

# Merton Council

## Council meeting

### Membership

**The Mayor:** Councillor Krystal Miller

**The Deputy Mayor:** Councillor John Sargeant

**Councillors:** Agatha Mary Akyigyina, Stephen Alambritis, Mark Allison, Stan Anderson, Laxmi Attawar, Mark Betteridge, John Bowcott, Margaret Brierly, Richard Chellew, David Chung, Caroline Cooper-Marbiah, David Dean, John Dehaney, Nick Draper, Iain Dysart, Chris Edge, Suzanne Evans, Karin Forbes, Brenda Fraser, Samantha George, Suzanne Grocott, Maurice Groves, Jeff Hanna, Richard Hilton, James Holmes, Janice Howard, Mary-Jane Jeanes, Philip Jones, Andrew Judge, Linda Kirby, Gilli Lewis-Lavender, Logie Lohendran, Edith Macauley, Russell Makin, Maxi Martin, Peter McCabe, Diane Neil Mills, Oonagh Moulton, Ian Munn BSc, MRTPI(Rtd), Henry Nelles, Dennis Pearce, Judy Saunders, Linda Scott, Rod Scott, David Simpson CBE, Linda Taylor OBE, Debbie Shears, Peter Southgate, Geraldine Stanford, Sam Thomas, Ray Tindle, Gregory Patrick Udeh, Peter Walker, Martin Whelton, David Williams, Richard Williams, Miles Windsor and Simon Withey

**Date: Wednesday 5 February 2014**

**Time: 19:15**

**Venue: Council chamber - Merton Civic Centre, London Road,  
Morden SM4 5DX**

This is a public meeting and attendance by the public is encouraged and welcomed. For more information about the agenda please contact

[democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) or telephone [020 8545 3361](tel:02085453361).

All Press contacts: [press@merton.gov.uk](mailto:press@merton.gov.uk), 020 8545 3181

# Council meeting

## 5 February 2014

- 1) Apologies for absence
- 2) Declarations of interest
- 3) Minutes of the previous meeting 1 - 10
- 4) Announcements by the Mayor, Leader of the Council and Chief Executive
- 5) Public questions to cabinet members  
The questions and written responses will be circulated at the meeting.
- 6) Councillors' ordinary priority questions to cabinet members  
The questions and written responses will be circulated at the meeting
- 7) Strategic theme: Councillors' questions to cabinet members  
The questions and written responses will be circulated at the meeting.
- 8) Strategic theme: Main report  
Report to follow in a supplementary agenda
- 9) Strategic theme: motions  
Any strategic theme motions will be published after 9:00 am on 4 February
- 10) Report of Wimbledon Community Forum 11 December 2013 11 - 14
- 11) Report of Raynes Park Community Forum 4 December 2013 15 - 16
- 12) Notice of motion - Conservative motion 1 17 - 18
- 13) Notice of motion - Conservative motion 2 19 - 20
- 14) Approval of Pay Policy Statement and Readoption of the Members' Allowances Scheme 21 - 28
- 15) Evaluation of the council's webcasting pilot 29 - 42
- 16) Calendar of meetings 2014-15 43 - 46
- 17) Changes to membership of committees and related matters 47 - 48
- 18) Petitions 49 - 50

## 19) Business for the next ordinary meeting of the Council

### **Note on declarations of interest**

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

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# Agenda Item 3

All minutes are draft until agreed at the next meeting of the committee/panel. To find out the date of the next meeting please check the calendar of events at your local library or online at [www.merton.gov.uk/committee](http://www.merton.gov.uk/committee).

COUNCIL  
20 NOVEMBER 2013  
(Time 19:15 to 22:15)

PRESENT            The Mayor, Councillor Krystal Miller.

The Deputy Mayor, Councillor John Sargeant

Councillors Agatha Mary Akyigyina, Stephen Alambritis, Mark Allison, Stan Anderson, Laxmi Attawar, Mark Betteridge, John Bowcott, Margaret Brierly, Richard Chellew, David Chung, Caroline Cooper-Marbiah, David Dean, John Dehaney, Nick Draper, Iain Dysart, Chris Edge, Karin Forbes, Brenda Fraser, Samantha George, Suzanne Grocott, Maurice Groves, Jeff Hanna, Richard Hilton, James Holmes, Janice Howard, Mary-Jane Jeanes, Philip Jones, Andrew Judge, Linda Kirby, Lewis-Lavender, Logie Lohendran, Edith Macauley, Russell Makin, Maxi Martin, Peter McCabe, Diane Neil Mills, Oonagh Moulton, Ian Munn, Henry Nelless, Dennis Pearce, Judy Saunders, Rod Scott, David Simpson, Linda Taylor, Debbie Shears, Peter Southgate, Geraldine Stanford, Sam Thomas, Ray Tindle, Gregory Udeh, Peter Walker, Martin Whelton, David Williams, Miles Windsor and Simon Withey

## 1        APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Councillors Suzanne Evans, Linda Scott and Richard Williams.

## 2        DECLARATIONS OF INTEREST (Agenda Item 2)

None were made.

## 3        MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2013 (Agenda Item 3)

RESOLVED: That the minutes of the meeting held on 11 September 2013, as amended by the correction set out in item 18, are agreed as a correct record.

## 4        ANNOUNCEMENTS BY THE MAYOR, LEADER OF THE COUNCIL AND CHIEF EXECUTIVE (Agenda Item 4)

The Mayor announced the recent death of former councillor Joy Vowles.

Presentations were made to Christine Parsloe – Guardian Public Servant of the Year award and Steve Langley for Customer Service Excellence.

5 PUBLIC QUESTIONS TO CABINET MEMBERS (Agenda Item 5)

The questions and replies are available for inspection on the web page for this meeting.

6 COUNCILLORS ORDINARY PRIORITY QUESTIONS TO CABINET MEMBERS (Agenda Item 6)

The questions and replies are available for inspection on the web page for this meeting.

An additional question was asked under the urgency provisions. This question and the reply can also be found with the councillors questions.

7a STRATEGIC THEME: COUNCILLORS' PRIORITY QUESTIONS TO CABINET MEMBERS (Agenda Item 7)

The questions and replies are available for inspection on the web page for this meeting.

7b STRATEGIC THEME: REPORT - EDUCATION WITH SPECIFIC FOCUS ON SCHOOL EXPANSION (Agenda Item 7b)

RESOLVED: That the report is agreed.

7c STRATEGIC THEME: MOTION 1 - UKIP MOTION ON GRAMMAR SCHOOLS (Agenda Item 7c)

The motion was moved by Councillors Rod Scott and Richard Hilton.

The amendment set out in item 19a was moved by Councillors Oonagh Moulton and Linda Taylor.

Voting on the amendment For: 20 Against: 35 – Lost

The substantive motion was lost with 3 voting for.

7d STRATEGIC THEME: MOTION 2 - CONSERVATIVE MOTION ON EDUCATION (Agenda Item 7d)

The motion was moved by Councillors James Holmes and Debbie Shears.

The amendment set out in item 19b was moved by Councillors Iain Dysart and Mary-Jane Jeanes.

The amendment was carried with 32 voting for.

The amendment set out in item 19c was moved by Councillors John Dehaney and Martin Whelton.

The amendment was carried with 32 voting for.

The substantive motion was put to the meeting and, with 32 voting for it was

RESOLVED:

This Council welcomes the positive educational changes that have been achieved here in Merton over recent years through close partnership with the borough's schools, pupils, staff, parents and governors, and which have included:

- Providing sixth forms in all those secondary schools which didn't previously have them;
- Building a new Special Educational Needs Centre of Excellence at Perseid School in Morden; and
- Improving school buildings across the Borough and investing in enhanced facilities at Merton's schools.

In conjunction with successive Governments' clear focus on raising standards and the new, more rigorous OFSTED regime, Merton has seen a sustained improvement in results since 2006, and particularly in levels of attainment at GCSE.

Council congratulates all our young people on their achievements and particularly welcomes the hard work of our Governors, Headteachers, Teachers, Teaching Assistants and other school staff. Teaching Assistants in particular are often the unsung heroes of our schools' success, supporting pupils with particular individual needs and working as partners with teachers in the shared goal of improving student achievement particularly in relation to literacy and numeracy. However, this Council recognises that there is much more to do in order to ensure we provide world class opportunities for Merton's young people. Given the on going pressures facing the borough in meeting rising demand for both primary and secondary school places, this Council believes an ambitious plan is needed to expand our secondary schools and encourage other providers to set up outstanding schools in Merton, including academies and in accordance with the wishes of parents, free schools led by parents in areas of school places shortages employing properly qualified teachers and with proper systems of financial accountability and transparency .

