-----------|-----|------------------|
| Chief Executive's                   | 1         | 8   | 12        | 92  | 13               |
| Development & Renewal               | 1         | 20  | 4         | 80  | 5                |
| Resources                           | 3         | 60  | 2         | 40  | 5                |
| Children's Services                 | 4         | 17  | 20        | 83  | 24               |
| Adults Health & Wellbeing           | 1         | 100 | 0         | 0   | 1                |
| Communities, Localities and Culture | 0         | 0   | 3         | 100 | 3                |
| <b>TOTAL</b>                        | <b>10</b> |     | <b>41</b> |     | <b>51</b>        |

## 5.8 Reasons for red milestones

Table 3: Reasons for red milestones

| Reason  | Number of all red |
|---|-------------------|
| Awaiting action or guidance from other organisations    | 1                 |
| Failure to secure funding                               | 1                 |
| Action still being progressed but timescale has slipped | 5                 |
| Progress made but failure to reach target               | 3                 |

- 5.8.1 It is important that the reasons for red milestones are fully understood so that barriers to performance can be addressed. Table 3 summarises the reasons for failing to achieve milestones by the due date.
- 5.8.2 The most common reason for exceeding milestone is that timescales slipped but work continues to be progressed. The reasons for milestones assessed as 'red' include:
- Failure to secure European Social Fund funding for work with young people at risk of under achievement lead to bid being resubmitted under Working Neighbourhoods Fund process which has lead to a three month delay in the commencement of the programme.
  - The Education Olympic Strategy was reviewed by the Council's 2012 Unit who made recommendations for improvements. The Strategy is therefore being reworked and is due for sign-off in summer 2009.
  - Limited resources in Adults' Social Care Services lead to delays in reviewing cases of clients with learning disabilities to assess suitability for referral to employment projects. This work has however been completed for all mental health cases.
  - Work has started on reviewing recruitment information on Council's website to ensure it is attractive to job seekers and is focused on encouraging local people to apply for jobs and is due to be completed during the next few months.



- The first iteration of the Tower Hamlets Talent Pool was piloted between October 2008 and January 2009 for entry level jobs in NHS Tower Hamlets. Improvements are being made to the system which will be launched in July 2009.
- There has been a delay in commissioning research on labour market experiences of women due to funding timescales. A specification has now been developed and a bid submitted by UEL for Lottery funding.
- The Adults' Health and Wellbeing Service User Involvement strategy has been delayed but is due to be completed and published by September 2009.
- The Tower Hamlets contribution to the Olympic Legacy Masterplan has been submitted to the LDA and we are currently awaiting a response to our feedback concerning their incorporation into the Masterplan.
- Work has been undertaken with Extended Schools to increase uptake of out of hours activities by young people however the Youth Services' client monitoring information system is currently being tested by Extended Schools Cluster Manager to assess its suitability for use to track participation in our of hours school activities.
- There has been engagement with two Imams at the East London Mosque to enhance their expertise and ability to deal effectively with domestic violence, however it is not yet been possible to meet the target of providing six Imams with formal domestic violence training.

## 5.9 Progress by Equality Strand

Table 4: Progress milestones broken down by equality strand

| Milestone status | Status of milestone for each equality strand (% of all actions within each equality strand) |            |          |                    |                  |           |
|------------------|---|------------|----------|--------------------|------------------|-----------|
|                  | Race  | Disability | Gender   | Sexual Orientation | Religion/ belief | Age       |
| Red              | 1   | 1          | 1        | 0                  | 1                | 3         |
| Green            | 3   | 5          | 4        | 2                  | 1                | 9         |
| <b>Total</b>     | <b>4</b>  | <b>6</b>   | <b>5</b> | <b>2</b>           | <b>2</b>         | <b>12</b> |

5.9.1 The table above demonstrates the DEAP progress against each of the six equality strands. A significant proportion (25/51) of all activities will impact on several equalities strands, for example the strategic level Equality Impact Assessment of the Tower Hamlets Partnership looked at impact across all six equality strands. This table therefore shows the distribution of milestones which related to one or two specific equality strands. Since April 2007 we have had a legal duty to publish Equality Schemes for race, disability and gender. Only the strategic level actions from these Schemes are incorporated within the Diversity and Equality Action Plan and monitored corporately. Progress updates on all three Schemes are published annually on the Council's website and summaries of progress are given below. We also have new legal obligations to eliminate discrimination on the grounds of age in relation to employment practices and have a corporate commitment to promoting equality of opportunity and tackling discrimination on the basis of all six equality strands. As is clear from the above breakdown next year further development is needed around sexual orientation, faith/belief and age.

5.9.2 Supporting and promoting community cohesion was one of the four strategic objectives within this year's Diversity and Equality Action Plan. Of the thirteen actions relating to this objective within the Action Plan, twelve were green and one was red at the end of the year. This demonstrates significant achievements in supporting positive activities that bring people from different backgrounds together as well as targeted

work to embed cohesion considerations within planning and policy in key areas such as Hate Crime and youth offending services. This work will inform ongoing work in 2009-10 to further strengthen our understanding of what works in community cohesion and inform the development of a delivery plan for the 'One Tower Hamlets' cross-cutting Community Plan theme.

## **6 EQUALITY SCHEME MONITORING**

### **6.1 Summary of Progress on Race Equality Scheme**

6.1.1 The Race Relations Amendment Act 2000 places a general duty on all local authorities to promote race equality and the specific duty for local authorities to produce a Race Equality Scheme once every three years which sets out how the authority will meet these duties. Each year the Council is required to monitor and review progress on the scheme both in relation to service provision and employment practice. This includes an employment duty to monitor the numbers of staff in post and applicants for employment, training and promotion. In relation to this duty the Council has in place a Workforce to Reflect the Community Strategy with targets aimed at improving the representation of BME staff across all levels of the organisation.

### **6.2 Summary of Progress on Gender Equality Scheme**

6.2.1 The Council's first **Gender Equality Scheme** was launched in November 2007 and has driven forward work on addressing inequality between men, women and transgender people. Achievements include the introduction of the Single Status arrangements to ensure equal pay for men and women working for the Council, a range of actions to tackle unemployment among women and the development of innovative programmes to support local women to participate in public life.

### **6.3 Summary of Progress on Disability Equality Scheme**

6.3.1 The Council's first **Disability Equality Scheme** (DES) was published on 4 December 2006. The Scheme sets out the objectives and key actions for the Council over the next three years to meet the Disability Equality Duty and the needs of local disabled residents and disabled staff.

6.3.2 The Scheme's action plan contains nine objectives that are aimed at promoting equality of opportunity and eliminating discrimination for disabled people. In addition, we also have a number of other actions that are aimed at embedding the Disability Equality Duty (DED) in work with our partners and the voluntary sector, how we plan and deliver our services and support councillors in their community leadership role.

## **7. Conclusion**

7.1 This report demonstrates that the Council is continuing to make good progress on the implementation of our diversity and equality agenda and has responded effectively to recent changes in legislation and policy. For example, during 2008-09 we undertook research and consultation on new race, religion/belief, sexual orientation and age equality schemes, undertaken four 'strategic level' Equality Impact Assessments and been subject to an external assessment against the Equality Standard the revised Local Government which confirmed our status at Level 5 of the Standard.

- 7.2 Building on work carried out during the year, the Diversity and Equality Action Plan (DEAP) for 2009/10 is currently being developed. This plan will include actions to ensure delivery of the Council's four new and two existing Equality Schemes. It will also include strategic activities to develop our approach to work on equalities to meet the requirements of the forthcoming Single Equality Bill which will require us to work across the equality strands to address complex issues of deprivation.
- 7.3 In autumn 2009 we will be assessed against the Equalities Framework for Local Government. The DEAP 2009-10 will therefore contain a comprehensive programme of actions to ensure that our equalities practice meets the requirements of the new Framework and that we are assessed as 'Excellent'.
- 7.4 The involvement of members has been crucial to the successful implementation of the 2008/09 DEAP. During the year a Members' Equalities Group was established and took forward work in the following areas:
- Homophobic hate crime
  - Preventing Violent Extremism
  - New communities

The Group has contributed to developing a more nuanced and sophisticated understanding of these issues and work is underway to embed the outcome of these workshop sessions within work programmes for 2009-10. The Group will continue to meet in 2009-10 and sessions will focus on each of the six equality strands with a view to developing the Council's Single Equality Duty by April 2010.

## **8. Equalities Implications**

- 8.1 By incorporating national standards and legislation, such as the Race Relations Amendment Act, the integrated Diversity and Equality Action Plan represents an important step in progressing the Council's agenda. The monitoring report demonstrates the Council's good progress towards integrating equality and diversity into all aspects of service delivery and employment practice.
- 8.2 This report demonstrates the progress being made with creating an environment in which everyone who lives and works in our borough is treated with dignity and respect and where everyone can improve their life chances and access the increasing opportunities on offer.

## **9 Comments from the Chief Finance Officer**

- 9.1 Equalities issues should be embedded into service delivery, and they are taken into account when budgets are set. There are no additional budget implications arising from this monitoring report. The costs of implementing the Diversity and Equality Action Plan have been met from the respective budgets across the council.

## **10 Concurrent Report of the Chief Legal Officer**

- 10.1 The European Union Race Directive 2000/43 (published in June 2000) prohibits discrimination on the grounds of race and ethnic origin by laying down "the principle of equal treatment between persons irrespective of racial or ethnic origin".
- 10.2 In November 2000, the European Union published the Equal Treatment Framework Directive 2000/78. This Directive sets out the anti-discrimination "principle of equal

treatment" in the context of sexual orientation, religion or belief, disability and age. This Directive was implemented on 2 December 2006 in relation to disability and age.

- 10.3 The Government consultation paper "Towards Equality and Diversity-Implementing the Employment Race Directive" (2001) indicated the Government's intention to implement the Directives by amendment to the Race Relations Act 1976 and the Disability Discrimination Act 1995. The consultation paper also referred to the Government's intention to introduce legislation to prohibit discrimination in work and training on the grounds of sexual orientation, religion and age. The Employment Equality (Sexual Orientation) Regulations 2003 and the Employment Equality (Religion and Belief) Regulations 2003 were enacted with effect from 1 and 2 December 2003 respectively and transpose the phase 1 provisions of the Directive into UK law. The Employment Equality (Age) Regulations 2006 gave effect to the provisions on age discrimination with effect from 1 October 2006.
- 10.4 The Race Relations (Amendment) Act 2000 strengthens the Race Relations Act 1976 by extending protection against racial discrimination by public authorities and by placing a duty on public authorities to have regard to the need to eliminate unlawful discrimination and to promote racial equality and good race relations.
- 10.5 The Diversity and Equality Action Plan 2007/08 was formulated having regard to and in compliance with legislation, and set out the Council's intentions in respect of equality. Regular monitoring and review of the plan enables the Council to maintain compliance with statutory requirements as well as measuring progress in relation to non-statutory aspects.

## **11 Sustainable Action for a Greener Environment**

- 11.1 There are no specific issues relating to the environment raised in this report.

## **12 Anti Poverty Comments**

- 12.1 The integrated Diversity and Equality Action Plan aims to tackle the barriers currently preventing some of the most disadvantaged people and marginalised communities in our borough from accessing services and take part in community life. The equalities agenda aims to enable all residents to benefit from the opportunities and improved life chances on offer and enable them to participate in creating and sharing prosperity in the borough.

