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# Merton Council

## Council meeting

### Membership

**The Mayor:** Councillor Sally Kenny

**The Deputy Mayor:** Councillor John Dehaney

**Councillors:** Agatha Mary Akyigyina OBE, Stephen Alambritis MBE, Mark Allison, Stan Anderson, Laxmi Attawar, Eloise Bailey, Thomas Barlow, Nigel Benbow, Hina Bokhari, Kelly Braund, Mike Brunt, Adam Bush, Omar Bush, Ben Butler, Tobin Byers, Billy Christie, David Chung, Caroline Cooper-Marbiah, Pauline Cowper, Stephen Crowe, Mary Curtin, David Dean, Nick Draper, Anthony Fairclough, Edward Foley, Brenda Fraser, Jenifer Gould, Edward Gretton, Joan Henry, Daniel Holden, James Holmes, Andrew Howard, Janice Howard, Natasha Irons, Linda Kirby, Paul Kohler, Rebecca Lanning, Najeeb Latif, Edith Macauley MBE, Russell Makin, Peter McCabe, Simon McGrath, Nick McLean, Oonagh Moulton, Aidan Mundy, Hayley Ormrod, Dennis Pearce, Owen Pritchard, Carl Quilliam, David Simpson CBE, Marsie Skeete, Peter Southgate, Geraldine Stanford, Eleanor Stringer, Dave Ward, Martin Whelton, Dickie Wilkinson and David Williams MBE JP

**Date: Wednesday 3 February 2021**

**Time: 7.15 pm**

**Venue: This will be a virtual meeting and therefore not held in a physical location, in accordance with the Coronavirus Act 2020**

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# Council meeting

## 3 February 2021

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**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. For further advice please speak with the Managing Director, South London Legal Partnership.

Partnership.



# Agenda Item 3

COUNCIL

18 NOVEMBER 2020

(7.15 pm - 10.31 pm)

PRESENT

The Mayor, Councillor Sally Kenny  
The Deputy Mayor, Councillor John Dehaney

Councillors Agatha Mary Akyigyina OBE, Stephen Alambritis MBE, Mark Allison, Stan Anderson, Laxmi Attawar, Eloise Bailey, Thomas Barlow, Nigel Benbow, Hina Bokhari, Kelly Braund, Mike Brunt, Adam Bush, Omar Bush, Ben Butler, Tobin Byers, Billy Christie, David Chung, Caroline Cooper-Marbiah, Stephen Crowe, Mary Curtin, David Dean, Nick Draper, Anthony Fairclough, Edward Foley, Brenda Fraser, Jenifer Gould, Edward Gretton, Joan Henry, Daniel Holden, James Holmes, Andrew Howard, Janice Howard, Natasha Irons, Linda Kirby, Paul Kohler, Rebecca Lanning, Najeeb Latif, Edith Macauley MBE, Russell Makin, Peter McCabe, Simon McGrath, Nick McLean, Oonagh Moulton, Aidan Mundy, Hayley Ormrod, Dennis Pearce, Owen Pritchard, Carl Quilliam, David Simpson CBE, Marsie Skeete, Peter Southgate, Geraldine Stanford, Eleanor Stringer, Dave Ward, Martin Whelton, Dickie Wilkinson and David Williams MBE JP

## 1 APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillor Pauline Cowper.

## 2 DECLARATIONS OF PECUNIARY INTEREST (Agenda Item 2)

There were no declarations of interest.

## 3 MINUTES OF THE PREVIOUS MEETING (Agenda Item 3)

RESOLVED: That the minutes of the meetings held on 16 September 2020 are agreed as an accurate record.

## 4 ELECTION OF LEADER OF THE COUNCIL (Agenda Item 4)

The Mayor asked for nominations for the Leader of the Council.

It was moved by Councillor Alambritis and seconded by Councillor Stringer that Councillor Allison be elected Leader of the Council.

The leaders of the opposition and minority groups on the Council paid tribute to the outgoing Leader of the Council and spoke on the nomination of Councillor Allison.

Councillors Cooper-Marbiah, Moulton and Chung paid tribute to the outgoing Leader of the Council.

There not being any other nominations the Mayor put the motion to the meeting and it was

RESOLVED

That Councillor Mark Allison be duly elected Leader of the Council.

Councillor Allison spoke to his election as Leader of the Council and announced his Cabinet.

#### 5 ANNOUNCEMENTS BY THE MAYOR, LEADER OF THE COUNCIL AND CHIEF EXECUTIVE (Agenda Item 5)

The Mayor provided a brief update on her activities since the last meeting of the Council.