This Council welcomes the innovative work of the recent Scrutiny Task Group on the Provision of Secondary School Places, which has recently published its wide ranging recommendations including on funding and maximising the use of assets and welcomes Cabinet's adoption of a secondary schools expansion policy on 11 November which agreed a phased approach subject to regular reviews of supply and demand.

In order to achieve the borough's twin goals of driving up educational standards whilst also increasing the number of school places available for families in Merton, this Council calls on Cabinet to:

a) Accelerate any actions contained within the Action Plan for the Secondary School Places report which can potentially be implemented straightaway;

Initiate and lead a comprehensive, pupil-focussed strategy involving parents, teachers and governors which considers local provision and need. This should include, but not be limited to, such aspects as faith and secular schools, mixed ability and streamed teaching, availability of sufficient playing space, and maximising the educational and life opportunities of each child. By not constraining public engagement to a narrower focus on buildings, such an approach would recognise the agenda set by national Government, whilst also being mindful of what the Council can and cannot influence. Such an approach to be led by Scrutiny, with the ability to include relevant stakeholders such as for example governors, teachers and parents, and to explore all options including parent-led financially accountable and transparent schools with properly qualified teachers in areas of need, to ensure quality and choice are at the heart of Merton's secondary school provision; and

b) Continue to support the work of the Merton Education Partnership in developing links and pooling resources between all schools in the borough, irrespective of status, and to ensure that any decisions about the future direction of Merton's schools are accountable through the Council's scrutiny process.

#### 7e STRATEGIC THEME MOTION 3 - CONSERVATIVE/LIBERAL DEMOCRAT MOTION ON DUNDONALD REC (Agenda Item 7e)

The motion was moved by Councillors David Dean and Iain Dysart.

The amendment set out in item 19d was moved by Councillors Martin Whelton and Andrew Judge.

Voting on the amendment

For: 30 Against: 26 – carried

The substantive motion was agreed and it was

RESOLVED:

This Council notes that:

- Merton's open spaces are constantly under pressure from development;
- Dundonald and the wards of Central Wimbledon (Hillside, Abbey and Trinity) have far less green space than other wards: only 10% of the land in Dundonald ward is green space, compared to the borough average of 35%.
- Dundonald ward's percentage of green space is less than any Inner London borough apart from the City of London



- Dundonald Rec is the only public access green space in Dundonald Ward. It is the most popular Rec in the borough with a quarter of a million visitors a year
- The appropriation of 2,578m<sup>2</sup> for the expansion of Dundonald Primary School amounts to over 5% of the public open space of Dundonald Rec. However, the expansion of the school will mean less actual building footprint on the Rec than at present as both the single storey pavilion building and a storage shed would be removed and returned to open space; most of the land will remain in use by local residents, including the Pavilion and the multi use games area (MUGA)/ tennis courts which will have a formal legal agreement allowing public access to the courts outside school hours and at set times during the school day; and only 579m<sup>2</sup> of former open space will revert to exclusive use by the school, just 1% of the total area of the Rec.
- The expansion will ensure improved public access to open space and will allow delivery of new facilities for community use including a new replacement pavilion social space, toilets and changing rooms for those using the Rec's facilities, a larger children's public playground, an outside green gym, an increase from two to three tennis courts, and school hall facilities available in the evening and weekends. The council is providing a Unilateral Undertaking to ensure sufficient public use of the tennis courts/multi-use sports area and the pavilion.
- The London Borough of Merton has a legal obligation to provide school places for all the children needing education and the latest demographic information from the Greater London Authority, based on the 2011 census, confirms that there is a continued increase in demand for school places in the Wimbledon area.
- Since 2007 there has been a 50% increase in reception class places in schools within one mile of Dundonald, compared to a 30% increase in the number of four year olds. Nonetheless, demand still outstrips supply and Dundonald school is the most oversubscribed school in the borough, with the most total number of preference applications of any primary school in the borough last year (435) and the most first preferences per available place. Non-sibling places are only able to be offered to a very small area - in the last two years this has been between only 105 and 217 metres.
- All alternative schools that could be expanded in the local area have already been expanded and the Capita report on site searches did not show a viable alternative option in the local area.
- The Department for Education recognised the benefit of expanding Dundonald School in providing a specific grant to the school's expansion, prioritising it from bids across the country to provide additional high quality school places where they are needed.
- On 17 January 2013 Merton Planning Applications Committee approved the application to expand Dundonald Primary School with linked works to the recreation ground. The Greater London Authority and the Secretary of State have both agreed they do not wish to intervene with this decision.
- On 25 June 2013 the Upper Tribunal (Lands Chamber) has agreed Merton's application to modify the restrictive covenant for a small area of Dundonald Rec to allow the expansion of Dundonald Primary School.

- The appropriation of land has not yet been considered by Cabinet. Consultation took place in the autumn and officers are currently analysing the results. When this has been completed a report will be submitted to Cabinet for consideration.

This Council believes:

- Merton Council is committed to improving the quality of life for people who live in the borough, and to do so, takes an active role in maintaining Merton's open spaces and improving their quality for users;
- In maximising public access to a network of open spaces in the borough that are sustainable, safe and clean, and that enhance quality of life through promoting active and healthy living.
- Given the lack of public open space in central Wimbledon, that the appropriation of land for the expansion of Dundonald Primary could be detrimental to the above if this was not undertaken in a way that guaranteed improved facilities for residents.

8a COMMUNITY FORUM REPORT: RAYNES PARK 12 SEPTEMBER 2013  
(Agenda Item 8a)

The report was received

8b COMMUNITY FORUM REPORT: WIMBLEDON 26 SEPTEMBER 2013  
(Agenda Item 8b)

The report was received

8c COMMUNITY FORUM REPORT: MORDEN 8 OCTOBER 2013 (Agenda Item 8c)

The report was received

8d COMMUNITY FORUM REPORT: MITCHAM 15 OCTOBER 2013 (Agenda Item 8d)

The report was received

8e COMMUNITY FORUM REPORT: COLLIERS WOOD AND NORTH EAST MITCHAM 22 OCTOBER 2013 (Agenda Item 8e)

The report was received

9 NOTICE OF MOTION - CONSERVATIVE MOTION ON MORDEN PARK POOL (Agenda Item 9)

The motion was moved by Councillors Ray Tindle and Samantha George.

The amendment set out in item 19e Councillors Nick Draper and Stan Anderson.

Voting on the amendment

For: 30 Against: 22 – carried

The substantive motion was agreed and it was

RESOLVED:

This Council notes that:

- Merton's previous Conservative administration allocated over £10million for a new Morden Park Pool in the budget agreed by Full Council back in March 2010. However that amount represented only part of the cost of the proposal, which also required additional private sector funding;
- Three and a half years on, there has been no progress made in rebuilding this local leisure centre despite its ever worsening state of repair, as council has sought to control costs in a challenging economic climate and private sector funding has been unavailable;
- The original capital funding has been pushed back year on year so that, according to the proposed 2014-18 Capital Programme, the bulk of the funding (£10million) for this important project will not now be spent until 2015-16, which will allow sufficient time for consultation with residents before the contract goes through the necessary tender process; and
- In 2011, the Sustainable Communities scrutiny panel clearly supported the principle of retaining three leisure centres in the Borough and Cabinet rejected proposals drawn up by Officers to close the pool.

This Council recognises the importance of easy access to leisure facilities for local communities in Merton and the benefits this can have for public health in the borough, and therefore welcomes the administration's proposal to rebuild the pool based on a more cost effective scheme which will provide family friendly facilities for local residents. Council recognises that a business-like approach to the council's finances has put Merton on a more secure economic footing and has made it possible to commit to this project at this time.

This Council believes that building a new Morden Park Pool will encourage and help deliver a healthier future both for local residents and visitors to Morden Park, which is why we call on all political groups on Merton Council to support this important project.

This Council welcomes the current Cabinet's clear commitment to invest in the future and build a new leisure centre for Morden so that residents can take comfort from the fact that everyone is united on this matter. Council also resolves that plans for the new leisure centre are fully consulted on with local residents.

10 ADOPTION OF MERTON'S COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE. (Agenda Item 10)

RESOLVED: That the Council adopts Merton's Community Infrastructure Levy Charging Schedule and that Merton's CIL is applied to the relevant new developments from 01 April 2014

11 CHANGE TO THE COUNCIL TAX SUPPORT SCHEME (Agenda Item 11)

RESOLVED: That the Council agrees to the uprating changes for the 2014/15 council tax support scheme detailed in this report in order to maintain low council tax charges for those on lower incomes and other vulnerable residents.