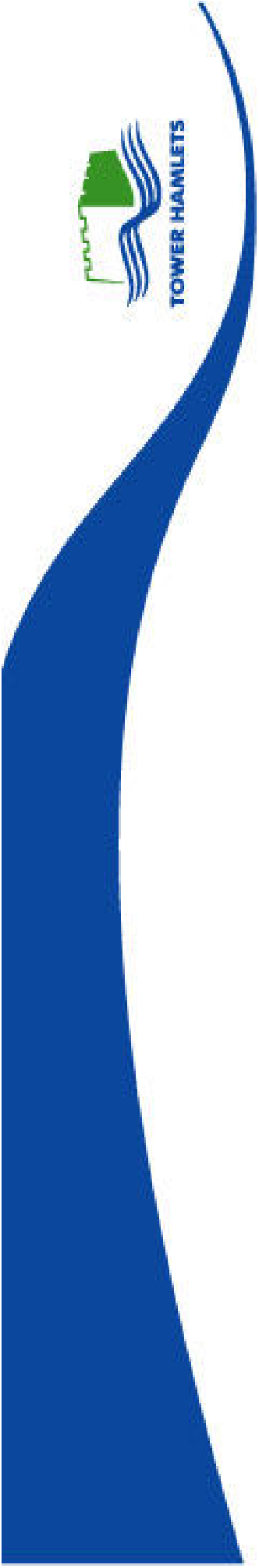
## **13 Risk Management Implications**

- 13.1 The Diversity and Equality Action Plan provides a focus for all the Council's equalities work, and a means by which Members can ensure that each of the progress milestones are achieved. The arrangements in place to review progress during the year through the Corporate Equalities Steering Group and the Overview and Scrutiny Committee, are considered to be effective ways of keeping this work on track.
- 13.2 There have been major changes in equalities legislation over the last year and further sweeping changes are expected. The Action Plan and its monitoring ensure the Council is well placed to respond to these forthcoming measures and retain its status as a leader in diversity and equality work in local government.

Appendix One: Diversity and Equality Action Plan – End of year monitoring report 2008/09

Appendix Two: Diversity and Equality Corporate Priorities Action Plan: End of year monitoring report 2008/09

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# **Appendix One:**

## **Diversity and Equality Action Plan – End of year monitoring report 2008/09**

**June 2009**

| Objective   | Key Activity  | Progress  | Red, Green |
|---|---|---|------------|
| <b>Tackle worklessness and economic inactivity among target groups</b>  |   |   |            |
| <p>Increase numbers in education, employment and training post-16 including from specified target groups.</p> <p>Contact Officer:<br/>Mary Durkin, Service Head, Youth and Community Learning, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p> | <p>Support the transition of young people into further education, training or employment by more effective tracking and work through personal advisers, including support for targeted individuals e.g. Somali young people; young people with disabilities; and young mothers.</p> | <p>The figure as at mid March 09 is 640 local workless residents assisted into employment through the City Strategy approach. The City Strategy has been extended to March 2011 with the assumption that local authorities will use their WNF or other funds to continue the 'no wrong door' family centred approach. (YCS) Support for transition of young people into EET has been carried out by a core team of personal advisers including New Start and Connexions services. The percentage of young people NEET in Tower Hamlets is 6.7%, reduced from 8.2% in 2007/08.</p> | Green      |
| <p>Increase level 2 and level 3 attainment by 19</p> <p>Contact Officer:<br/>Helen Jenner, Service Head, Early Years Children and Learning, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p>  | <p>Provide targeted support post-16 to young people at risk of underachievement.</p>  | <p>Work was not completed on time because ESF funding bid was unsuccessful. Bid resubmitted under WNF. Work will now be funded through WNF from 1 April 2009. People will be in post by 30 June 2009.</p>   | Red        |
| <p>Improve standards of early years provision to give every child the best possible start in life</p>   | <p>Provide opportunities for all young children to play learn and express themselves, including those with disabilities and</p>   | <p>Significant increase registered on children's centre data returns</p> <p>Early Years outdoor play conference was well</p>  | Green      |



|  |   |  |              |
|--|---|--|--------------|
| <p>Contact Officer:<br/>Helen Jenner, Service Head,<br/>Early Years Children and<br/>Learning, Children's Services<br/>Directorate</p>   | <p>complex health needs.</p>  | <p>attended and the new Early Years Foundation Stage curriculum stresses the importance of a balanced curriculum</p>   |              |
| <p>Lead Member: Cllr Clair Hawkins</p> <p>Increase the involvement of LGBT parents in their children's education and well-being</p> <p>Contact Officer:<br/>Sarah Gale, Head of Equalities and Parental Engagement, Children's Services</p> <p>Lead Member: Cllr Clair Hawkins</p>                               | <p>Work with Rainbow Parents LGBT Parents Support Group to provide support to LGBT parents in Tower Hamlets</p>   | <p>Rainbow Parents established and running successfully</p>  | <p>Green</p> |
| <p>Lead Member: Cllr Clair Hawkins</p>   | <p>Develop and strengthen existing support networks for LGBT parents</p>  | <p>'No Outsiders' project extended to further 4 schools</p>  | <p>Green</p> |
| <p>Ensure local residents benefit from participation activities available through the Olympics</p> <p>Contact Officer<br/>Mary Durkin, Service Head, Youth Offending Team, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p> <p>Contact Officer:<br/>Paul Martindill, Service Head,</p> | <p>Develop an Education Olympic Strategy to contribute to the promotion &amp; steering of sporting &amp; cultural activities available for young people in the run up to the 2012 Olympic Games</p> <p>Contribute to the development and delivery of the Cultural Olympiad.</p> | <p>The strategy has been reviewed by the LBTH 2012 Unit and is being re-worked. Specific activities and programmes from it are, however, being delivered.</p> <p>The programme funding is awaiting sign off from the LBTH 2012 Unit. The operational aspects have been finalised by Children's Services and it's ready to go</p> | <p>Red</p>   |

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| <p>Cultural Services, Communities, Localities and Culture Directorate</p> <p>Lead Member: Cllr Ohid Ahmed</p> <p>Improve consultation and engagement with young people across Council and partnership services</p> <p>Contact Officer:<br/>Mary Durkin, Service Head, Youth Offending Team, Children's Services Directorate</p> | <p>Produce Participation Toolkit to support services to involve young people in a meaningful way in service review and scrutiny</p> <p>Increase the participation of children &amp; young people in decision making and community life</p>             |  | <p>Green</p> <p>A new participation training package has been developed for use with practitioners which includes a range of tools for use in involving young people in service review and scrutiny. A range of services have received advice, support and tools for involving young people. Further training is planned for LAP steering group members, youth workers and teachers for June 2009.</p>   |  |
| <p>Lead Member: Cllr Clair Hawkins</p> <p>Improve representation of equality target groups in Youth Participation activities,</p> <p>Contact Officer:<br/>Mary Durkin, Service Head, Youth Offending Team, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p>   | <p>Undertake specific consultation with young people with learning disabilities, lesbian, gay and bisexual young people and young people from different faith communities on how we can ensure that they can access youth participation activities</p> |  | <p>Green</p> <p>Targeted consultation of service users took place from September - December 2008. The planned mini-census of youth service users did not take place in February, however amendments have been made to the youth service registration form for young people to include equalities information across the six strands and is in circulation with youth workers. New equalities monitoring guidelines have been circulated to all youth work staff.</p> |  |
| <p>Increase access to employment for disabled people and people with mental health problems</p> <p>Contact Officer:</p>   | <p>Increase number of cases managed by Adult Social Care Services referred to employment projects</p>  |  | <p>Red</p> <p>A process has been established for cases involving mental health issues to be referred to employment projects. However, because of limited resources, there will be a delay in implementing the same process for cases involving learning disabilities. This</p>   |  |

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| <p>Deborah Clarke, Joint Director of Human Resources and Tower Hamlets Primary Care Trust, Resources Directorate</p> <p>Lead Officer: Cllr Sirajul Islam</p> |   | <p>will now be completed by the end of the year. Other work is being progressed through the partnership boards subgroups.</p> <p>Commissioning planning has focussed on development of Working Neighbourhood Funds proposals.</p> <p>Over the last year, substantial improvements have been made by implementing employment support in Community Mental Health Teams. This is aimed at improving pathways for people in contact with secondary mental health services.</p> <p>In relation to people with moderate to mild mental health problems, the Improved Access to Psychological Services programme will come on line in 2009. This is expected to include dedicated employment advisors.</p> <p>In relation to Learning and other Disabilities, programmes of support are being rolled out through Working Neighbourhood Funds. In relation to Learning Disabilities, this requires substantial discussion in relation to employer support.</p> |            |
| <p>Increase the extent to which the PCT and the Council are viewed as desirable and accessible places to work</p> <p>Contact Officer:</p>                    | <p>Communications in both the PCT and the Council to work to establish a compelling employer brand focusing on the local community and making them a place where local people want to</p> | <p>Tower Hamlets adverts have been redesigned into the new skyline format, using images of the community plan and iconic images of the borough. The new format adverts are already used within EEL and will shortly be rolled out to all recruitment advertising.</p>  | <p>Red</p> |

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| <p>Deborah Clarke, Joint Director of Human Resources and Tower Hamlets Primary Care Trust, Resources Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>work.</p> | <p>Work has started to review the recruitment pages of the TH website to provide adequate information around working for the Council and make it more attractive to job seekers, mainly focusing on the local community.</p> <p>Open days for Contract Services were held in April 09 using a new format recruitment process to employ high volumes of vacancies within the shorted period of time. A total of 85 candidates were appointed.</p> <p>Working in conjunction with the JCP, TH NHS the Council participated in a careers fair in May 09 which was attended by between 200 and 250 people.</p> <p>In order to ensure a broader range of BME candidates are attracted to the Council's senior management positions, a review has commenced to make more effective use of executive recruitment and search consultancies.</p> <p>The Council continues its commitment to advertise all vacancies to the community through its local paper – East End Life.</p> <p>One of the Council's objectives is to review the over arching branding of the organisation. The use of a branding agency to support the current HR improvement programme is being considered.</p> <p>To ensure that NHS Tower Hamlets attracts and increases the number of applicants and employees</p> |
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| <p>Increase the extent to which the PCT and the Council are viewed as desirable and accessible places to work</p> <p>Contact Officer:<br/>Deborah Clarke, Joint Director of Human Resources and Tower Hamlets Primary Care Trust, Resources Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>Establish talent pool of potential applicants who are looking for jobs in the public sector, across both the council and the PCT and ensure that good but unsuccessful BME/disabled candidates are encouraged to apply for further jobs</p> | <p>from the local community, the number of roles advertised in East End Life has been increased.</p> <p>The first interation of the talent pool (mytowerhamletsjobs.com) was piloted between October 2008 and January 2009. It has been used for entry level positions in NHS Tower Hamlets.</p> <p>As a result of the pilot, the model is being improved and will be rolled out from July 2009. A further extension of the project is planned for the same time. This will offer further support to candidates who face significant barriers to entering the labour market.</p> | <p>Red</p>   |
| <p>Increase the extent to which the PCT and the Council are viewed as desirable and accessible places to work</p> <p>Contact Officer:<br/>Deborah Clarke, Joint Director of Human Resources and Tower Hamlets Primary Care Trust, Resources Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>Establish local recruitment methods for entry level positions</p>   | <p>As noted above, the Council has used jobs fairs and open days to support the employment of the local community into entry level positions.</p> <p>The Council is looking at ways to increase distribution of its Vacancy List to local community based organisations to increase awareness of the jobs available within the Council.</p>  | <p>Green</p> |
| <p>Increase the extent to which the Council's temporary workforce reflects the community</p>   | <p>Incorporate monitoring of six equality strands into Comensura system and produce report on</p>  | <p>Comensura provide monitoring information of all agency staff contracted by the Council base on the six equality strands. These reports are now incorporated</p>   | <p>Green</p> |

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| <p>Contact Officer:<br/>Deborah Clarke, Joint Director of Human Resources and Tower Hamlets Primary Care Trust, Resources Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p>   | <p>equalities profile of temporary staff to inform refresh of Workforce to Reflect the Community strategy</p>   | <p>into the Council's Workforce to Reflect the Community monitoring. This was recently presented to Cabinet in April 2009</p>  |              |
| <p>Identify and remove barriers to employment for target groups and help people to get employment by ensuring there is support and training before and after they get a job</p> <p>Contact Officer:<br/>Sue Hinds, Access to Employment Manager, Development and Renewal Directorate</p> <p>Lead Member: Cllr Alibor Choudhury</p> | <p>Implement and commence delivery of City Strategy Single Point of Access pilot programme integrating Council-led employment activities and advice into current Council activities such as Extended Schools provision, Children's Centres, Community Hubs and Idea Stores.</p> | <p>The figure as at mid March 09 is 640 local workless residents assisted into employment through the City Strategy approach against a target of 600</p> <p>The City Strategy has been extended to March 2011 with the assumption that local authorities will use their WNF or other funds to continue the 'no wrong door' family centred approach. Funding has been secured from WNF to continue the family focus approach.</p> <p>External evaluation complete. Local evaluation paper being drafted and will be fed into discussion on progress of WNF</p> <p>An integrated approach to debt management has been achieved by ensuring that organisations that are funded to deliver community hub services or delivering employment and training initiatives add value to that provision through accessing support from funded advice agencies to undertake better off calculations to maximise access to in work benefits; as well as providing basic financial management/budgeting skills;</p> | <p>Green</p> |