There were no announcements from the Leader or the Chief Executive.

Councillors Stringer and Ormrod paid tribute to the Director of Children, Schools and Families on her last Council meeting before leaving the Council.

The Mayor paid tribute to the Council's Air Quality team who had won in the Environmental Services category at the recent LGC awards for their work on the world's first low emission zone for construction.

#### 6 PUBLIC QUESTIONS TO CABINET MEMBERS (Agenda Item 6)

The responses to the written public questions were circulated prior to the meeting. The Mayor then invited those who had notified the Council in advance to ask a further question to the Cabinet Member. A copy of the supplementary questions and responses will be included in the 'public questions to Cabinet Members' published document.

#### 7 COUNCILLORS' ORDINARY PRIORITY QUESTIONS TO CABINET MEMBERS (Agenda Item 7)

The responses to the written member ordinary priority questions were circulated prior to the meeting. The Mayor then invited each of the members in turn to ask (if they wished) a further question to the Cabinet Member. A copy of the supplementary questions and responses will be included in the 'member ordinary priority questions to Cabinet Members' published document.

#### 8a STRATEGIC THEME: COUNCILLORS' QUESTIONS TO CABINET MEMBERS (Agenda Item 8a)

The responses to the written member strategic theme priority questions were circulated prior to the meeting. The Mayor then invited each of the members in turn to ask (if they wished) a further question to the Cabinet Member. A copy of the supplementary questions and responses will be included in the 'member strategic theme priority questions to Cabinet Members' published document.

It was also noted that a copy of the remaining Member questions and responses will be published after the meeting, in line with Constitutional requirements.

#### 8b STRATEGIC THEME: MAIN REPORT (Agenda Item 8b)

The Strategic Theme report on Health and Wellbeing with a focus on Healthy Living was moved by Councillor Lanning and seconded by Councillor Pritchard.

Councillors Barlow and Gould also spoke on the item.

RESOLVED: That the Strategic Theme report is agreed.

#### 8c STRATEGIC THEME: MOTIONS (Agenda Item 8c)

The motion was moved by Councillor Kohler and seconded by Councillor McGrath.

The Labour amendment as set out in agenda item 28 was moved by Councillor Lanning and seconded by Councillor Curtin.

Councillor Moulton spoke on the item.

The Labour amendment was put to a vote and was carried – votes in favour: 31, votes against: 10, abstentions: 18.

The substantive motion (as amended) was then put to a vote and was carried – votes in favour: 38, votes against: 3, abstentions: 18.

RESOLVED:

This Council notes:

- According to nationally reported NHS COVER dataset, Merton has repeatedly had one of the worst records in the country for childhood
- vaccinations e.g. consistently in the bottom decile for 5 year MMR
- According to the same NHS data, Merton has a similarly poor record in respect of vaccinations recommended for adults: e.g. flu for over 65s was the 4th worst in London in 2019/20 Q4
- The data is well known to be problematic, for instance through families moving and GP registered patients lists often having “ghost” patients that inflate the denominator, with numerous issues including insufficient information being provided and data transfer issues

This Council believes that:

- the recent improvement at ages 1 and 2 in 2020/21 Q1 is a welcome
- development from which lessons must be learned;
- the overall quality issues with the COVER data remain a cause for serious concern and which might impact negatively on NHS resources in the winter months;
- if a vaccine for Coronavirus does become available, the take-up will need to be high to ensure residents in Merton are adequately protected against Covid 19.

This Council therefore resolves to:

Call on the Health and Wellbeing Community Subgroup, which provides oversight of work on the impact of Covid-19 on vulnerable communities, to commit to regularly update Council about this matter without such work taking resources away from the good work they continue to do in keeping residents safe throughout the pandemic.

9 REPORTS FROM THE WIMBLEDON COMMUNITY FORUM (29 JANUARY; 14 JULY; AND 23 SEPTEMBER 2020) (Agenda Item 9)

Councillor Holmes presented the reports which were received by the Council.

10 REPORTS FROM THE MORDEN COMMUNITY FORUM (26 FEBRUARY AND 14 OCTOBER 2020) (Agenda Item 10)

In the absence, of Councillor Cowper the reports were received by the Council.

11 REPORTS OF THE MITCHAM COMMUNITY FORUM (27 FEBRUARY AND 8 OCTOBER 2020) (Agenda Item 11)

Councillor Chung presented the reports which were received by the Council.