12 S106 AGREEMENTS/UNDERTAKINGS - DELEGATION TO OFFICERS (Agenda Item 12)

RESOLVED: That the Council agrees the constitutional changes outlined in the report.

13 FREEDOM OF THE BOROUGH (Agenda Item 13)

RESOLVED:

1) That the Council agrees to award the Freedom of the Borough to:

- Virginia Wade
- Ann Haydon-Jones
- Angela Mortimer

and agrees to the holding of a special meeting of Council for the purposes of passing the necessary resolutions.

2) That the Council agrees that officers be instructed to report to the General Purposes Committee on future criteria and procedures for considering nominees for the freedom of the borough with a view to the Council receiving a recommendation from General Purposes Committee on the adoption of such criteria and procedures

14 CHANGES TO MEMBERSHIP OF COMMITTEES AND RELATED MATTERS (Agenda Item 14)

RESOLVED: That the changes to membership set out in the report and the supplementary agenda as amended by the correction set out in item 18 are noted.

15 ANNUAL COUNCIL MEETING 2014 (Agenda Item 15)

RESOLVED: That the Council agrees to hold the next Annual Council meeting on 4 June 2014.

16 PETITIONS (Agenda Item 16)

No petitions were presented.

RESOLVED: That Council notes the advice given by officers in respect of the petitions presented to the 11 September 2013 Council meeting

17 BUSINESS FOR THE NEXT ORDINARY MEETING OF THE COUNCIL  
(Agenda Item 17)

RESOLVED: That the strategic theme for the next ordinary meeting of the Council to be held on 5 February 2014 shall be Corporate capacity with a focus on financial management.

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<b>LONDON BOROUGH OF MERTON ENVIRONMENT AND REGENERATION DEPARTMENT</b>	
	<b><u>NOTES OF MEETING</u></b>
	<b>Date: 11<sup>th</sup> December, 2013</b>
	<b>Subject: Wimbledon Community Forum</b>
	<b>Date 11<sup>th</sup> December, 2013      Time: 19.15</b>
<b>Action Needed By:</b>	
	<p>1. <b><u>Welcome and Introductions</u></b></p> <p>1.1 Cllr. Nelless welcomed all to the meeting.</p> <p>1.2 Apologies received from Wimbledon Police.</p>
	<p>2. <b><u>Minutes of last meeting/Update</u></b></p> <p>2.1 The minutes of the last meeting were agreed.</p> <p>2.2 Updates were provided via Soapbox.</p>
	<p>3. <b><u>Policing update</u></b></p> <p>3.1 The Police were unable to be represented at this meeting. Police update will be rolled over to the 21<sup>st</sup> March, 2014 meeting.</p>
	<p>4. <b><u>Wimbledon Community Association</u></b></p> <p>4.1 David Hall gave a brief presentation regarding the history of the St. George's Road Community Centre and the future for community provision within Wimbledon Town Centre. Slides covering this presentation will be available on the Community Forum web pages in due course. David is working closely with the YMCA regarding future potential development options.</p>
	<p>5. <b><u>Ask the Leader</u></b></p> <p>5.1 The Leader spoke about the direction of travel for the Council and highlighted a number of areas around Shared Services, town centre regeneration, the partnership approach that Merton adopts, for example, working with Merton Voluntary Services Council. The overarching vision is one of a caring, sharing, partnering and ambitious borough.</p>

<p><b>CS/SSW</b></p>	<p>5.2 A number of questions were put to the Leader regarding street sweeping, particularly regarding the frequency of street sweeping following refuse collection. This was noted to be particularly problematic around the Broadway, Pelham and Sheldon Road areas. Officers agreed to take this back to the relevant departments for a further action/update.</p>
<p><b>CS/SSW</b></p>    <p><b>JH/RL</b></p>	<p>5.3 A question was put to the Leader about the refuse bin adjacent to the bus-stop in Alexandra Road. The bin is continuously overflowing and not emptied properly. Officers to assess and report back.</p> <p>5.4 Concerns were expressed about the poor quality of the information material available on line in respect of Mini Hollands. John Hill promised to report this back to IT Services and also Richard Lancaster who is the project co-ordinator.</p> <p>5.5 Following a question from Councillor Neil Mills, the Leader confirmed that the Council is going to develop the Wimbledon Community Association site as a car park. John Hill also confirmed that planning permission for the car park had recently been granted.</p>
	<p>6. <b><u>Flood Risk Management</u></b></p> <p>6.1 Mario Lecordier outlined the consultation process on flood risk management. The consultation runs until the 31<sup>st</sup> January, 2014. Ultimately the aim being to ensure a good flood risk strategy is put in place. Further update will be provided at the March meeting of the Community Forum.</p>
	<p>7. <b><u>Soapbox</u></b></p> <p>7.1 A number of issues were raised and are set out below:-</p> <ul style="list-style-type: none"> <li>• Coaches cutting through the residential side streets and parking in them during Theatre performances.</li> <li>• Queen’s Road towards Centre Court, the filter light is not working properly.</li> <li>• Councillor Grocott raised the issue of rat runs in Kingston Road.</li> <li>• Concerns regarding the traffic lights outside TK Maxx, could CCTV cameras be used.</li> <li>• Hartfield Road - traffic lights outside the White Hart. Councillor Simpson asked what is being done about this?</li> <li>• Does the borough have liaison meetings with TfL.</li> </ul> <p>All updates in response to these queries will be provided at the March meeting, or sooner.</p>



JH/AJ	<p>8. <b><u>Planning Update</u></b></p> <p>8.1 John Hill updated on a number of issues:</p> <p><b>YMCA.</b> There is no planning application submitted and no further pre-application requests.</p> <p><b>Wimbledon Football Club, Plough Lane.</b> A pre-application enquiry has been received for a detailed development of an 18,000 seat sports stadium, 600 units of residential accommodation as well as a mix of community and commercial facilities.</p> <p><b>28-30 Palmerston Road.</b> Some concern that the site is unsafe. John Hill promised that Building Control officers would carry out a site visit with a view to assessing whether or not it constitutes a dangerous structure.</p> <p><b>Change of Use offices to residential :</b> Clarification was sought in respect of the Council's ability to limit changes of use from offices to residential. John Hill confirmed that the Council had been unsuccessful in applying to Central Government seeking the establishment of areas within the borough that would be exempt from these changes.</p> <p><i>Post meeting note on Permitted Development rights:</i> On 4 December 2013, the council published an Article 4 direction to remove permitted development rights to change from offices (Use Class B1a) residential use (Use Class C3). The council considers that this Article 4 Direction is essential in order to protect local amenity and ensure proper planning in the area, in particular the council's ability to prevent loss of uses which contribute to the wider strategic aims for the area.</p> <p>Once the direction comes into force, permitted development rights for these types of development area withdrawn and planning permission will therefore be required for change of use from B1(a) offices to C3 residential uses.</p> <p>You can make representations concerning the Article 4 Direction for</p>

six weeks, **from 04 December 2013 to 15 January 2014.**

Representations can be made by email to: [ldf@merton.gov.uk](mailto:ldf@merton.gov.uk) or by post to: Future Merton, London Borough of Merton, Civic Centre, Morden, SM4 5DX.

**Parking Services.** Free parking is now available in all town centre car parks, with the exception of Coombe Lane, for the weekend periods from the 30<sup>th</sup> November through to and including Christmas day.

**Environmental Health.** The Noisy Party Patrol service will now be expanded so that from the 1<sup>st</sup> January, 2014, it will include Friday nights as well as Saturday nights for the next 6 months.

## Raynes Park Community Forum 4<sup>th</sup> December 2013 Chairman's Report

The meeting was held in Raynes Park Library Hall, and chaired by Councillor Chris Edge assisted by Pat Erricker, Deputy Chairman of the Raynes Park Association. More than 50 residents attended, as well as several other Merton Councillors, and officers from the council and its partners. The Chairman welcomed everyone to the meeting.

### **Health**

Judith Brodie attended from the Lambton Road Patient Participation Group (PPG). She described the role of the PPG working in partnership with the Practice to support improved care and service, and highlighted the forthcoming PPG Open Week, Practice survey, and regular PPG newsletter. There will be a PPG AGM in March. More information can be found at <http://www.lambtonroadmedical.nhs.uk/home,55571.htm>

Dr Penny Smith, senior partner at Lampton Road Practice, attended with colleagues following concerns expressed by patients about the long waiting times and reception staff rudeness. Dr Smith stressed that the move to the new premises had created several challenges and matters were improving and would continue to do so. Several residents commented and asked questions which Dr Smith and her colleagues responded.

Dr Sion Gibby area rep for Commissioning Group explained about the approach to commissioning and responded to questions from the floor.