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| <p>Update evidence base and develop an economic development strategy to better inform key priorities for the borough</p> <p>Contact Officer:<br/>Sue Hinds, Access to Employment Manager, Development and Renewal Directorate</p> <p>Lead Member: Cllr Alibor Choudhury</p>                 | <p>Develop employment strategy which addresses equalities profile of unemployment and worklessness in the borough.</p>   | <p>and access to Credit Union services.</p> <p>Employment Strategy agreed at Cabinet in January 2009.</p> <p>Changes from Government now charge us with providing an economic assessment by 2010 and an employment and skills plan alongside the WNF. These will form part of our Economic strategy. The Enterprise strategy on target for June cabinet and alongside our Employment strategy will form our economic development strategy.</p> | <p>Green</p> |
| <p>Develop joint partnership programmes of employability interventions to augment/improve mainstream provision of employment support</p> <p>Contact Officer:<br/>Sue Hinds, Access to Employment Manager, Development and Renewal Directorate</p> <p>Lead Member: Cllr Alibor Choudhury</p> | <p>Develop the Working Neighbourhoods Fund commissioning strategy to include work with excluded groups with a clear focus on moving people into employment<br/>Joint partnership programme plans developed</p> | <p>Working Neighbourhood Fund allocation agreed. Service level agreements in place and tracking and monitoring systems developed. Quarterly reports to Prosperous Communities Community Plan Delivery Group will provide updates of progress.</p>  | <p>Green</p> |



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| <p>Enhance our understanding of the experience and needs of women and disabled people in the local labour market</p> <p>Contact Officer:<br/>Michael Keating, Service Head, Scrutiny and Equalities, s, Chief Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>Commission research on labour market experiences of women</p>   | <p>The Gender Equality Monitoring Group held a review meeting in March 2009 involving Job Centre Plus, Development and Renewal, Tower Hamlets Partnership, Children's Services and Scrutiny and Equalities to assess all current research on women in the labour market. A specification for the research has now been drawn up and application submitted by University of East London to Heritage Lottery Fund.</p>   | <p>Red</p>   |
|  | <p>Promote awareness of employers' responsibilities under the Disability Discrimination Act (DDA) and the benefits of employing disabled people through the Council's Business Forum lunch seminars.</p> | <p>The Council's Business Forum has</p> <p>The Disability Employment Initiative Group was convened in the autumn of 2008 and is strongly supported by the Scrutiny &amp; Equalities Team, Adult Health &amp; Wellbeing and HR. The specialist support/brokerage role is provided by the Job &amp; Training Opportunities Service for Disabled People at The Tower Project (TTP).</p> <p>From April 2009, TTP is being supported for two years under the Working Neighbourhood Funding (WNF) and London Councils/ European Social Funding (ESF) to further increase its current capacity to support employers and make available paid and unpaid opportunities to local disabled people. We are currently piloting this with Veolia, Greenwich Leisure Ltd and the Idea Stores.</p> <p>Discussions, actions and positive progressions from this group will be fed back strategically to the Employment Task Group/ Prosperous Communities Group and others.</p> | <p>Green</p> |



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| <p>Develop a strategic framework to promote sustainability and enterprise in our communities</p> <p>Contact Officer:<br/>Robin Beattie, Acting Head, Strategy and Performance, Communities, Localities and Culture Directorate</p> <p>Lead Member: Cllr Rofique U. Ahmed</p> | <p>Further develop Muslim Women's Collective (MWC)</p> | <p>Vision document for future of the Muslim Women's Collective (MWC) produced. This has informed the development of a delivery plan to inform business planning processes and negotiation with major funders which is currently being implemented and overseen by the MWC Board.</p> | <p>Green</p> |
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| Objective   | Key Activity  | Progress  | Red, Amber, Green |
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| <p><b>Support participation and engagement of equality target groups in decision making and active citizenship activities</b></p>   |   |   |                   |
| <p>Develop robust mechanisms for involvement of service users in Adults Health and Social Care Services</p> <p>Contact Officer:<br/>Deborah Cohen, Service Head Health and Disability, Adults Health and Wellbeing Directorate</p> <p>Lead Members: Cllr Anwara Ali</p> | <p>Develop Service User Involvement Plan</p>              | <p>The Service Users Involvement strategy is in the process of being completed and has the following mile-stones</p> <p>(1) Document ready by September '09<br/>(2) Service users engagement programme September-December '09</p> | <p>Red</p>        |
| <p>Engage in Olympic legacy masterplan process to secure maximum benefits for Tower</p>   | <p>Consultation on Olympic Masterplan in October 2008</p> | <p>The draft Preferred Option consultation (Output C) took place in the 6 weeks between 9th February and 22nd March 2009. The LDA (and master-planners</p>  | <p>Red</p>        |

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| <p>Hamlets from legacy</p> <p>Contact Officer:<br/>Nick Smales, Service Head, Olympics and Paralympic Games, Development and Renewal Directorate</p> <p>Lead Member: Cllr Ohid Ahmed</p>  |  | <p>EDAW) presented to LAB on 28/01/09 and a senior officer workshop (with EDAW and LDA) was held on 18th March 2009. A seven page letter responding to the consultation was sent to the LDA within the consultation time-frame.</p> <p>Formalised comments have been processed and submitted to the LDA – we are currently waiting a response to our feedback concerning incorporation into the master plan.</p> <p>The preferred option master plan is due for formal consultation June/July 2009. However, complexity surrounds achieving this milestone as we are not the client, hence whilst this is of major strategic importance to us, ultimately the ability to have our views incorporate into the master plan is outside of our management control.</p> |       |
| <p>Develop the Women into Public Life programme to increase the number of women taking up positions in local representation structures</p> <p>Contact Officer:<br/>John Williams, Service Head- Democratic Services, Democratic Renewal &amp; Engagement, Chief Executive's Directorate</p> | <p>Deliver Future Women Councillors training programme</p> | <p>Programme successfully completed February 09. 10 local women maintained a high level of participation throughout the initiative and programme certificates were presented by Baroness Uddin at the House of Lords. Outcomes delivered through the initiative include:</p> <ul style="list-style-type: none"> <li>- one of the Aspiring Councillors being selected to stand as a Conservative candidate at next year's local elections;</li> <li>- 6 of the Aspiring Councillors participating in a range of Overview and Scrutiny reviews as co-opted members;</li> <li>- 4 of the Aspiring Leaders engaged as LAP</li> </ul>   | Green |

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| Lead Member: Cllr Sirajul Islam  |   | <ul style="list-style-type: none"> <li>steering group members; and</li> <li>1 of the Aspiring Councillors appointed as an independent member of the Standards Committee</li> </ul>   |       |
| <p>Ensure that the needs and views of equality target groups are effectively reflected in local decision making and service review mechanisms</p> <p>Contact Officer:<br/>Shazia Hussain, Interim Director of Tower Hamlets Partnership, Communities, Localities and Culture Directorate</p> <p>Lead Member: Cllr Ohid Ahmed</p> | Review governance structures of the Tower Hamlets Partnership | <p>A strategic level Equalities Impact Assessment of the governance structure of the Tower Hamlets Partnership was completed in December 2008. The findings of the Assessment were discussed at a workshop of the Corporate Equalities Steering Group and an action plan has been developed to address issues of under representation of specific groups. These actions will be taken forward as part of the 2009-10 Diversity and Equality Action Plan.</p> | Green |

| Objective  | Key Activity  | Progress  | Red, Amber, Green |
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| <b>Support and promote community cohesion, including: Embedding cohesion considerations into planning in key policy areas (Education, Community Safety and Housing); Support positive activities that bring people together and build bridges between communities; Support interaction between new and existing communities and; tackle all forms of discrimination and harassment</b> |   |   |                   |
| Positively re-integrate young people who offend  | Implement the Race Audit action plan agreed by the Police, CPS, YOT & the Court to monitor the ethnic composition of offenders. | Plan implemented and agency actions completed.  | Green             |
| Contact Officer:<br>Stuart Johnson, Youth Offending Team Manager, Children's   |   | Monitoring group no longer meets, though monitoring statistics are returned by the YOT to the YJB each quarter. | Green             |

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| <p>Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p> <p>Promote and support community cohesion among children and young people.</p> <p>Contact Officer:<br/>Mary Durkin, Service Head,<br/>Youth Offending Team,<br/>Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p> | <p>"Tolerance in Diversity" - facilitate short term peer led projects themed on discrimination &amp; hate crimes</p>   | <p>Awaiting YJB National comparator figures (expected end May 09) and guidance on future targets/actions.</p> <p>Two secondary school projects completed</p> <p>Community Cohesion Conference has taken place to disseminate success of projects. OFSTED Community Cohesion judgements to date 100% good or better</p> | <p>Green</p> |
|   | <p>Deliver school, after-school and community based intergenerational projects which reduce mistrust and animosity between generations, building positive relationships and understanding between people of different generations, and often thus between cultures</p> <p>Improve uptake of out of school activities by young people to ensure cross – community</p> | <p>This has been completed with Magic Me. Update to follow week commencing 25 May</p>  | <p>Green</p> |
|   |  | <p>Not completed. Initial enquiries have been made with teams in Extended Services. The Extended Schools Cluster Manager has been trained in EYS so that</p>   | <p>Red</p>   |

|   | engagement   | suitability of the system can be assessed.  | Green |
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| <p>Reduce the risk of young people becoming victims of crime, and improve their perception of safety in the local area</p> <p>Contact Officer:<br/>Mary Durkin, Service Head,<br/>Youth Offending Team,<br/>Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p>                            | <p>Increase awareness of the impact of disability and disfigurement bullying, cyber bullying and homophobic bullying</p> <p>Set up a commission into the Public Safety of children and young people in Tower Hamlets to address the dual issues of violence by groups of young people and the safety of the local community, particularly of young people themselves</p> | <p>Governors session held and governors invited to LGBT History Month events</p> <p>School Anti-bullying policies collated and feedback given</p> <p>Anti-bullying toolkit circulated. Bullying hotline set up.</p> <p>The Commission has been set up and has met five times. A report of the Commission's findings has been produced and is being implemented.</p> | Green |
| <p>Develop a delivery plan to respond to the report of the Commission on Cohesion and Integration to include a cross-borough bridging activities</p> <p>Contact Officer:<br/>Michael Keating, Service Head,<br/>Scrutiny and Equalities, Chief Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>'One Tower Hamlets' delivery plan developed by September 2008</p> <p>Local Community Cohesion Impact Assessment (CCIA) tool developed by September 2008</p>   | <p>One Tower Hamlets delivery framework agreed by Tower Hamlets Partnership Executive in November 2008. Framework includes commitments to carry out One Tower Hamlets Challenge Sessions with all Community Plan Delivery Groups (CPDG) by July 2009 to strengthen the One Tower Hamlets contribution of each CPDG.</p>   | Green |
| <p>Implement Community Cohesion Impact Assessment procedures within service planning in priority</p>  |  | <p>Tool developed and used to assess impact of the Preventing Violent Extremism programme and the Brick Lane Cultural Trail on community cohesion.</p>  | Green |

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| <p>areas</p> <p>Contact Officer:<br/>Michael Keating, Service Head,<br/>Scrutiny and Equalities, Chief<br/>Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p>   |  | <p>Assessment process resulted in action plan being put in place to mitigate adverse impacts.</p>  |              |
| <p>Enhance our understanding of the profile and needs of new communities through work with the Refugee and New Residents Forum</p> <p>Contact Officer:<br/>Michael Keating, Service Head,<br/>Scrutiny and Equalities, Chief<br/>Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>Develop a work programme for the Refugee and New Residents Forum</p> <p>Support the delivery of the New Migrants Integration Initiative</p> | <p>Work programme developed. Four quarterly meetings held, two of which looked specifically at ESOL and access to information.</p> <p>New Migrants Integration Initiative 2007/08 has been successfully delivered. Key outputs include:</p> <ul style="list-style-type: none"> <li>▪ 105 Welcome Pack CD ROMs distributed to various organisations within Tower hamlets including libraries, training and employment agencies, support service providers, educational outlets, community service and centres. 888 hits were made on the Welcome Pack web page</li> <li>▪ Recruited 42 new residents to the move on courses and ran 2 workshops with a total of 26 individuals originating from 12 countries.</li> <li>▪ 33 members of frontline staff received new migrants training over four separate sessions.</li> <li>▪ New Voices Inter-cultural event held with over 2000 participants</li> </ul> | <p>Green</p> |
| <p>Develop the ability of the Council and its partners to monitor community tensions</p> <p>Contact Officer:</p>  | <p>Review the role of the Community Cohesion Contingency Planning and Tension Monitoring Group to ensure effective links to other</p>          | <p>Community Cohesion Contingency Planning and Tension Monitoring Group protocol reviewed and updated in March 2009.</p> <p>CCCPTMG has been linked into the Safe and</p>  | <p>Green</p> |

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| <p>Michael Keating, Service Head, Scrutiny and Equalities, Chief Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> <p>Extend 'No Place for Hate' communications campaign to address all six hate crime strands</p> <p>Contact Officer:<br/>Michael Keating, Service Head, Scrutiny and Equalities, Chief Executive's Directorate</p> | <p>partnership groups</p>   | <p>Supportive Delivery Group structure and operates as a project assurance group for the Preventing Violent Extremism programme.</p>   |              |
| <p>Lead Member: Cllr Sirajul Islam</p> <p>Develop and deliver Preventing Violent Extremism delivery plan in line with national guidance, drawing on local research and policy development</p> <p>Contact Officer:<br/>Michael Keating, Service Head, Scrutiny and Equalities, Chief Executive's Directorate</p>                                       | <p>Incorporate 'No Place for Hate' messages in Community Plan marketing campaign</p> <p>Develop and deliver Preventing Violent Extremism programme in partnership with colleagues in the Police, criminal justice services and voluntary sector</p> | <p>'No Place for Hate Crime' Pledge was launched in December 2008. A number of individuals and organisations have signed up but the communication of the message needs strengthening to increase participation and embed the message more effectively.</p> <p>Preventing Violent Extremism (PVE) programme has been established and performance against National Indicator 35 ('Resilience to Violent Extremism') has improved from 12/20 in 2007-08 to 16/20 in 2008/09. We have received positive feedback from Government Office for London on our PVE Action Plan and have been invited to share our best practice with regional, national and international partners.</p> | <p>Green</p> |
| <p>Lead Member: Cllr Abdal Ullah</p> <p>Enhance our understanding of the needs of victims of hate crime</p> <p>Contact Officer:</p>   | <p>Commission Hate Crime Victim Needs Analysis</p>  | <p>Michael Bell Associates were commissioned to undertake this research, which included in depth interviews with 28 victims of hate, 14 key stakeholders, and a focus group session with Youth No Place for Hate Champions. The report, while very</p>   | <p>Green</p> |



| <p>Andy Bamber, Service Head, Community Safety, Communities, Localities and Culture</p> <p>Lead Member: Cllr Abdal Ullah</p>   |  | <p>positive about the approach taken to hate crime in the borough to date, makes 31 recommendations that could further develop and enhance our approach, with greater emphasis on prevention and cohesion work. RHIAF is now in the process of reviewing the recommendations and putting together an action plan to address them.</p>                                     |                   |
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| Objective  | Key Activity   | Progress  | Red, Amber, Green |
| <p><b>Access to services: Address evidence of differential access to services for equality target groups to ensure that services within the Council and the wider partnership meet the needs of our communities effectively</b></p> <p>Improve the emotional well-being and mental health of children and young people by increasing the focus on early intervention and improving access for mental health services for vulnerable groups.</p> <p>Contact Officer:<br/>Helen Jenner, Service Head, Early Years Children and Learning, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p> <p>Continue to reduce teenage pregnancy in the borough, particularly in high incidence</p> | <p>Support schools to ensure that the emotional well-being of pupils is addressed effectively through the curriculum by continuing to implement the Social and Emotional Aspects of Learning (SEAL) strategy effectively</p> | <p><b>Access to services for equality target groups to ensure that services within the Council and the wider partnership meet the needs of our communities effectively</b></p> <p>Social and Emotional Aspects of Learning strategy implemented in all primary schools</p> <p>Support has been extended and is being delivered through schools and Children's Centres</p> | <p>Green</p>      |
| <p>Continue to reduce teenage pregnancy in the borough, particularly in high incidence</p>   | <p>Implement ASPIRE pilot project with year 9 &amp; 10 to prevent unplanned pregnancy, doing</p>   | <p>Completed. ASPIRE pilot project delivered. 3 further programmes planned for 2009/10. All Connexions and New Start staff trained in Sex and Relationship</p>  | <p>Green</p>      |



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| <p>areas, and raise awareness of sexual health risks among children and young people under the age of 19.</p> <p>Contact Officer: Helen Jenner, Service Head Early Years Children and Learning, Children's Services</p> <p>Lead Member: Cllr Clair Hawkins</p> | <p>targeted work with girls at risk, to improve educational achievement and boost self-esteem</p>  | <p>Education and condom distribution.</p>   | <p style="background-color: #00FF00;"></p>      |
| <p>Improve access to and quality of support to children and young people with disabilities and their families.</p> <p>Contact Officer: Kamini Rambellas, Service Head Childrens Social Care, Childrens Services</p> <p>Lead Member: Cllr Clair Hawkins</p>     | <p>Consult with children with disabilities to inform the commissioning process for personal care providers.</p>  | <p>Coram and Eva Armsby running courses for parents of children with disabilities. SFSC course for parents of hearing impaired children run.</p> <p>Leaflets promoting direct payment were produced and distributed via the Children's Information Service and the Lead Professional for Young People.</p>  | <p style="background-color: #00FF00;">Green</p> |
| <p>Continue to protect children from risk of harm and neglect</p> <p>Contact Officer:<br/>Kamini Ramballas, Service Head, Social Care, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p>  | <p>Review the work carried out within faith, and other communities in Tower Hamlets, and to target input into the leaders of those communities, through training, coaching and other forms of support, to facilitate their direct involvement in preventative work with families</p> | <p>The seminar was to be held on the 12th March 2009. The Safeguarding Handbook was launched on the day.</p> <p>Coram report was presented to the LSCB Executive Board in March. It was decided a small additional piece of work needs to be completed. The report will be tabled at the May Board meeting.</p> <p>This is completed. In the end 9 child protection</p> | <p style="background-color: #FF0000;">Red</p>   |

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|   |   | training sessions were carried out.<br><br>Problems remain unresolved and therefore the work has not been completed. There are two imams at East London Mosque who has been dealing with issues of domestic violence, it has not been possible to provide them with any formal training. |       |
| To develop a continuum of parenting support from early intervention through targeted and specialist multi-agency services to the use of enforcement measures<br><br>Contact Officer:<br>Helen Jenner, Service Head, Early Years Children and Learning, Children's Services Directorate<br><br>Lead Member: Cllr Clair Hawkins | Embed the Family Intervention Programme, focusing on the needs of families of offenders and those with complex and multiple problems.<br><br>Ensure that children and families affected by domestic violence are identified, assessed and offered appropriate protection and support at the earliest opportunity. | The FIP project is embedded and funding is confirmed until 2011<br><br>The Parenting Practitioner (Community Safety) responsibility was transferred to me (Nikki Bradley) by Philippa Chipping in May 2008   | Green |
| Through personalised learning accelerate improvements in attainment with a particular focus on key stages 1 and 3 and GCSE English and Maths<br><br>Contact Officer:  | Focus on improving the attainment of pupils with English as an additional language in schools, through guidance and advice on developing effective leadership & management and quality first teaching.  | Review commissioning therapeutic services family support services for mothers and children has been commissioned.  | Green |
|   |   | Termly meetings are held regularly, advertised in the PDC brochure and flyers and email sent to school EMA coordinators ensure as many schools as possible are represented at these meetings.  | Green |

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| <p>Helen Jenner, Service Head, Early Years Children and Learning, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p>  |   |  |              |
| <p>Improve transition at all key points, with a particular emphasis on the transition from primary to secondary, statutory to post 16 provision and from education to adult life.</p> <p>Contact Officer:<br/>Helen Jenner, Service Head, Early Years Children and Learning, Children's Services Directorate</p> <p>Lead Member: Cllr Clair Hawkins</p> | <p>Improve post-16 transition support, particularly for vulnerable groups.</p>  | <p>Transition Planning Group established. Year 9 transition plans monitored.</p>   | <p>Green</p> |
| <p>Improve the representation of equality target groups accessing youth services</p> <p>Contact Officer: Mary Durkin, Service Head Youth and Community Learning, Children's Services</p> <p>Lead Member: Clair Hawkins</p>  | <p>All Open Access Youth Provision contracts held by principal contractors to include five year targets to increase participation in relation to age, gender, disability and race to match the profile of the LAP area they are delivering in</p> | <p>Equalities targets for youth work contractors have been set for a 5 year period from April 2008. Targets are set for gender, race, age and disability strands. Representation of young women in the service has increased to 31.5%.</p> | <p>Green</p> |
| <p>Ensure that Council services are accessible to all equality target</p>   | <p>Undertake Strategic level EQIA of Customer Access</p>  | <p>The Strategic level EQIA was presented to the CESG in March 2009 with an Action Plan. Action completed</p>  | <p>Green</p> |

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| <p>groups</p> <p>Contact Officer:<br/>Claire Symonds, Service Head,<br/>Customer Access, Resources<br/>Directorate</p> <p>Lead Member: Cllr Joshua Peck</p>   |   | <p>from this EQIA, include Disability awareness training for all customer access staff, changes made to satisfaction survey to capture age, disability and ethnic background, and a review of Customer Promise. It is likely that a new improvement peer review will be undertaken. to review interpreting/translating services and other actions regarding accessibility.</p>   |       |
| <p>Ensure the Council makes available high quality interpreting and translation services which meet the needs of all service users however they chose to access our services</p> <p>Contact Officer:<br/>Michael Keating, Service Head,<br/>Scrutiny and Equalities, Chief<br/>Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p> | <p>Complete Review of Interpreting and Translation services, drawing on national guidance with a particular focus on needs of disabled service users</p>                    | <p>Initial review completed and findings suggest that further work is required to connect interpreting and translation services to wider work on improving customer access and communications. This work will be taken forward in the Diversity and Equality Action Plan 2009-10.</p>  | Green |
| <p>Create an inclusive environment for disabled people</p> <p>Contact Officer:<br/>Michael Keating, Service Head,<br/>Scrutiny and Equalities, Chief<br/>Executive's Directorate</p> <p>Lead Member: Cllr Sirajul Islam</p>   | <p>Review and update DDA audits of Council buildings to ensure action plans are in place to address outstanding issues in relation to the Disability Discrimination Act</p> | <p>Access statements highlighting a schedule of works have been completed for Mulberry Place, Gladstone Place, Bromley Public Hall, Jack Dash House and 62 Roman Road. A contractor has been approved and work will commence from June 2009. Anchorage House improvements have commenced as these are carried out by the landlord. All audit reports are available to view. Refurbishing of the lifts in both Mulberry Place and Anchorage House has</p> | Green |

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|  | <p>Produce Communications Guidance for all Council publications to ensure they meet best practice guidelines</p>   | <p>commenced.</p> <p>Work has commenced to design a dedicated disability information and guidance webpage on the staff Intranet. Staff will have access to electronic guides produced by the Employers Forum on Disability along with existing TH guidance and policies.</p>  | Green |
| <p>Support and improve access to open spaces</p> <p>Contact Officer:<br/>Nick Smales, Service Head, Olympics and Paralympic Games, Development and Renewal Directorate</p> <p>Lead Member: Cllr Ohid Ahmed</p> | <p>Increase the capacity of Councillors to respond to the needs and views of disabled constituents</p>   | <p>Raising the profile of disability issues has been an important area of work. As well as attending the Disabled Staff Forum, Cllr Islam has been involved in and delivered opening comments at The Map Squad, Sensory Impairment and deafPLUS and Employers' Forum on Disability lunchtime presentations. He also led the Members' evening session to promote deaf awareness and learn basic sign language.</p> <p>Vision statement for High Street 2012 completed.</p> | Green |
|  | <p>Progress the High Street 2012 concept, including public realm improvements, improved provision for pedestrians, reductions in street clutter and accessibility improvements</p> | <p>Vision statement for High Street 2012 completed.</p>   | Green |