### **Local Flood Risk Management**

Mario Lecordier LBM Head of Traffic and Highways Services at the LBM and Sarah Kelly from URS Consultants gave an interesting presentation on the latest strategy and requested residents responded to the online survey by 31<sup>st</sup> January 2014. Several general questions come from the floor including one relating to the capability of the main drains to which Mario Lecordier said a further vehicle was being purchased to clean the drains to ensure they were clear for heavy rain.

### **Planning Updates**

Neil Milligan – senior planning officer at LBM outlined the latest key planning matters

- Land at the corner of Kingston Road and Lower Downs Road and questions were asked about the traffic flow, in particular the possibility of a mini-roundabout but nothing had been agreed at this stage.
- Rainbow Estate
- Enhancement Plan, together with Tony Edwards, RP Association.
- Shop Shutters in RP Town Centre

### **Parking**

#### **Controlled Parking Consultations**

Paul Atie from Merton Council answered questions about two consultations on controlled parking.

- Dupont, Sydney, Chestnut, Bronson Road, Abbott Avenue & Part of Kingston and Lower Downs Roads – Some residents from Bronson in attendance were upset about the latest change as they assumed after the last consultation they would not be having a CPZ. Mr Atie explained that Bronson Road had been added following a petition from a large majority of residents in the Road.
- Cambridge Road area – Dr Garth Ezekikel vice-chairman of the CPAGA raised concerns about parking for allotment holders. Mr Atie explained that the latest proposal would now only require 1 hour restrictions so allotment holders should not have an issue if they avoided that one hour. The Cambridge Road CPZ Consultation goes to the SMAC Committee on 29th January.
- Town Centre parking – Julie Donaby, Raynes Park Association of Independent Businesses drew attention to the need to consider the parking requirements of local businesses (staff, customers and clients) and ensure they are consulted. Paul Atie confirmed that a Town Centre Parking consultation would be undertaken and that Businesses would be included.
- Waitrose Car Park Charges – Martin Payne, Assistant Manager, Waitrose, explained that there were proposals to increase cost of parking for 2-3 hours, but not under 2 hours for their section of the car park. The aim was to deter medium term parking so that the car park was freer for users.

## **Open Forum**

Various matters were raised from the floor including:

- Christmas Lights Switch on – feedback from the attendees indicated that this was welcome and should be undertaken the next year
- Mini Holland draft proposals – George McGillivray suggested keeping an eye on the outcome of the bid to see if Merton is successful and, if so, what the implications might be for the Raynes Park area.
- Uneven Pavements – Officers will consider this if notified of the locations.
- Concern still about cycling on pavements and a suggestion from the floor was that the Police be invited to attend the next meeting to allow discussion on appropriate enforcement.
- Councillor Iain Dysart had spoken with Simon Burman, Stakeholder Manager, Post Office Group, concerning the future of the main post office services in Raynes Park. Mr Burman said that no potential franchise partner had been identified in its first tendering exercise, and that a further tendering exercise was being undertaken. Mr Burman had also advised that the existing main post office would continue providing its current service in the meantime.

## **Dates of future meetings**

Thursday 13 March 2014 at 7.15pm, in the Library Hall to be chaired by Cllr Gilli Lewis-Lavender.

This Council notes the statement issued on 6th January 2014 by the Clinical Commissioning Groups (CCGs) of Merton, Kingston, Sutton, Richmond, Wandsworth and Croydon:

“The six south west London CCGs are actively discussing the next steps for local health services following the withdrawal of Surrey Downs CCG from the BSBV programme. As we have made clear in the past, the BSBV business case is now invalid and the options put forward through the programme are no longer on the table for consultation. It follows that all six CCGs are in the process of dissolving the committees to which they had delegated decision-making on BSBV.

“However, the challenges outlined in the BSBV case for change remain. If we do not address these challenges, we know that local services will decline in quality and that we will not be able to meet the required quality and safety standards. We are discussing with each other and with our boards how we address these challenges and we hope to make a further announcement in February.”

This Council is unanimously delighted that any current options posing a threat to services provided at St Helier hospital are now no longer viable and are therefore not now being considered.

However, this Council recognises that under NHS Call to Action the long term viability of healthcare across the south west London region is still an issue for consideration by the CCGs.

Therefore this Council resolves to request that the Chairman of Merton’s Healthier Communities and Older People Overview and Scrutiny Panel asks the Chairman of our local CCG, Dr Howard Freeman, to attend the next Healthier Communities and Older People scrutiny panel meeting in order to update Members on the current position with regard to our local health services and the next steps being considered going forward.

This Council also requests that the panel members ensure that Dr Freeman is fully aware of the high regard felt by Merton residents for the professionalism and sympathetic care provided at St Helier Hospital by its staff and the strong desire of the borough’s residents to preserve A&E and Maternity Services at St Helier for the future.

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This Council welcomes the achievements of our local police together with the Safer Merton partnership team in ensuring that overall crime levels in Merton remain low and that the borough retains its position as one of the safest in London. Improved satisfaction rates and falling crime rates, both in Merton and across London, have been achieved by relentlessly focusing resources on front line policing and by cutting bureaucracy and unnecessary targets wherever possible, in line with Government policy, so that Merton's police officers can concentrate all their efforts on the primary objective of cutting crime.

However, this Council recognises that the fear of crime remains a major concern for many of Merton's residents and notes the comments of the Borough Commander at November's meeting of the Overview and Scrutiny Commission about the need for an additional policing unit in Wimbledon Town Centre. Attracting many visitors as a major transport hub and the centre of Merton's night time economy, Wimbledon Town Centre is the borough's crime hotspot and the main centre for drunken disorder in the borough, with Abbey and Trinity wards consistently having the highest percentage of alcohol related call outs to the police and London Ambulance Service. 45% of all thefts from the person last year took place in Wimbledon whilst figures suggest that around a fifth of the total number of crimes in Merton were committed in Abbey, Trinity and Dundonald wards with some 7% of overall crime in the borough taking place within just 200 metres on or around Wimbledon Broadway.

This Council understands that the local authority has an important role to play in helping protect Merton's residents and businesses against crime and anti-social behaviour, and notes that:

- Several councils, such as Hammersmith and Fulham, have entered into successful arrangements with their local police to fund extra bobbies on the beat;
- Section 92 of the Police Act 1996 allows local authorities to make grants for police purposes to the Mayor's Office for Policing and Crime which would be used to buy in police inspectors, sergeants and constables on a 2 year contract at a reduced 'buy one get one free' rate as part of a cost sharing agreement;
- Were Merton to enter into such an agreement for 2014-15 as part of the new MetPatrol Plus 'buy one get one free' scheme, it has recently been confirmed by the Deputy Mayor for Policing and Crime that the annual cost of buying in a police constable with full powers of arrest would be reduced from £58,000 to £29,000, with MOPAC picking up the shortfall.

This Council believes that a dedicated Safer Town Centre patrol unit is needed for Wimbledon in order to reduce levels of crime and anti-social behaviour in the town centre, potentially also thereby freeing up other officers for duties elsewhere in the borough. This Council supports the use of a cost sharing agreement with MOPAC to part fund this new policing unit, which – following discussions with local police representatives - would most likely comprise a sergeant and 6 police constables with full powers of arrest, and therefore calls on Cabinet to enter into the necessary negotiations with MOPAC with immediate effect and to make the relevant financial provision as part of the ongoing 2014-15 budget setting process.

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## **Council**

**Date: 5 February 2014**

**Subject:** Approval of Pay Policy Statement and re adoption of the Members' Allowances Scheme

**Lead officer:** Dean Shoemith, Joint Head of Human Resources; Paul Evans, Assistant Director of Corporate Governance and Monitoring Officer

Lead member: Councillor Mark Allison

Contact officers:

Peter Andrews, Pay Rewards & Workforce Planning Manager (8770 5006, [peter.andrews@sutton.gov.uk](mailto:peter.andrews@sutton.gov.uk)); Paul Evans, Assistant Director of Corporate Governance (8545 3338), [paul.evans@merton.gov.uk](mailto:paul.evans@merton.gov.uk)

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### **Recommendations:**

1. To approve re-publication of the Pay Policy Statement for 2014/2015
  2. To reconfirm its Members' Allowances Scheme with no change for 2014/2015 with effect from 1 April 2014
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### **1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The Localism Act 2011 requires the Council to publish a pay policy statement and for the statement to be re-approved by Council each year.
- 1.2 The existing pay policy statement for 2013/2014 was approved by Council in March 2013.
- 1.3 Other than adoption of the London Living Wage (LLW) there have been no other changes in pay policy in the last year, and it is therefore proposed that the existing Pay Policy Statement should be approved for 2014/15 with just a minor revision to reflect the adoption of the London Living Wage.
- 1.4 The report also recommends re-adopting the Members' Allowances Scheme with no change for 2014/2015.