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| Objective   | Key activities  | Progress  | Status       |
|---|---|---|--------------|
| <p><b>Ensure that the Council operates to the highest standards of equalities practice</b></p> <p><b>Ensure that Council's equality achievements are verified through internal scrutiny and validated through external scrutiny</b></p> | <ul style="list-style-type: none"> <li>▪ Collate revised Level 5 Equality Standard evidence and undertake self-assessment to verify performance on targets and outcomes for Level 5.</li> <li>▪ Undertake internal review to scrutinise and verify Council's Level 5 Standard equality achievements, involving Councillors and equality forum members.</li> <li>▪ External Peer Assessment undertaken to independently scrutinise and validate Council's Level 5 status against the revised Equality Standard for Local Government</li> </ul> | <p>Evidence for our Level 5 assessment was collated and submitted to our external IDeA assessor in January 2009.</p> <p>The self-assessment documentation was shared with colleagues from across the organisation and the external assessor presented her findings to the Leader's Advisory Board in March 2009.</p> <p>Our external assessment against the Equality Standard reaffirmed our Level 5 ranking and highlighted areas for further development to meet the requirements of the new Equalities Framework for Local Government.</p> | <p>Green</p> |

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| <p><b>Ensure that the Council has in place clear equality priorities and targets for all six equality strands</b></p>                    | <ul style="list-style-type: none"> <li>▪ Develop and Publish a revised Race Equality Scheme for 2008-11</li> <li>▪ Develop and publish a Faith, Religion and Belief Equality Scheme in consultation with the Tower Hamlets Inter-Faith Forum</li> <li>▪ Develop and publish a Age Equality Scheme in consultation with the Older People's Board and Tower Hamlets Youth Partnership</li> <li>▪ Develop and publish a Sexual Orientation Equality Scheme in consultation with LGBT staff and community forums.</li> <li>▪ Establish a Gender Equality Scheme Monitoring Group</li> <li>▪ Review Disability Equality Scheme</li> </ul> | <p>During 2008-09 we undertook research and consultation to develop Equality Schemes in relation to Religion/Belief, Age and Sexual Orientation, as well as refreshing our Race Equality Scheme. These Schemes were formally adopted by Cabinet in April 2009.</p> <p>In May 2008 we established a Gender Equality Scheme Monitoring Group. The Group is made up of officers from across all Directorates and meets quarterly to look at the themes outlined in the Scheme and assess progress in meeting objectives.</p> <p>Progress against the Disability equality Scheme is reviewed annually and in December 2008 a update report was published and made available via the Council's website.</p> | <p style="text-align: center;"><b>Green</b></p> |
| <p><b>Ensure that the Council is making progress in relation to equality in employment outcomes across all six equality strands.</b></p> | <ul style="list-style-type: none"> <li>▪ Produce and publish an employment monitoring report in relation to all six strands.</li> </ul>  | <p>This report was produced in May 2009 and is due to be published in June 2009 along with a series of actions to address evidence of under representation in the workforce which will be incorporated within the 2009-10 Diversity and Equality Action Plan.</p>  | <p style="text-align: center;"><b>Red</b></p>   |



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| <p><b>Ensure that equalities training effectively meet the requirements of Level 5 Equality Standard and the Council's Corporate, Gender, Race and Disability Equality Schemes.</b></p>                 | <ul style="list-style-type: none"> <li>▪ Undertake a comprehensive review of the Council's equalities training provision, including: a needs analysis and corporate/directorate/service level training provisions;</li> <li>▪ Based on the outcome of the review, CESG in partnership with Learning and Development to establish a programme of work to strengthen the Council's diversity and equalities training.</li> </ul> | <p>A comprehensive review of equalities training provision was completed in 2008 and an action plan agreed to improve consistency and quality of provision within Directorate and corporate Learning and Development programmes.</p> | <p style="background-color: #00FF00; text-align: center;">Green</p> |
| <p><b>Strengthen community engagement processes for designated community, staff and stakeholder groups to participate in the development of equality objectives, service design and employment.</b></p> | <ul style="list-style-type: none"> <li>▪ Undertake strategic level EQIA of Tower Hamlets Partnership governance structures and develop action plan to ensure consultation and involvement structures engage all communities across all six equality strands.</li> </ul>  | <p>This Equality Impact Assessment was completed in December 2008 and agreed actions have been incorporated within the Tower Hamlets Partnership work programme for 2009-10.</p>   | <p style="background-color: #00FF00; text-align: center;">Green</p> |
| <p><b>Further improve support to staff to undertake equality impact assessments</b></p>   | <ul style="list-style-type: none"> <li>▪ Produce EQIA electronic learning tool and EQIA electronic forms.</li> </ul>   | <p>A prototype Equality Impact Assessment e-learning tool has been produced but there have been delays in launching the final product due to</p>   | <p style="background-color: #FF0000; text-align: center;">Red</p>   |

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| <b>(EQIAs)</b>  |   | problems with the supplier's business.  |       |
| <b>Ensure that relevant human rights implications are considered within policies and practice</b>   | <ul style="list-style-type: none"> <li>▪ Establish guidance for staff on Human Rights legislation and its implications for Council services.</li> <li>▪ Hold a council training event on human rights legislation.</li> </ul>   | A Human Rights Working Group was convened in November 2008 to develop guidance for staff on human rights issues. The resulting guidance has been circulated to staff via the Corporate Equalities Steering Group.   | Green |
| <b>Ensure that the potential to promote diversity and equality through the procurement process is maximised</b>   | <ul style="list-style-type: none"> <li>▪ Review and reformulation of equalities criteria for procurement process</li> </ul>   | A comprehensive review of the procurement process was undertaken during 2008-09 to ensure that the process support our equalities objectives and policies. Revised procurement processes and documentation have been produced and will be launched at the Council's Equalities Conference in July 2009. | Green |
| <b>Address identified challenges/ barriers in undertaking effective equalities monitoring across 6 equality strands and improve the quality of monitoring data collected.</b> | <ul style="list-style-type: none"> <li>▪ Communicate key messages on why we monitor, our commitment to monitoring and the benefits of monitoring; produce FAQ card for staff; embed monitoring key messages into relevant corporate training events.</li> <li>▪ Publicise the benefits of equalities</li> </ul> | A postcard format FAQ card has been produced for both staff and residents to explain the purpose of collecting equalities monitoring information.<br><br>The New Managers training and Directorate training programmes have been adapted to include information for staff on the corporate equalities   | Green |

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|   | <p>monitoring through Manager's Briefing, Pulling Together and East End Life – seek to find meaningful examples of where monitoring has led to improvements.</p> <ul style="list-style-type: none"> <li>▪ Examine the possibility of holding training for managers on how to effectively utilise data on equalities profile of staff and service users</li> <li>▪ Examine how the Council can more effectively promote monitoring amongst service users in order to increase the quality of the data we receive</li> <li>▪ Examine current IT systems and the procurement of future systems to ensure that staff have adequate fields to be able to monitor on all six strands</li> </ul> | <p>monitoring policy and guidelines as part of the wider equalities training review.</p> <p>Work has been undertaken with Youth Services and Procurement to ensure that equalities monitoring information requirements are built into specifications for newly procured service user monitoring systems.</p> <p>The Equalities Review of Procurement has set clear requirements for suppliers to capture equalities monitoring information of service users and this will form one element of their performance monitoring requirements.</p> |              |
| <p><b>Continue to strengthen equalities practice across the borough working towards a Level 5 Borough</b></p> | <ul style="list-style-type: none"> <li>▪ Coordinate quarterly Diversity and Equality Network meetings and work to achieve established joint equality targets with partner organisations.</li> <li>▪ Improve the representation of RSLs on the Diversity and Equality Network</li> </ul>   | <p>The Diversity and Equality Network has continued to meet each quarter to hold workshop sessions to address the agreed work programme to move towards a 'Level 5 Borough'</p> <p>The membership of the network has expanded to over forty organisations, including seven RSLs, the London Fire</p>   | <p>Green</p> |

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|  |   | Brigade, Job Centre Plus and Thames Magistrates Court.   |       |
| <p><b>Further strengthen the mainstreaming of diversity and equality practice.</b></p> | <ul style="list-style-type: none"> <li>▪ Further develop equalities guidance in performance management and service planning toolkits.</li> <li>▪ Build equalities considerations into peer review of team plans.</li> </ul> | <p>Guidance on embedding equalities within business planning has been incorporated within team planning guidance and team plan peer assessors have received training to scrutinising and supporting improvements in the equalities content of team plans.</p>  |       |
| <p><b>Develop Member Capacity on diversity and equality</b></p>                        | <ul style="list-style-type: none"> <li>▪ Establish Members Equality Working Group</li> <li>▪ Support Members to establish a programme of work for the Group</li> </ul>  | <p>During the year a Members' Equalities Group was established and took forward work in the following areas:</p> <ul style="list-style-type: none"> <li>• Homophobic hate crime</li> <li>• Preventing Violent Extremism</li> <li>• New communities</li> </ul> <p>The Group has contributed to developing a more nuanced and sophisticated understanding of these issues and work is underway to embed the outcome of these workshop sessions within work programmes for 2009-10.</p> | Green |
| <p><b>Ensure that community cohesion impact is assessed for key</b></p>                | <ul style="list-style-type: none"> <li>▪ Develop a community cohesion impact assessment tool and embed into service planning</li> </ul>   | <p>A tool has been developed drawing on the national Assessment. It has been used to assess the impact of the Preventing Violent Extremism</p>   | Green |

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| <p><b>services.</b></p>  |  | <p>programme and the Brick Lane Cultural trail. The assessment process resulted in action plans being put together to mitigate adverse impact.</p>   |                     |
| <p><b>Develop the capacity of the Council to implement equalities objectives at strategic level.</b></p> | <ul style="list-style-type: none"> <li>▪ Undertake Strategic Level EQIAs of Workforce to Reflect the Community Strategy; Section 106 funding; Customer Access; Tower Hamlets Partnership.</li> </ul> | <p>Four strategic level Equality Impact Assessments have been completed and their findings and recommendations fed through to the Corporate Equalities Steering Group. Recommendations from all four Assessments have been embedded in relevant service plans and taken forward where relevant via the Diversity and Equality Action Plan 2009-10.</p> | <p><b>Green</b></p> |

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# Agenda Item 11.1

| Committee  | Date                      | Classification   | Report No. | Agenda Item No. |
|--|---------------------------|--|------------|-----------------|
| Overview and Scrutiny Committee  | 9 <sup>th</sup> June 2009 | Unrestricted   |            | 11.1            |
| <b>Report of:</b><br>Lutfur Ali,<br>Assistant Chief Executive            |                           | <b>Title:</b><br>Report of the Scrutiny Review Working Group on Affordable Homeownership |            |                 |
| <b>Originating Officer(s):</b><br>Jebin Syeda<br>Scrutiny Policy Officer |                           | <b>Ward(s) affected: All</b>   |            |                 |

## 1. Summary

- 1.1 This paper submits the report and recommendations of the Affordable Homeownership Working Group for consideration by the Overview and Scrutiny Committee.

## 2. Recommendations

It is recommended that Overview and Scrutiny Committee:

- 2.1 Endorse the draft report.
- 2.2 That the Service Head, Scrutiny and Equalities be authorised to agree the final report before submission to Cabinet, after consultation with the Scrutiny Lead for A Great Place to Live.

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### LOCAL GOVERNMENT ACT, 1972 (AS AMENDED) SECTION 100D

#### ***LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT***

Background paper

Name and telephone number of and address where open to inspection

Jebin Syeda, Scrutiny Policy Officer – ext. 0941  
Scrutiny team files

### **3. Background**

3.1 The Affordable Homeownership Scrutiny Review Working Group was established in November 2008 and undertook its work over six months. Chaired by Councillor Waiseul Islam, Scrutiny Lead for A Great Place to Live, the key aim of the review was to look at the difficulties of accessing affordable homeownership. It has always been of concern to local residents and this has been heightened by the current economic down-turn, particularly as the pressures on social housing continue to grow. To complete their investigation the Working Group considered:

- Access to current affordable homeownership, including advertising and take-up of schemes;
- Affordability of shared ownership as a current model, considering rent and service charge calculations;
- The role of developers in making homeownership more affordable and accessible for local people;
- Alternative model(s) of affordable homeownership.

3.2 The Working Group undertook a site visit to a number of shared ownership schemes and considered the value of the properties and schemes for local residents. This provided them with an understanding of the practical aspects of the schemes – how they are designed and developed and what the financial impact might be for local residents.

3.3 The Working Group heard from a Commissioner from the Commission of Mutual and Co-operative Housing on community land trust model. The Housing Director of Coin Street Community Builders presented on the history of its development and a local resident attended to share the experience of living in a local 'shared equity' scheme. These have all informed and inspired Members to hold a high level of debate on alternative models.

3.4 The report with recommendations is attached at Appendix A.

3.5 Once agreed, the Working Group's report and action plan will be submitted to Cabinet for a response to the recommendations.

### **4. Concurrent Report of the Assistant Chief Executive (Legal)**

4.1 The Council is required by section 21 of the Local Government Act 2000 to have an Overview and Scrutiny committee and to have executive arrangements that ensure the committee has specified powers. Consistent with this obligation, Article 6 of the Council's Constitution provides that the Overview and Scrutiny Committee shall make reports and recommendations to the Full Council or the Executive in connection with the discharge of any functions. The attached report contains recommendations in relation to affordable home ownership. It is open to the Overview and Scrutiny Committee to agree the report for presentation to Cabinet.

### **5. Comments of the Chief Financial Officer**



5.1 Finance comments will be tabled at the Overview and Scrutiny Committee meeting on 9<sup>th</sup> June 2009.

## **6. One Tower Hamlets considerations**

6.1 Key to the Community Plan theme of A Great Place to Live is giving people an opportunity to live in decent homes which they can afford. Members were acutely aware of the potential negative impact of housing on local people and that any new model might deliver a small number of units in an area where demand is high. The aim of the recommendations is to improve access to services for affordable homeownership and to introduce models which would make homeownership more affordable to local people.

## **7. Risk Management**

7.1 There are no direct risk management implications arising from the Working Group's report or recommendations.

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**London Borough of Tower Hamlets**

**Report of the Scrutiny Review Working Group on  
Affordable Homeownership**

**June 2009**

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## **Acknowledgements**

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The Scrutiny Review Working Group would like to thank all the officers, Common Housing Register partners, developers and other stakeholders who have contributed

and supported this review. The Working Group would like to thank in particular the resident of Glenkerry Housing Co-operative for openly sharing his experiences. The contributions of all those involved has helped to shape the final recommendations which are contained within this report.

**Working Group Chair:**

Councillor Waiseul Islam

**Working Group Members:**

Councillor Alex Heslop

Councillor Dulal Uddin

Councillor Rania Khan

Councillor Shahed Ali

Councillor Oliur Rahman

Councillor Timothy Archer

**Other Members:**

Councillor Ahmed Hussain

Councillor Marc Francis – Lead Member for Housing and Development

**Co-opted Members:**

Sunita Gupta – Future Women Councillor Initiative

Crissy Townsend – Future Women Councillor Initiative

**London Borough of Tower Hamlets:**

Paul Evans – Interim Corporate Director Development and Renewal (Until February 2009)

Jackie Odunoye – Interim Service Head Housing Strategy and Development, Development and Renewal

John Coker – Strategic Housing Manager, Development and Renewal

Jen Pepper – Affordable Programmes Manager, Development and Renewal

Alison Thomas – Private Sector and Affordable Housing Manager, Development and Renewal

**Scrutiny and Equalities:**

Michael Keating – Service Head Scrutiny and Equalities

Jebin Syeda – Scrutiny Policy Officer

Afazul Hoque –Scrutiny Policy Manager

Forida Khanom – Graduate Trainee

**External:**

Resident – **Glenkerry Housing Co-operative**

Michael Tyrell – Chief Executive, **Tower Hamlets Community Housing**

Gavin Cansfield – Chief Executive, **Tower Hamlets Homes**

Joan Murphy - Director Strategic Operations, **Poplar Harca**

Sandra Fawcett – Housing Director, **SWAN Housing Group**

John Brewster – Assistant Chief Executive and Director of New Business and Partnerships, **Gateway Housing**

Steve Patching – Marketing Manger, **Gateway Housing**

Geoff Pearce – Group Director of Development, **East Thames Group**

Nick Drew – Partnership Director, **Telford Homes Plc**

Christine Czechowski – Housing Director, **Coin Street Community Builders**

David Rodgers – Commissioner, **Commission for Mutual and Co-operative Housing**

James Macpherson – Assistant Director of New Business, **Notting Hill Housing**

Historically housing has always aroused passions. This is more so in Tower Hamlets, home to diverse communities of people who arrive from other parts of Britain and abroad, settle here and then gradually disperse to other areas making way for new settlers. Tower Hamlets is also the hub of business with Docklands in the south of the borough. It is a key location for those who want to work and live here. With changes in social and market housing, coupled with the economic pressures of today, we need to find ways of alleviating the pressures on social housing and to bring about opportunities to support those who aspire to homeownership.

Overcrowding and the demand for social housing have continued to rise locally and shared ownership schemes designed to assist people into homeownership haven't been as successful as anticipated.

This report follows a six month enquiry in which the Working Group visited shared ownership schemes open to local residents and engaged external expertise on the concept of community land trust model. We also invited a number of developers to our meetings and they contributed ideas for making homeownership more accessible for local people.

The review also heard from a local resident living in a shared equity model of housing. This proved to be a useful insight into access to homeownership and community led models.

This has been a challenging review to work on however we believe we have set out a number of recommendations to match the challenges of the times we live in. We urge those responsible and involved in housing to work together to address the issues and recommendations highlighted in this report. In the spirit of partnership we would ask that the recommendations are developed through the Tower Hamlets Housing Forum with the involvement of the Housing Options Zone Agent to enable all our partners to take part in taking forward affordable homeownership.

I would like to thank all the officers and the Working Group Councillors for their contributions to this review.

**Councillor Waiseul Islam**  
**Scrutiny Lead, A Great Place to Live**

1. During 2007/08 Overview and Scrutiny undertook a review on the Choice Based Lettings scheme. The review identified overcrowding, the lack of affordable homeownership and its impact on social housing as key challenges for the borough. This Working Group therefore wanted to develop a better understanding of affordable homeownership and the difficulties of accessing and maintaining it. Members were keen to explore local solutions to these problems.
2. The Affordable Homeownership Scrutiny Review Working Group was established in November 2008 and undertook its work over six months. Chaired by Councillor Waiseul Islam, Scrutiny Lead for A Great Place to Live, the key aim of the review was to look at the difficulties of accessing affordable homeownership. It has always been of concern to local residents and this has been heightened by the current economic down-turn, particularly as the pressures on social housing continue to grow. To complete their investigation the Working Group considered:
  - Access to current affordable homeownership, including advertising and take-up of schemes;
  - Affordability of shared ownership as a current model, considering rent and service charge calculations;
  - The role of developers in making homeownership more affordable and accessible for local people;
  - Alternative model(s) of affordable homeownership.
3. A number of key issues were noted at the outset, including the complexity of the housing market and housing need. The challenges for residents in obtaining the necessary finance to access homeownership and the challenges for the local authority and developers in the current economic climate. In particular, the challenges of agreeing and introducing an untested local model were noted.
4. The Working Group undertook a site visit to a number of shared ownership schemes and considered the value of the properties and schemes for local residents. This provided them with an understanding of the practical aspects of the schemes – how they are designed and developed and what the financial impact might be for local residents.
5. A Commissioner from the Commission of Mutual and Co-operative Housing provided information on the community land trust (CLT) model. This session was attended by registered social landlords (RSLs) and developers. The information presented by the Commissioner on how CLTs work remained a key issue throughout the review. They also heard from Coin Street Community Builders and from a local resident living in Glenkerry House, a form of shared equity scheme.
6. The Working Group's recommendations are intended to support the findings and recommendations of other improvement initiatives. They aim to improve access to and public understanding and awareness of affordable homeownership in Tower Hamlets as the economic downturn continues.

## **Recommendations**

- 1) That wider publicity and promotion is undertaken of the Housing Options service including sign-posting from Lettings and Homeless Services;**

- 2) That the Development and Renewal Directorate consider local lifestyle issues and emphasis provision of separate kitchen and living space (not open plan) in the development of future schemes;**
- 3) That the Development and Renewal Directorate work with the Homes and Communities Agency to re-assess intermediate rent levels with a view to making it affordable for local people;**
- 4) That the Tower Hamlets Housing Forum support the development of the Discounted Market Sales model working in conjunction with developers;**
- 5) That the Development and Renewal Directorate investigate the development of a shared equity scheme open only to residents of Tower Hamlets;**
- 6) That Development and Renewal undertake a full feasibility study to consider the development of a local community land trust model using external expertise.**



## **Background**

7. Housing and its affordability is a major national and local issue. In Tower Hamlets it is of particular concern to Members and residents because the borough has experienced sharp price rises and the demand on social housing is immense. It continues with the expansion of Canary Wharf as employment opportunities brings with it people who want homes in the borough. Overcrowding remains a key issue. The current numbers on the Council waiting list are 22,007<sup>1</sup> (April 2008).
8. Homeownership can have a positive impact and reduce long term dependency on welfare support. The Right to Buy (RTB) initiative has traditionally been the access route to homeownership for those living in social housing. Many local residents have benefited from this. Over time the discount received on the property has reduced. It has also resulted in stock loss for social housing. The receipts received by the Council from RTB sales have been too little to reinvest in housing to have any real impact on housing need. This questions the sustainability of the model.
9. The borough has experienced rapid development and shared ownership has emerged as the approach for supporting access to affordable homeownership. Members were keen to review how successful shared ownership has been and to use the review to explore other ways of increasing access.
10. The East End has historically been a settling point for new and emerging communities. Poverty and deprivation has usually been widespread, making 'a decent home for all at a price within their means' all the more important. Given the national context i.e. the situation with the financial markets, it's just as important that those in affordable homeownership and those who aspire to homeownership are assisted to alleviate unmet needs, relieve pressures on social housing demand and to make affordable homeownership truly affordable.
11. The data from the 2001 Census<sup>2</sup> indicates a rapidly growing population and the London Mayor's Housing Strategy<sup>3</sup> indicates the trend is likely to continue. The borough now has the highest population densities in inner London. The Census data also shows that the borough is ethnically very diverse with almost half of residents from minority ethnic communities. 34% of the population is Bangladeshi, the single largest minority ethnic group. Overcrowding continues to be an issue with this community and the demand for family size units continues to grow. Work is currently being developed to produce a stronger evidence base for this.
12. In housing terms, the diversity of communities also represents a range of needs. Asian households are more likely to be significantly larger than those of other ethnicities. The average number of people in an Asian household was found to be 4.3, in contrast to 1.9 persons in a White household and 2.4 persons in a Black household.<sup>4</sup> Consequently, Asian households are more likely to be overcrowded. The 2001 Census determined that seven out of ten (70%) have at least one room less than they require, compared to a half (48%) of Black households and a quarter (23%) of White households. The Housing Needs Survey<sup>5</sup> used a tighter definition of overcrowding, based on the Bedroom Standard, which, while showing much smaller totals, also revealed even greater discrepancies. It shows 32% of Asian households as overcrowded, compared to 12% of Black households and 4% of White households. The borough average was 12%.

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<sup>1</sup> Housing Strategy 2009/12, London Borough of Tower Hamlets - (Draft)

<sup>2</sup> <http://www.statistics.gov.uk/cci/nscl.asp?ID=7600>

<sup>3</sup> <http://www.london.gov.uk/mayor/housing/strategy/index.jsp>

<sup>4</sup> Housing Needs Survey. Households were ascribed the ethnicity of the survey respondent.