### **2. DETAILS**

- 2.1 The pay policy statement for the year 2013/2014, approved by Council, is currently published on the Council's website

- 2.2 A full Council meeting is required to re-approve the pay policy statement each year.
- 2.3 As there has been no change in the council's pay policy, and there have no pay awards for Chief Officers, it is intended to re-publish the 2013/2014 pay policy statement for the financial year 2014/2015.
- 2.4 The DCLG is currently considering changes to transparency requirements, including further regulation in relation to pay statements. It is unlikely that any changes to transparency requirements will be confirmed in time for approval by Council before 31 March to meet the statutory timescale. It is therefore recommended to approve the Council's existing statement with no changes and that a further report, as required, be brought to Council in the course of 2014/2015 to incorporate any amendments needed.
- 2.4 A draft Pay Policy Statement for 2014/2015 is attached at Appendix A and is unchanged from the 2013/2014 version.
- 2.5 In relation to the Members' Allowances Scheme the Council is required further to the Local Authorities (Members' Allowances) (England) Regulations 2003 to re-adopt its scheme of members allowances for the year 2014/2015 and in doing so give due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors in London whose latest report was published in April 2010.
- 2.6 The Independent Panel did not recommend any significant changes to the Scheme of Allowances which it approved in its last report in 2006. The Council's scheme provides for an increase in the level of allowances in line with the annual pay award to staff when agreed. Pay awards for staff have not been uniform and National pay negotiations for 2014/15 are still on going and therefore it is not intended that the Scheme of Allowances will be increased at this time.
- 2.7 In the circumstances the Council is recommended to confirm its existing scheme of Member Allowances with no change.

### **3. ALTERNATIVE OPTIONS**

- 3.1 Publication of a Pay Policy Statement is a statutory requirement.

### **4. CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1 The Pay Policy Statement for 2014/2015 will need to be approved by Council. Any changes as a result of any new requirements referred to

above will be considered by the Council's Senior Remuneration Panel prior to submission to Council.

## **5. TIMETABLE**

- 5.1 The Pay Policy Statement must be approved by Council for publication from 1 April 2014 on the Council's website.
- 5.2 A meeting of the Senior Remuneration Panel will be convened between CMT and Council to consider any proposed changes in the future for final approval by Council.

## **6. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1 None.

## **7. LEGAL AND STATUTORY IMPLICATIONS**

- 7.1 Publication of the Pay Policy Statement and annual re-approval by a meeting of the full council is a statutory requirement under the Localism Act 2011.
- 7.2 Guidance was issued to authorities in 2011 to accompany the Localism Act, and revised 'final supplementary guidance' was issued by the DCLG in late February 2013. The required changes were addressed in the 2013/2014 Pay Policy Statement approved by Council last year.
- 7.3 Regulation 10 of the Local Authorities (Members' Allowances) (England) Regulations 2003 requires re-adoption of the scheme. Before making or amending its allowances scheme, the Council is required, by Regulation 19, to have regard to the recommendations of an Independent Remuneration Panel.

## **8. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1 The intention of the pay policy measures in the Localism Act is to improve transparency of decision making, particularly in relation to top earners in the organisation.

## **9. CRIME AND DISORDER IMPLICATIONS**

- 9.1 None

## **10.0 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

10.1 The existing Pay Policy Statement published for 2012/2013 complies with the requirements of the Localism Act.

**A. APPENDICES – the following documents are to be published with this report and form part of the report**

- Appendix A

**B. BACKGROUND PAPERS**

LONDON BOROUGH OF MERTON  
Draft for 2014/15  
Pay Policy Statement

## 1. Introduction

- 1.1 The Council is committed to transparency of pay, and best value for money to residents in terms of the pay bill to the workforce and quality of services provided to residents. This statement is required under the provisions of the Localism Act 2011.

We monitor the Council's benchmark position regularly in London utilising data sets from London Councils, and in particular the annual chief officers' salary survey. This information is used when reviewing pay and grading structures, in combination with data on turnover, recruitment and retention.

- 1.2 This pay policy statement sets out: the Council's current position in the labour market and pay benchmarking, pay ratios, the current pay structure and arrangements, dealing with data transparency and senior officer termination payments.

## 2. Pay benchmarking

- 2.1 In terms of the senior pay benchmarks derived from the London Councils database we know the Council is positioned in the bottom quartile for senior pay for the 32 boroughs, and in a number of cases pays the lowest rate in the whole of London. Our overall pay rates below chief officer-level broadly mirror the median for Outer London Local Authorities.
- 2.2 The pay benchmarks are reviewed annually to ensure the Council continues to provide good value for money and that senior managers are not paid in excess of local, regional and national labour markets, as appropriate to the job.

## 3. Pay ratios and Fair Pay in the Public Sector

- 3.1 The Council has a pay ratio of 1:12 between the lowest and highest paid employees, conforming to CIPD research evidence that the average ratio in Local Government in England is 1:10. It should be noted this is well within the ratio level of 1:20 that was established for the Hutton Fair Pay Review (March 2011) to consider. Recent research\* has suggested that the ratio for the top 250 private sector organisations is 1:262, and 1:15 for the public sector overall. \*research commissioned and published by the One Society think-tank.
- 3.2 Merton uses job evaluation to determine an employee's grade and the rates within the grade are determined through national bargaining. The current minimum rate of pay for NJC employees of £14,961 per annum is based on the nationally determined minimum spine point rate, however a London Living

Wage guarantee ensures the lowest rate actually paid from 1 April 2014 to Merton's employees will be £8.80 per hour (£16,016 per annum). See paragraph 4.1 below for more detail on how we determine grades.

- 3.3 The Council ensures senior managers are required to demonstrate they are performing to appraisal objectives in order to qualify for incremental pay increases and this pay policy system conforms with the recommendations from the Hutton Fair Pay Review that senior managers' pay includes an element of 'earn back'.
- 3.4 As well as comparing with the lowest paid we also make comparison with the median (recommended in the Government's transparency guidelines). The ratio of the Chief Executive's pay to median employee salary is 1:7. The Hutton report suggested the ratio for the FTSE top 250 private sector companies was 1:38.

#### 4. Current pay structures and arrangements

- 4.1 The Council operates:
  - The Joint National Council (JNC) for LA Chief Executives, and the JNC for LA Chief Officers pay agreement arrangements &
  - The National Joint Council (NJC) Greater London Provincial Council (GLPC) Outer London pay agreement for most posts below Management Grade (MG), and applies the GLPC job evaluation scheme for jobs up to grade ME16. Job evaluation objectively establishes the relative size/value of posts whereas the pay/grade relationship ('price tag') is agreed by the Council with reference to GLPC benchmark guidance. The pay and grading structure below chief officers and Management Grade (see 4.3 below) currently allows for time-served incremental progression on an annual basis up to the grade maxima. The Council has set out its intention to review the pay and grading model and shared this purpose (including the pay and grading structure) with the recognised trades unions.
- 4.2 Some other employees are paid on nationally determined pay scales such as: Soulbury, Youth & Community, Teachers, Craft Workers and local conditions.
- 4.3 Senior managers, on grades MGA to chief executive grade are placed on grades with incremental progression on an annual basis. Progression through the grade is dependent upon satisfactory performance. Job evaluation for chief officers and managers above ME16 is conducted using the Hay job evaluation scheme.
- 4.4 Senior staff receive no performance-related pay or bonuses. They contribute up to 7.5% of their salary to the local government pension scheme and Merton's employer contribution to the pension fund for all contributing members is 14.1%. In some years the Chief Executive also receives election expenses when general, local or European elections occur. Annual cost of living increases are determined nationally.

- 4.5 All matters relating to senior pay, including the chief executive's appraisal setting and assessment is dealt with by the Council's senior remuneration panel comprising of the four party leaders, chaired by the Leader of the Council for the minority administration at which the salary package is considered and recommended for approval. Salary packages over £100,000 will be reported to full Council for approval.
- 4.6 There have been no increases in pay rates for most employees since April 2009 (Chief Officers since April 2008).
- 4.7 Any proposed changes to the pay and grading structure are subject to an Equality Impact Assessment to assess the likely impact of the changes. We conducted a full Equal Pay Audit in 2006, which found no significant issues, and we conduct further smaller audits on a periodical basis.