<sup>5</sup> Housing Needs Survey. 2004

13. The local population is also comparatively young. The 24-30 year old group represents 34% of the total population and a further 22% is under the age of 15. Together with this, the elderly population is forecasted to grow alongside the population of young people. This highlights the need for both smaller size units and larger size family accommodation.
14. Deprivation is high. 62.5% of working age residents are economically active compared to 75% in London<sup>6</sup>. Household income is £37,930 unequivalised or £37,634 equivalised<sup>7</sup> after housing costs. Only 9% of working age Council tenants are not claiming housing benefits whilst for housing association tenants the figure is 36%.<sup>8</sup> This identifies a small number of social housing tenants who can access a mortgage and be assisted into homeownership. Members also argued that of tenants who are claiming benefits and can not access a mortgage, their sons and daughters may be able to access a mortgage and be supported into homeownership. This would alleviate pressures on social housing and can ease overcrowding if sons and daughters can be assisted to move out of the overcrowded homes.
15. Members were acutely aware of the impact of housing on the education of children, health of residents and the limitations it can impose on the lifestyle and aspirations of local residents. They were keen for the review to develop models which would increase access to affordable housing.

#### Regional Context

16. The Government has put in place a number of policies, targets and funding streams to increase the supply of affordable housing. Local authorities and their partners have a key role to play in using planning and strategic housing functions to implement this. The Housing Green Paper 'Homes for the future: more affordable, more sustainable'<sup>9</sup> sets out with the focus of supplying additional affordable housing and improving the condition of existing housing in the context of house prices rising more steeply in relation to income (affordability), a commitment to improve supply (need and supply) and to meeting the challenges presented by climate change.
17. Planning Policy Statement 3 (PPS3), sets out the planning policy framework for delivering the Government's housing objectives. This document is considered in the preparation of local and regional development and strategic documentation. The strategic objective is to ensure that everyone has the opportunity to live in a decent home which is affordable and in a community where people want to live. PPS3 requires all boroughs to improve the affordability and supply of housing. It also advocates the most efficient and effective use of land, including building on brownfield land and in locations that offer good access to employment opportunities, key services and social infrastructure (e.g. clinics, schools, community facilities).
18. The Government's definition of affordable housing includes social rented and intermediate housing provided to specified eligible households whose needs are not met by the market. It should meet the needs and be available at a cost low enough for local residents to afford, determined with regard to local incomes and local house prices. It should include the provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, the subsidy to be recycled for alternative affordable housing provision.

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<sup>6</sup> Office of National Statistics

<sup>7</sup> DMAG Briefing, PayCheck 2007, February 2008

<sup>8</sup> Draft Housing Strategy, 2009/12

<sup>9</sup> Homes for the future: more affordable, more sustainable, Department for Communities and Local Government, July 2007

19. The London Plan sets out the Mayor's spatial plan and includes housing. The Plan projects that the London population could increase by 0.79 million to 1.14 million between 2006 -2026. Based on this projection, targets for housing have been set in anticipation of the resulting demand. It estimates that 353,500 homes would be needed to meet both new and historic unmet demand. This would equate to about 35,400 additional homes per year. For Tower Hamlets, the targets for additional homes between 2007 and 2017 have been set by the Mayor at 31,500 (or 3,150 units per year). Anticipating changes and influences by market forces, these targets have been set with the aim of reviewing them every five years.
20. The London Plan and its Housing Supplementary Planning Guidance<sup>10</sup> target intermediate housing at households on moderate incomes defined as between £16,900 and £52,500 with a median of £35,600. The current Mayor has revised this. The May 2009 Draft Mayor's Housing Strategy states "the top of the income range for low cost home ownership should increase to the equivalent of joint salary of two basic rate tax payers in London for people unable to buy on the open market." It anticipates that this will increase the number of eligible households by 60,000 in London.<sup>11</sup>

#### The Local Development Framework

21. The Local Development Framework sets out the policy and planning framework with which planning decisions must comply. Linked to the Community Plan it provides a strategic spatial strategy for the borough. It is the delivery mechanism for housing. Its preparation must include a robust evidence base to identify key challenges and opportunities. The Housing Strategy 2009/12 details evidence which recognises the key challenges as being:

- A lack of affordable homes
- Unaffordable market housing for those on low to medium income
- High levels of overcrowding

Our LDF is currently being developed and as such has not yet been approved.

22. Our Housing Strategy sets out a clear commitment to the following:

- Delivering and managing decent homes – bring housing to Decent Homes Standards with all landlords delivering at least a good management service;
- Placemaking and sustainable communities – ensuring that new and regenerated housing environments make a positive contribution to places and opportunities for people;
- New housing supply – increasing the supply and quality of housing, affordable housing in particular and ensuring it provides opportunities to deliver employment and training opportunities;
- Investment strategy – maximising funding to deliver affordable housing, meeting Decent Homes Standard and delivering estate renewal.

23. Using this review Members set about exploring ways of increasing access both in terms of access to services that administer homeownership and access to a home for those residents who aspire to homeownership.

#### Local context

24. The refreshed Community Plan for Tower Hamlets sets out the vision to 'improve the quality of life for everyone living and working in Tower Hamlets'. The well established Community Plan sets out a vision for Tower Hamlets to 2020 and the themes of A Great Place to Live and One Tower Hamlets are central to this review. A Great Place to Live sets out the aspiration to make Tower Hamlets a place where people enjoy

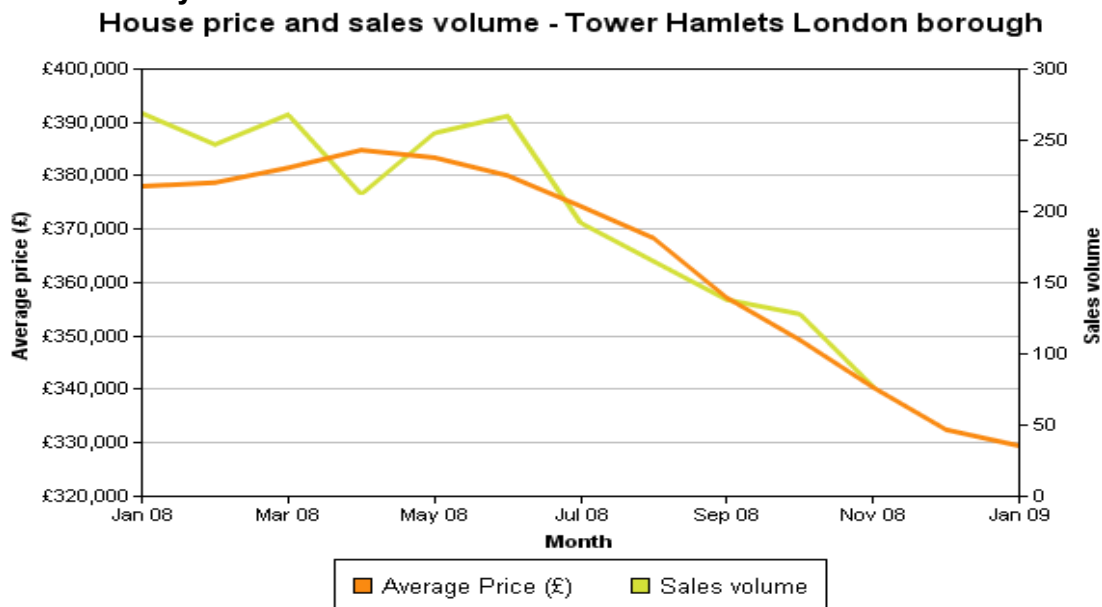
<sup>10</sup> Housing Supplementary Planning Guidance, Mayor of London, November 2005

<sup>11</sup> The London Housing Strategy (Draft), Greater London Authority, May 2009

living, working and studying and take pride in belonging. Key to this is giving people an opportunity to live in decent homes which they can afford. The Plan contains a commitment to increasing the supply of new homes which are affordable; social rented units which are smaller units, family size units and a commitment to low cost homeownership and is supported by Local Area Agreement targets.

25. Members were aware that in the context of acute housing needs and the limitations of the availability of affordable housing options, any truly affordable housing models will supply a small number of homes in a highly populated area where the demand is very high.

## Affordability



**Figure 1 - Average prices in Tower Hamlets by sale volume<sup>12</sup>**

26. The demand for social housing and the challenges of the private market leave many local people unable to buy or rent. At the end of 2008, the start of the recession saw the reduction of sales volumes and prices. This downward spiral continues with the average price of a local property costing £329,000 in January 2009 – still unaffordable for the majority of local residents.

27. Alison Thomas, the Private Sector and Affordable Housing Manager in Development and Renewal, explained the affordability gap using information provided by Hometrack<sup>13</sup>. The average price of a property in St Katherine's and Wapping ward, for example, is £419,600 while in St Dunstan's and Stepney Green it will cost £276,500 (the lowest average in Tower Hamlets). There would have to be significant fall in house prices to price households back into the market. Hometrack estimates that to buy the lowest priced property in St Dunstan's a person would need 14.3 times their income. This means that 64% of young working households are unable to afford lower priced properties in the borough. Given this information Members were keen to establish whether the current affordable homeownership model (shared ownership) was working in Tower Hamlets and to formulate other options for making affordable homeownership much more accessible to local working people.

## Key findings

<sup>12</sup><http://www.landregistry.gov.uk/houseprices/housepriceindex/report/default.asp?step=4&locationType=0&area=Tower+Hamlets&reporttype=1&datetype=1&from1=04%2F2006&from2=01%2F2008&image2.x=13&image2.y=16>

<sup>13</sup> Hometrack is a provider of residential property and housing information.

## Access to affordable homeownership

28. Information about the local shared ownership schemes and how they are advertised were presented to the Group. Housing Options is the brand name for the Pan London low cost homeownership programme. Two London agencies have been set up as a 'One-Stop-Shop' for customers to access schemes and essentially provide marketing services. Tower Hamlets is part of Metropolitan Home Ownership (MHO). Their services are hosted through a website which provides RSLs with a list of interested applicants eligible for schemes so that they can undertake targeted advertising. MHO host regional and Pan-London housing shows and provide key government agencies with statistics and monitoring information. Applicants need only complete one application for any of the schemes and register for free.

29. Members considered the range of schemes available for local residents, these are:

- New Build Homebuy –also known as shared ownership;
- MyChoiceHomeBuy – help to purchase a home on the open market;
- Ownhome – loan from Places for People to purchase a home;
- First Time Buyers Initiative -Government assistance to purchase a home (min £25,001) on a designated development;
- London Wide Initiative – support available to keyworkers in the form of a shared equity scheme;
- Intermediate Rent – help to rent a home at 20% to 30% less than market rate;
- Social HomeBuy – some councils and housing associations offer tenants a discount to purchase their home;
- HOLD – Homeownership for people with long-term disabilities;
- HomeBuy Direct – 5 year loan support to purchase a home in designated schemes;
- Rent to HomeBuy – rent a property at 20% less than market value and purchase at a later date.

30. Members felt there was a distinct lack of awareness in the community about these schemes apart from shared ownership. They debated whether more needed to be done to raise awareness of the services and products offered by MHO. Members suggested that Housing Options could receive further publicity and promotion through housing services. For example residents approaching Homeless Services and the Lettings Service could be sign-posted to what is available. Promotion of services in alternative languages would be beneficial. The local BME media could also be used as these communities were commonly not taking up shared ownership products. It was not clear why this might be the case but it was felt that awareness of MHO would be beneficial.

31. Poplar Harca explained how they are intending to develop a 'One Stop Shop' for housing advice to assist residents who wished to pursue homeownership. Members were keen for this model to be tested but felt that it should be placed in a central location which would be accessible for local residents.

### **Recommendation 1**

**That wider publicity and promotion is undertaken of the Housing Options service including sign-posting from Lettings and Homeless Services.**

## Current local affordable homeownership schemes

32. Members visited two local shared ownership schemes to consider how they work. The schemes were The Watch –Swan Housing Association and The Forge - Asset Trust Housing. During the visit the Working Group received information about the cost and demand for shared ownership stock. They noted:

- The current difficulties for developers as stock is not selling and the potential for there to be a number of empty properties;
- There were discussions about whether the design and layout of open plan properties discouraged Asian households due to lifestyle issues. Separate provision would be much more suited because the lifestyle requires separate seating space for male and female visitors and also the types of food cooked is heavy in oil and spices which can have strong odours. Members suggested that Development and Renewal responsible for the planning framework for housing consider the provision of separate kitchen and living space in the planning of future schemes;
- The asking prices are still too high for many local people despite the discounts being offered to attract buyers in the current market.

33. There is anecdotal evidence that a number of shared ownership units are currently void. These are competing for the Rent to Homebuy scheme (also referred to as Rent Now Buy Later) which allows the tenant to rent the property for a limited time before purchasing the property. There is a similar scheme in Newham with void properties, most of which were originally available through shared ownership. An accurate figure on the number of void properties is currently being established although this is reliant on the RSL partner being willing to share information on unsold units.
34. Members also noted that of 58 completions on shared ownership schemes only five had been from the Council waiting list for the period April to September 2008. Of these completions the income levels were £20-25,000 for two applicants and one application each from income bands £25-30,000, £35-40,000 and £ 40-45,000. Members discussed how a truly affordable model should help more people. This could include young people who may be living in overcrowded households and may have an income to maintain homeownership but are still not able to access market housing because of financial barriers. The information from Hometrack stated that 64% of local working households are priced out of the market.
35. Members noted that of the 58 completions, 68% were of White background, 12% of Asian background and 9% of Black or Black British background. No applications were received from disabled residents. For household size, 90% of completions were from adults with no children. Members felt that these statistics indicated how shared ownership was not contributing to addressing local housing issues such as overcrowding.

## **Recommendation 2**

**That the Development and Renewal Directorate consider local lifestyle issues and emphasis provision of separate kitchen and living space (not open plan) in the development of future schemes.**

36. Members received a presentation about service charges and rent calculations of shared ownership schemes from Mike Tyrell, Chief Executive of Tower Hamlets Community Housing. The rent on the unsold equity of a shared ownership property is usually between 3-4% and will go up each year with inflation. It is currently less than 3%. The Working Group heard that the only way to influence the rent levels was through control of land and planning approval taking into consideration the impact it would have on the viability of the scheme. Service charges are calculated on the basis of the services received from the landlord and these can be reduced through careful design and planning. Having a lift in the property for example would incur higher costs as the service charges would include on-going maintenance and repair of the lift.

37. Having considered the above information Members concluded that shared ownership alone does not provide sufficient affordable homeownership to meet local need. The financial calculations of the rental and the mortgage element of the property did not make financial sense to local residents. The design and layout may be a discouraging factor. The high number of voids was an indicator that the model is not working for large numbers of local people. They argued that an affordable model for those on very low income needed to be developed, especially given that 18% of families in Tower Hamlets live on an annual income of less than £15,000.<sup>14</sup> The Working Group was therefore keen to explore other models.

### **Alternative models for affordable homeownership**

38. Geoff Pearce, Group Director of Development – East Thames Group, explained the Rent Now Buy Later scheme. This was developed in preparation for the current economic climate in anticipation that many would not be able to access the mortgage market. The scheme allows customers to “try before they buy” and rent a property for up to five years. Tenants can buy the property at any point in time and East Thames offers the first six months’ rent back at the time of purchase. Members noted the following points about the scheme:

- It is particularly attractive in the current market, characterised by poor mortgage availability, low purchaser confidence and high deposit requirements;
- Customers can demonstrate their ability to pay for a mortgage through renting over a period;
- This scheme is however currently only a Homes and Communities Agency<sup>15</sup> (HCA) trial product;
- This scheme requires additional grant;
- Voids and repairs make this less attractive for Registered Social Landlords.

Members noted that there is high take-up of the units offered through the scheme and it appears to be well suited to the current economic climate. This model falls under intermediate renting where the rent levels are set at 80% of market value. There were concerns that 80% of market value rent in Tower Hamlets is still significantly unaffordable for local people who are in housing need. The Development and Renewal Directorate would need to work with the Homes and Communities Agency to re-assess local intermediate rent levels with a view to making it more affordable for local residents.

### **Recommendation 3**

**That the Development and Renewal Directorate work with the Homes and Communities Agency to re-assess intermediate rent levels with a view to making it affordable for local people.**

39. The Working Group received a discussion paper from Ballymore about the ‘Discounted Market Sales’ model (DMS). The idea of this is to include a proportion of ‘discount market sale’ homes. This means that a market sale home is offered for sale by Ballymore with a discount against the open market price. There are two modelling options and these are outlined below:

Option A has discount levels set at 30% of open market value and would enable the Council to meet its target of 35% affordable housing on site. Whilst it would achieve the required number of units, it may be difficult to deliver given the current market conditions for both the developer in securing finance and for the purchaser in terms

<sup>14</sup> PayCheck Data 2008

<sup>15</sup> The HCA is the national housing and regeneration agency for England.

of affordability and mortgage access. This is accessible to those on joint household incomes of £50-60,000 which still precludes most local residents.

Option B would enable the scheme to be accessible to those on lower income levels (single or joint incomes of £25-35,000). There would have to be significant levels of discount against the open market value (60%) but this would have an impact on the returns gained for the developer. This can be managed by reducing the number of affordable units offered on site. However this option is not likely to produce 35% affordable housing and it is anticipated that it may be below 30%.

40. The discounted market sales model offers the opportunity to develop a new affordable housing model suited to the current economic climate. Depending on the option developed it could deliver housing to those on lower income levels. In addition there is the possibility of Tower Hamlets receiving 100% nomination rights and for the units to remain affordable in perpetuity. This will mean that the Council can nominate residents to the scheme from its housing waiting list and the property would be retained as affordable for future purchasers.
41. The DMS model generated discussions about how this might be financially modelled. Members were aware that there is a potential dilemma for Ballymore, or any developer, in meeting the demands of their own balance sheets and local housing needs. There is therefore a need for more discussion as Members and RSL partners were keen to develop this further into a working model. The Tower Hamlets Housing Forum would provide a good platform to do this.

#### **Recommendation 4**

**That the Tower Hamlets Housing Forum support the development of the Discounted Market Sales model working in conjunction with developers.**

42. Given the problems about shared ownership Members wanted to explore a scheme which would provide the opportunity to purchase a more affordable share. This might involve ensuring there was no rent on the proportion not purchased. The Group therefore met a resident of the Glenkerry Housing Co-operative, which offers schemes based on shared equity. Tony<sup>16</sup> moved into Glenkerry in the mid 90s from privately rented property which he was finding unaffordable. He heard about the Co-op from a colleague, applied and, following an interview by the resident board, was successful. Tony has lived happily in Glenkerry since then. Although he is not on the management committee, he is actively involved in the operational running of the Co-op and feels that it offers real affordable homeownership.
43. Glenkerry consists of 79 1-4 bed properties. Residents hold sub-leases whilst the Council holds the freehold. Residents do not pay rent but service charges are levied and include a contribution towards heating and the sinking fund to cover for major works etc. Service charges are £110 - £140 monthly. There is no resident caretaker and cleaning is contracted out.
44. Discussions took place about the way the funding was set up. In buying Glenkerry House from the Greater London Council (GLC) the Co-op obtained long-term finance:
  - 50% of the value came through the original sale of the Lease.
  - A further 10% was available on a long-term loan from Tower Hamlets Council.
  - The balance was covered by two outright grants (not repayable) one from Central Government and the other from the GLC. The Working Group noted that land

<sup>16</sup> The name of the resident has been changed



would have to be identified and additional funding would be needed to secure housing like the Glenkerry model.

45. Members noted that shared equity can deliver affordable homeownership if more schemes could be developed locally. They felt it would be important to restrict access to local residents. Whilst appreciating the limitations of land availability and cost, Members felt that a shared equity model could increase the number of affordable homes.

**Recommendation 5**

**That the Development and Renewal Directorate investigate the development of a shared equity scheme open only to residents of Tower Hamlets.**

46. The Working Group also met David Rodgers, a Commissioner from the Commission on Co-operative and Mutual Housing, and Christine Czechowski, Housing Director for Coin Street Community Builders.

47. Coin Street Community Builders (CSCB) is a social enterprise and development trust which aims to make London's South Bank a better place in which to live, work and visit. CSCB started off as a derelict 13 acre site. It has been transformed into a thriving mixed use neighbourhood by creating new co-operative homes, shops, galleries, restaurants, cafes and bars, a park and riverside walkway and sports facilities. It has also developed by organising festivals and events and providing childcare, family support, learning, and enterprise support programmes. Set up in 1984 following local opposition to proposals for large scale office space, its development took place against the backdrop of the 80s recession, an unsettling time for commercial developers. The original developers sold the land to the GLC who in turn sold it to CSCB on the basis that a feasibility study could demonstrate housing development. Over the years CSCB has developed a number of housing schemes influenced by local people's commitment to community housing. The commercial element and housing elements of CSCB are held together by a complex legal structure. Members were inspired by the history of CSCB particularly the possibility of developing affordable housing despite legal and financial complexities.

48. In addition to his Commissioner role, David Rodgers is also Chief Executive of the Co-operative Development Society Ltd, also known as CDS Co-operatives (CDSC), they are currently investigating the community land trust (CLT) model. Their role is to submit evidence backed recommendations to local authorities and central government to pursue 'CLTs'.

49. CLTs originated from India, Australia and America and there are now over 120 CLTs operating. He argued that the model has proven sustainable even during economic crisis. In London there has been support from both Ken Livingstone and Boris Johnson. The key features for a community land trust are that it has to be:

- A legally locked local asset – the asset has to be locked for the local community.
- Set-up to ensure profits are for the community and membership is open to all stakeholders.

He went on to explain mutual homeownership which underpins the model as follows:

- Land is held in perpetuity for the benefit of the local community by a community land trust and the built housing is treated as a consumer durable depreciating

over its useable life of 65 years. The cost of this is financed by long-term institutional investment;

- The property is divided into equity shares and has a value that is linked to average earnings;
- Members' payment is based on 35% of net income, as their income rises they can purchase more equity shares;
- 10% deposit is required to buy into the scheme.

50. This model was debated but it did not appeal to the Working Group for a number of reasons. The 65-year life of the built house raised both financial and practical issues. The financial modelling needed to be further investigated and the risks associated with investment of any form needed to be fully explored before any decisions can be made. Members were further concerned that the requirement of a 10% deposit would mean that many local residents who need support to get into homeownership may be excluded. The link with average earnings can encourage stability and limit risk, however; the average income in Tower Hamlets is heavily influenced by those workers in Canary Wharf who are highly paid and therefore skew the local figures.

51. In conclusion, the Working Group agreed in principle with the concept of a community land trust model and felt that it can bring about greater accessibility of homeownership. Members were also aware that CLTs can operate in different ways and be financially modelled through a range of options other than the example set out by David Rodgers. They therefore considered that a feasibility study should be undertaken on the development of a local model bearing in mind how land value is still high despite the recent decline in prices. Members felt that external expertise would provide a vital perspective to the study.

52. Introducing a CLT would be complex here as land value and the large amount of subsidy required would challenge financial viability and its affordability for local residents. The Olympic site may bring with it an opportunity to consider the development of a CLT model on the site and this should be considered by Development and Renewal in the feasibility study.

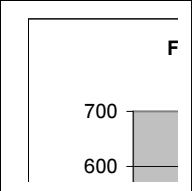
#### **Recommendation 6**

**That Development and Renewal undertake a full feasibility study to consider the development of a local community land trust model using external expertise.**

#### **Concluding remarks**

53. In conclusion, the Working Group has made a number of recommendations which it feels will address two key barriers to affordable homeownership – access to services for support and development of models appropriate to local needs. Members believe that the implementation of these will address our local challenge. They believe that a shared equity scheme would be beneficial. Awareness of and access to services is crucial to give all local residents the opportunity to find out about and to take up homeownership. The promotion of Housing Options would enable this to happen. Members recognised the benefits of a community land trust model but there needed to be ample opportunity to explore different modelling options. Undertaking a feasibility study will provide the opportunity to explore other options suited to Tower Hamlets.

The recommendations contained would require our partners, through the Tower Hamlets Housing Forum to take part in developing affordable housing. The



Discounted Market Sales model is an opportunity for the Council, registered social landlords (RSLs) Home Zone Agent and developers to take a practical step forward in introducing homes affordable to local people. This review has been contributed to by partner RSLs and developers, the Working Group look forward to the recommendations being developed in the same spirit of partnership.

### **Scrutiny and Equalities in Tower Hamlets**

To find out more about Scrutiny in Tower Hamlets:

Please contact:

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