## 5. Transparency arrangements

- 5.1 From April 2012, the Council will via it's Internet site:
- publish all senior employee salaries with: names, title, salary band and information including job descriptions that will cover span of control and managerial responsibilities.
  - publish on an annual basis (each April, commencing April 2012) via its website a schedule of all council employees earning £58,200\*, or more, in accordance with the recommended code of practice for data transparency (\* £58,200 being the entry point for the Senior Civil Service grade and a means of identifying senior pay in public service)
  - publish structure charts on the Council's website as recommended by the government code of practice for data transparency.
  - publish this policy via the Council's website
- 5.2 The Chief Executive's remuneration, that of the Directors, and any officer earning over £100k, is already the subject of a published statement on the Council's website. Such levels of remuneration are subject to the Council's senior remuneration panel consisting of the four different political party leaders (see 4.5 above). Other salary and budget information is published in the annual statement of accounts, available from the Council's website.
- 5.3 For any new appointment where the salary is £100k per annum or more approval should be obtained from full Council prior to the appointment being made (in practical terms the agreement would be sought at the start of the recruitment process).

## 6. Termination payments

- 6.1 For Chief Officers, termination payments are reported to the General Purposes Committee and the rationale for such termination arrangements for these matters are approved by members of the Council. From April 2013 all severance packages over £100,000 will be reported to full Council for approval.

- 6.2 We will continue to review and publish our policy on the exercise of discretions under local authority regulations covering compensation for early termination of employment, redundancy and pension enhancements. We are currently considering our policy on the remuneration of chief officers who return to a local authority.



## Committee: Council

Date: 5 February 2014

Wards: All

## Subject: Evaluation of the council's webcasting pilot

Lead officer: Caroline Holland, Director of Corporate Services

Lead member: Councillor Mark Allison, Deputy Leader of the Council and Cabinet Member for Finance

Contact officer: Julia Regan, Head of Democracy Services,  
[julia.regan@merton.gov.uk](mailto:julia.regan@merton.gov.uk); 020 8545 3864

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### Recommendation:

That Council agrees to continue webcasting committee meetings held in the council chamber.

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## 1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. At its meeting on 1 February 2012, Council resolved a) to support in principle the use of web casting and b) to initiate a feasibility report into how this may be put into operation as soon as practicably possible in the Council Chamber for meetings with planning, street management and budget decisions.
- 1.2. At its meeting on 21 November 2012 Council considered the feasibility report and resolved to embark on a year's pilot project to webcast meetings of Full Council, Planning Applications Committee and Street Management Advisory Committee.
- 1.3. It was agreed that at the end of the one year period, the pilot project should be evaluated, and Council should consider whether or not to continue with the project.
- 1.4. This report gives details of the project, and evaluates its success.

## 2 DETAILS

### Set up

- 2.1. Following the resolution of Council in November 2012, formal procurement was undertaken and Public-i were chosen as the preferred bidder.
- 2.2. Public-i were able to use the 'follow-me' microphone and camera systems already in place in the Council Chamber. A separate internet connection was established in the Chamber together with the operating system.
- 2.3. A Democratic Services Officer took responsibility for overall project management, meeting preparation and for managing a rota of staff to operate the webcast equipment during each meeting. The operator, seated at the rear of the chamber, adds agenda points and speaker profiles to the webcast, addresses any problems as they arise and is available to assist the public with any queries they have.

- 2.4. Prior to the first live webcast, the Democratic Services Officer liaised with the Corporate Communications Team to ensure that the public were aware of the project. All webcasts were publicised in advance via Twitter and Facebook, and in September a short article was included in 'My Merton' magazine. Information on webcasting is available on Merton's website, and on the front pages of the relevant committee agendas.
- 2.5. In order to test out the installation, training, operating procedures and publicising of the project it was agreed that Budget Council would be webcast in early March as a dry run.

#### Broadcasts

- 2.6. The dry run ran smoothly and the first meeting to be webcast live was Full Council on 27 March 2013.
- 2.7. From 27 March to 12 December 2013, twelve meetings have been webcast; five Full Council meetings, six Planning Applications Committee meetings and one Street Management Advisory Committee meeting. There were some technical errors which prevented the broadcast of Planning Applications Committee in June, July and August. These have been resolved.
- 2.8. The meetings were broadcast live and then an archived version was made available online which was retained for six months.
- 2.9. In October 2013 the Democracy Services team began to use a new agenda management publication system. This automatically synchronises with the webcasting software to minimise the work to be done by the operator prior to the meeting. It has also improved the experience for the user, as when browsing the agenda for a meeting, a link is supplied to click directly through to watch the item on the webcast.

#### Viewing Figures

- 2.10. The viewing figures for each meeting, showing the number of live and archived viewings each month, are set out in full in Appendix 1. This information was obtained from the webcasting administration site as of 30 November 2013.
- 2.11. The viewing figures show that the 12 meetings that were webcast attracted a grand total of 8358 viewings - 465 live viewings and 7913 archived viewings - in the 9 months from 1 April to 31 December 2013, an average of 928 per month (range 487-1802).
- 2.12. The number of viewings per meeting averaged 696 (range 185-2100), as shown in Table 1 overleaf:

**Table 1 – Number of viewings per meeting**

<b>Meeting</b>	<b>Live viewings</b>	<b>Archived viewings</b>	<b>Total viewings</b>
Council 27/3/13	0	1500	1500
Planning 18/4/13	14	766	780
Annual Council 15/5/13	26	2074	2100
Planning 23/5/13	43	829	872
Council 10/7/13	70	532	602
Planning 5/9/13	*	504	504
Council 11/9/13	152	403	555
SMAC 18/9/13	7	328	335
Planning 10/10/13	25	363	388
Planning 7/11/13	35	203	238
Council 20/11/13	49	136	185
Planning 12/12/13	24	275	299
<b>TOTAL</b>	<b>465</b>	<b>7913</b>	<b>8358</b>

\*Meeting not broadcast live due to technical problems

- 2.13. Further information on viewing figures has been obtained from Google Analytics by Merton's Web Team. These figures show that of 8201 page views of the webcasts during the period 1 April to 3 December 2013, 1203 were by Merton network users. This total differs from the figures used above because it includes the "dry run" broadcast of Budget Council, which was not placed on the website for the public to view; however the link was circulated to officers and councillors so they could view it, hence the figures are included in Google Analytics.
- 2.14. The Google Analytics show that 1203 (14.7%) of the 8201 page views were from Merton network users (i.e. councillors and council officers viewing whilst logged on to the council's network).
- 2.15. Google Analytics also show that 2716 (33%) of the 8201 page views were repeat viewings – the proportion of repeat viewings was slightly higher for Merton network users, at 35%.
- 2.16. Viewing figures may have been skewed by the newsworthy nature of one or two of the meetings. The experience of other councils is that viewing figures decline after a year or two. Merton's viewing figures will be closely monitored over the next two years so that any such decrease will be identified at an early stage.

## Costs

- 2.17. The total cost of the webcast pilot is likely to be £15,191. This comprises £13,851 already paid for the equipment, technical support and software and £1340 of estimated staff overtime costs.
- 2.18. The cost per viewing from 1 April to 31 December is £1.82 (£15,191 divided by 8358 viewings). The cost per viewing for the whole pilot period will be lower because it will include viewings for January and February (Planning Committee meetings on 16 January and 13 February plus Street Management Advisory Committee on 29 January and Council on 5 February).
- 2.19. Indicative costs have been received for a further 12 months at the same cost as the pilot. If the council committed to webcasting for 2 years or longer there would be a discount applied providing payment was made upfront.

## **3 ALTERNATIVE OPTIONS**

- 3.1. Council may opt to end the project at the completion of the pilot project and cease to webcast any committee meetings.

## **4 CONSULTATION UNDERTAKEN OR PROPOSED**

- 4.1. The webcasting webpage has a feedback button, so users can make comments or ask questions about the project. No comments have been submitted to date.
- 4.2. A survey was placed on the webcasting webpages for all meetings held in November and December 2013. There were no responses to the survey.
- 4.3. A survey was also added to the Council's consultation webpage in November 2013; at the time of writing this report only one response has been received. This is attached as Appendix 2.

## **5 TIMETABLE**

- 5.1. If not extended, the one year pilot project will end on 20 February 2014. The final meeting to be webcast will be the Planning Applications Committee on 13 February 2014.

## **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

The likely cost £15k for the next years Webcasting will be met from the budget of Corporate Governance.

## **7 LEGAL AND STATUTORY IMPLICATIONS**

- 7.1. There is no legal restriction in relation to webcasting meetings, although where a resolution is passed excluding the press and public because there is to be consideration of exempt or confidential information, this part of the meeting must not be webcast.
- 7.2. In order to ensure the council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998, a protocol was agreed to ensure members of the public attending such meetings are aware that the meeting is to be filmed. The protocol addressed the situation where meetings are determining an individual's application and where individuals

making representations in such matters have concerns about being filmed. The protocol and all other materials advertising webcasting were drafted with and approved by the Information Governance Team and Legal Services.

## **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. Under the Equality Act 2010, the council has a legal obligation to ensure that its website is accessible to disabled people who may use a variety of access devices and equipment. Merton's Web Information Manager worked closely with Publici to ensure that all access requirements were met, including compliance with Web Content Accessibility Guidelines.
- 8.2. An Equality Analysis has been undertaken and no adverse impact was found. The Equality Analysis is attached as Appendix 3.

## **9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. None.

## **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. None

## **11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- Appendix 1 – live and archived viewing figures for each webcast meeting
- Appendix 2 – response to web survey
- Appendix 3 – equality analysis

## **12 BACKGROUND PAPERS**

Report to Council 21 November 2012, webcasting feasibility report

**Appendix 1 – live and archived viewing figures for each webcast meeting**

	April		May		June		July		August		Sep		Oct		Nov		Dec		Total			
	L	A	L	A	L	A	L	A	L	A	L	A	L	A	L	A	L	A	L	A	Total	
Council 27/03	0	352	0	233	0	123	0	277	0	229	0	286	n/a	n/a	n/a	n/a				0	1500	1500
PAC 18/04	14	121	0	182	0	127	0	92	0	82	0	99	0	63	n/a	n/a				14	766	780
A/Council 15/05			26	1205	0	323	0	153	0	154	0	100	0	94	0	45				26	2074	2100
PAC 23/05			43	113	0	176	0	143	0	134	0	93	0	91	0	79				43	829	872
Council 10/07							70	176	0	118	0	99	0	67	0	72				70	532	602
PAC 05/09*											0*	332	0	110	0	62				0	504	504
Council 11/09											152	202	0	129	0	72				152	403	555
SMAC 18/09											7	95	0	124	0	109				7	328	335
PAC 10/10													25	240	0	123				25	363	388
PAC 07/11															35	203				35	203	238
Council 20/11															49	136				49	136	185
PAC 12/12																				0	0	0
<b>Totals</b>	<b>14</b>	<b>473</b>	<b>69</b>	<b>1733</b>	<b>0</b>	<b>749</b>	<b>70</b>	<b>841</b>	<b>0</b>	<b>717</b>	<b>159</b>	<b>1306</b>	<b>25</b>	<b>918</b>	<b>84</b>	<b>901</b>				<b>421</b>	<b>7638</b>	<b>8059</b>

\*meeting was not broadcast live due to technical error

\*\*data collected on 30/11/13

L - live views, A -Archive views

## Appendix 2 – response to web survey

1 respondents accessed the campaign

### Step 1:1.00-1:Meetings watched

This multiple response question was answered by 1 respondents.

Response	Number of Respondents	Percentage of Respondents
Council		
Planning Applications Committee	1	100%
Street Management Advisory Committee		

### Step 1:2.00-1:When watch

This single response question was answered by 1 respondents.

Response	Number of Respondents	Percentage of Respondents
Live as they happen	1	100%
After the event		
Both		

### Step 1:3.00-1:Broadcast quality

This single response question was answered by 1 respondents.

Response	Number of Respondents	Percentage of Respondents
Good		
Fair	1	100%
Poor		

### Step 1:4.00-1:Likely to continue to watch

This single response question was answered by 1 respondents.

Response	Number of Respondents	Percentage of Respondents
Yes	1	100%
No		
Don't know		

### Step 1:5.00-1:Other suggested meetings

This open response (Free text) question was answered by respondents.

Response	Number of Respondents

### Step 1:6.00-1:Improvements

This open response (Free text) question was answered by 1 respondents.

Response	Number of Respondents
Make what is visible on the main screens to those in the chamber visible on the webcast where possible. Voice/public speaking training for some council officers	1

**Step 1:7.00-1:Are you****This single response question was answered by 1 respondents.**

<b>Response</b>	<b>Number of Respondents</b>	<b>Percentage of Respondents</b>
An officer for the London Borough of Merton		
A councillor for the London Borough of Merton		
A member of the public	1	100%



# Appendix 3 Equality Analysis



What are the proposals being assessed?	One year project to webcast meetings of Council, Planning Applications Committee and Street Management Advisory Committee
Which Department/ Division has the responsibility for this?	Corporate Services/Corporate Governance

Stage 1: Overview	
Name and job title of lead officer	Julia Regan, Head of Democracy Services
1. What are the aims, objectives and desired outcomes of your proposal? (Also explain proposals e.g. reduction/removal of service, deletion of posts, changing criteria etc)	Following a motion from Council, to implement a one year pilot project to webcast meetings of Council, Planning Applications Committee and Street Management Advisory Committee. The aim of this project is to increase public participation in the democratic process, enabling them to watch these meetings live on the internet and for six months after the meeting has taken place.
2. How does this contribute to the council's corporate priorities?	The project facilitates public involvement in the council's decision making processes by enabling them to watch webcasts of some committee meetings
3. Who will be affected by this proposal? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.	Staff and councillors will appear on the webcast. Members of the public in attendance at a webcast meeting may sit in designated seats if they do not wish to be filmed. Any member of the public, officer, councillor or partner organisation will be able to watch the meeting online live and for up to six months after the meeting.
4. Is the responsibility shared with another department, authority or organisation? If so, who are the partners and who has overall responsibility?	The responsibility rests with the Democracy Services Team. However, the equipment and hosting of the web content is supplied by Publici.

## Stage 2: Collecting evidence/ data

### 5. What evidence have you considered as part of this assessment?

Provide details of the information you have reviewed to determine the impact your proposal would have on the protected characteristics (equality groups).

- There is very little evidence or data that can be collected about webcasting. Many local authorities already webcast some or all of their meetings, but only collect numbers of hits on their webpages. However, the intention is to make local democracy more accessible to the people of Merton, enabling them to watch council meetings without leaving their home. This could be particularly useful for people who would find it difficult to attend evening meetings in person. Work was carried out in consultation with the Web Information Manager to ensure that the webcast webpages comply with the Equality Act 2010 and that all access requirements are met so that disabled people who may use a variety of access devices and equipment can view the webcasts.

## Stage 3: Assessing impact and analysis

### 6. From the evidence you have considered, what areas of concern have you identified regarding the potential negative and positive impact on one or more protected characteristics (equality groups)?

Protected characteristic (equality group)	Tick which applies Positive impact		Tick which applies Potential negative impact		Reason Briefly explain what positive or negative impact has been identified
	Yes	No	Yes	No	
	Age	✓			
Disability	✓				Enable them to access local democracy from home.
Gender Reassignment	✓				Enable them to access local democracy from home.
Marriage and Civil Partnership	✓				Enable them to access local democracy from home.
Pregnancy and Maternity	✓				Enable them to access local democracy from home.
Race	✓				Enable them to access local democracy from home.
Religion/ belief	✓				Enable them to access local democracy from home.
Sex (Gender)	✓				Enable them to access local democracy from home.
Sexual orientation	✓				Enable them to access local democracy from home.
Socio-economic status	✓				Enable them to access local democracy from home.

7. If you have identified a negative impact, how do you plan to mitigate it?

n/a

**Stage 4: Conclusion of the Equality Analysis**

• **8. Which of the following statements best describe the outcome of the EA (Tick one box only)**

Please refer to the guidance for carrying out Equality Impact Assessments is available on the intranet for further information about these outcomes and what they mean for your proposal

**Outcome 1** – The EA has not identified any potential for discrimination or negative impact and all opportunities to promote equality are being addressed. **No changes are required.**

**Outcome 2** – The EA has identified adjustments to remove negative impact or to better promote equality. **Actions you propose to take to do this should be included in the Action Plan.**

**Outcome 3** – The EA has identified some potential for negative impact or some missed opportunities to promote equality and it may not be possible to mitigate this fully. **If you propose to continue with proposals you must include the justification for this in Section 10 below, and include actions you propose to take to remove negative impact or to better promote equality in the Action Plan. You must ensure that your proposed action is in line with the PSED to have ‘due regard’ and you are advised to seek Legal Advice.**

**Outcome 4** – The EA shows actual or potential unlawful discrimination. **Stop and rethink your proposals.**

## Stage 5: Improvement Action Plan

- **9. Equality Analysis Improvement Action Plan template – Making adjustments for negative impact**

This action plan should be completed after the analysis and should outline action(s) to be taken to mitigate the potential negative impact identified (expanding on information provided in Section 7 above).

1) Negative impact/gap in information identified in the Equality Analysis	Action required to mitigate	• How will you know this is achieved? e.g. performance measure/target)	By when	Existing or additional resources?	Lead Officer	Action added to divisional/team plan?
2)		•				
3)		•				
4)		•				

**Note that the full impact of the decision may only be known after the proposals have been implemented; therefore it is important the effective monitoring is in place to assess the impact.**

## Stage 6: Reporting outcomes

### 10. Summary of the equality analysis

This section can also be used in your decision making reports (CMT/Cabinet/etc) but you must also attach the assessment to the report, or provide a hyperlink

This Equality Analysis has resulted in an Outcome [add](#) Assessment

The webcasting project will have a positive impact on all members of the public who wish to access local democracy in Merton, as they will be able to view some committee meetings online.

**Stage 7: Sign off by Director/ Head of Service**

Assessment completed by	Susanne Wicks, Democratic Services Officer	Signature:	Date: 23.12.13
Improvement action plan signed off by Director/ Head of Service	Julia Regan, Head of Democracy Services	Signature:	Date:24.12.13

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## **Committee: Council**

**Date: 5 February 2014**

Wards: All

## **Subject: Calendar of meetings 2014-15**

Lead officer: Director of Corporate Services

Lead member: Deputy Leader and Cabinet Member for Finance

Contact officer: [chris.pedlow@merton.gov.uk](mailto:chris.pedlow@merton.gov.uk)

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### **Recommendations:**

A. That the Calendar of meetings at appendix A is agreed.

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## **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

1.1. To propose a calendar of meetings for Council bodies for 2014-15.

## **2 DETAILS**

2.1. The details are set out in appendix 1.

## **3 ALTERNATIVE OPTIONS**

3.1. The Council can make whatever arrangements it sees fit in respect of the calendar within the legal constraints set out below. The Council should also have regard to audit and accounting requirements in respect of submission of the Annual Governance Statement by the end of June in each year and the approval of the Final Accounts by the end of September in each year.

## **4 CONSULTATION UNDERTAKEN OR PROPOSED**

4.1. The executive leader has been consulted in respect of the executive meeting schedule. The chair of the Overview and Scrutiny Commission has been consulted in respect of the scrutiny schedule. Group offices and leaders have been consulted and their comments taken into account where possible.

## **5 TIMETABLE**

5.1. The calendar covers the period from immediately after the 2014 Annual meeting up to and including the Annual meeting 2015.

## **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

6.1. None

## **7 LEGAL AND STATUTORY IMPLICATIONS**

7.1. In borough election years the Council must hold its annual meeting between 12 and 25 days after the election. In other years the annual meeting must be held in March, April or May

7.2. The Council must hold a meeting to agree its budget by 11 March in each year

## **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. Publishing a calendar of meetings in advance is important in giving people information about when the Council proposes to do its business and take decisions which affect the community and individuals.

## **9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. None

## **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. It is important for the proper discharge of the Council's duties that a proper framework for decision making is established including the scheduling of meetings in advance to allow for business reports to be properly prepared for decision making bodies.

## **11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

- Appendix A – calendar of meetings

## **12 BACKGROUND PAPERS**

- 12.1. None



	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15
<b>COUNCIL</b>										
Annual (1)	<b>4*</b>									
Ordinary (5)		9		10		19			4	
Council budget (1)										<b>4</b>
<b>EXECUTIVE</b>										
Cabinet (9)	30			15	20	10	8	19	<b>16</b>	9
Call-in (9)	19	17			2	6/27		8	12	<b>12/26</b>
<b>SCRUTINY</b>										
Overview and Scrutiny Commission (6)		15			7	25		<b>29</b>		10/25
Healthier Communities and Older People OSP (7)		2		3	22	12		<b>14</b>	11	17
Children and Young People OSP (6)		3			15	4		<b>13</b>	10	24
Sustainable Communities OSP (6)	24			16		11		<b>8</b>	25	18
<b>NON-EXEC &amp; ADVISORY</b>										
Standards (3)	<b>17</b>				23				26	
General Purposes Committee (4)	<b>26</b>			<b>25</b>		6				12
Borough Development Plan Advisory Committee (4)	25			17			4			11
Licensing Committee (3)	12					27			24	
Street Management Advisory Committee (4)	11				8		2	28		
Planning Applications Committee (11) Thurs	19	17	14	18	16	13	11	15	12	26
<b>OTHER</b>										
Wimbledon Forum (4)	10			23			3			17
Raynes Park Forum (4)	18			30			9			25
Morden Forum (2)					9					24
Mitcham Forum (2)					14					18
Colliers Wood Forum (1)					21					
JCC (4)	18			24			10			11
SACRE (TBA)										
<b>* Annual meeting date 4 June 2014 already agreed</b>										
<b>Accounts cycle bold and shaded</b>										
<b>Final budget round meetings in bold</b>										
<b>For information</b>										
LSG	16			1	6/27	24		5	<b>2/23</b>	
Merton Partnership					14		9			
Health and well-being board	24			23		25				



**Committee: Council**

**Date: 5 February 2013**

**Subject: Changes to Membership of Committees and related matters**

Lead officer: Ged Curran, Chief Executive

Contact officer: Chris Pedlow, [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) 020 8545 3616

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**Recommendations:**

- A. That the changes to the membership of Committees approved under delegated powers since the last meeting of the Council are noted.
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**1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. This report asks the Council to note the membership changes made under delegated powers since the publication of the agenda for the council meeting held on 20 November 2013 and also details a change to political group membership

**2 DETAILS**

- 2.1. The following membership changes have been made under delegated powers in accordance with section A4 of part 3F of the Constitution:

<b>Committee</b>	<b>Member resigning</b>	<b>replaced by</b>	<b>date</b>
Planning Applications Committee	Russell Makin	Geraldine Stanford	25/11/13
JCC with EMO	Logie Lohendran	David Simpson	03/12/13
Sustainable Communities Panel	Samantha George	David Williams	08/01/14
Sustainable Communities Panel	David Dean	Gilli Lewis-Lavender	08/01/14
Sustainable Communities Panel	David Williams	Samantha George	22/01/14
Sustainable Communities Panel	Gilli Lewis-Lavender	David Dean	22/01/14

### **3 CHANGE TO POLITICAL GROUP MEMBERSHIP**

- 3.1. Councillor Chris Edge has left the Merton Coalition group and is now a non-aligned member. Under the proportionality rules the coalition lose two seats to non-aligned members. Councillor Chris Edge is on Licensing Committee and Licensing Committee (miscellaneous) so no committee membership changes are required.

### **4 ALTERNATIVE OPTIONS**

- 4.1. N/A

### **5 CONSULTATION UNDERTAKEN OR PROPOSED**

- 5.1. N/A

### **6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**

- 6.1. None for the purposes of this report.

### **7 LEGAL AND STATUTORY IMPLICATIONS**

- 7.1. The information regarding membership changes in this report complies with legal and statutory requirements. Council is required to accept nominations made by political groups.

### **8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**

- 8.1. None for the purposes of this report.

### **9 CRIME AND DISORDER IMPLICATIONS**

- 9.1. None for the purposes of this report.

### **10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

- 10.1. N/A

### **11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**

None.

### **12 BACKGROUND PAPERS**

- 12.1. Documents from the authorised officer confirming approval of the membership changes agreed under delegated powers.

## **Committee: Council**

**Date: 5 February 2014**

## **Subject: Petitions**

Lead officer: Paul Evans, Assistant Director, Corporate Governance

Lead member: Leader of the Council

Forward Plan reference number: N/A

Contact officer: Democratic Services, [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk)

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### **Recommendation:**

That the Council receives petitions (if any) in accordance with Part 4A, paragraph 18.1 of the Council's Constitution; and

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- 1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**
  - 1.1. This report invites council to receive petitions in accordance with Part 4A, paragraph 18.1 of the Council's Constitution
- 2 DETAILS**
  - 2.1. No petitions were received at the last meeting of the Council.
- 3 ALTERNATIVE OPTIONS**
  - 3.1. None for the purpose of this report.
- 4 CONSULTATION UNDERTAKEN OR PROPOSED**
  - 4.1. None for the purpose of this report.
- 5 TIMETABLE**
  - 5.1. None for the purpose of this report.
- 6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS**
  - 6.1. None for the purpose of this report.
- 7 LEGAL AND STATUTORY IMPLICATIONS**
  - 7.1. None for the purpose of this report.
- 8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS**
  - 8.1. None for the purpose of this report.
- 9 CRIME AND DISORDER IMPLICATIONS**
  - 9.1. None for the purpose of this report.
- 10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**
- 11 APPENDICES**
  - 11.1. None.
- 12 BACKGROUND PAPERS**
  - 12.1. None.

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