12 REPORTS OF THE RAYNES PARK COMMUNITY FORUM (28 JULY AND 6 OCTOBER 2020) (Agenda Item 12)

Councillor McGrath presented the reports which were received by the Council.

13 REPORTS OF THE COLLIERS WOOD COMMUNITY FORUM (1 OCTOBER 2020) (Agenda Item 13)

Councillor Dehaney presented the report which was received by the Council.

14 NOTICES OF MOTION: CONSERVATIVE MOTION (Agenda Item 14)

The motion was moved by Councillor Holden and seconded by Councillor Dean.

The Labour amendment as set out in agenda item 29 was moved by Councillor Whelton and seconded by Councillor Quilliam.



Councillor Fairclough spoke on the item.

The Labour amendment was put to a vote and was carried – votes in favour: 33, votes against: 24, abstentions: 2.

The substantive motion (as amended) was then put to a vote and was carried – votes in favour: 33, votes against: 24, abstentions: 2.

RESOLVED:

This council is deeply concerned by some of the ways the new strategy of emission based parking charges being introduced in Merton have been portrayed. It is clear that this is causing concern that it is a money making scheme that does not improve air quality, and will negatively impact the elderly, the disabled, and those on low incomes.

Council therefore calls on the Cabinet to:

- Make clear that the scheme is based on the principle of the less polluting your vehicle is, the less you pay, and the more polluting, the more you pay;
- Make clear that it is based on behavioural analysis of previous schemes, such as the levy on parking for diesel cars, which has been proven to change consumer behaviour and will reduce pollution;
- Ensure that future air quality measures benefit vulnerable people in Merton by reducing the emissions that harm their health;
- Produce further evidence that taxing parked cars reduces emissions;
- Note that measures will impact and benefit all parts of the borough;
- Continue to look into measures that will reduce emissions across the borough;
- Consider all the responses to the consultation before a final decision is made on the proposals.

#### 15 NOTICES OF MOTION: LABOUR MOTION (Agenda Item 15)

The motion was moved by Councillor Stringer and seconded by Councillor Henry.

The Conservative amendment as set out in agenda item 30 was moved by Councillor Gretton and seconded by Councillor Omar Bush.

Councillor Kohler spoke on the item.

The Conservative amendment was put to a vote and fell – votes in favour: 20, votes against: 38, abstentions: 1.

The original motion was then put to a vote and was carried – votes in favour: 39, votes against: 18, abstentions: 1.

RESOLVED:

Following the Government's decision not to extend Free School Meals during the recent half term, local authorities, charities and businesses in London and across England were left to plug the gap in providing nutrition for the rising numbers of children in low income households.

Council commends the Labour administration in Merton for stepping in to help with additional funding for all families entitled to Free School Meals to cover the half term holiday, despite the increasing financial burden of responding to the Covid 19 crisis. Without sufficient recompense from the government, despite their commitment to do "whatever it takes", this financial strain puts Merton's children at risk of holiday hunger.

Council thanks and commends local charities, businesses and individual residents who also joined together to ensure the borough's children don't go hungry.

Council calls on the government to provide funding for families eligible Free School Meals during the upcoming Christmas holidays and other school holidays during the course of the pandemic.

Council resolves to ask the Leader to write to the borough's MPs and the Secretary of State to demand the government safeguard children's health and nutrition by extending Free School Meals provision during the holidays.

## 16 CONSTITUTION OF COMMITTEES AND OTHER BODIES (Agenda Item 16)

The report was moved by Councillor Allison and formally seconded by Councillor Pritchard.

Councillor Ormrod also spoke on the item.

### RESOLVED:

That the Council:

- A.
  - i) approves the constitution of committees, sub-committees and scrutiny bodies set out in Appendix A and;
  - ii) agrees the allocation of seats, chair and vice-chair positions and the appointment of members to those seats;
- B.
  - i) approves the constitution of consultative forums and other bodies set out in Appendix B and
  - ii) agrees the appointment of members to those seats;
- C. agrees the allocation of seats and appointment to the outside organisations as detailed in Appendix C.
- D. notes the changes to the appointments to the Cabinet including their respective portfolios (Appendix D);

- E. agrees the Health and Wellbeing Board Community Sub-Group Terms of Reference (Appendix E)
- F. agrees that the Council's Constitution be amended to incorporate any changes resulting from the approval of recommendations A to E.

17 OVERVIEW AND SCRUTINY ANNUAL REPORT 2019-20 (Agenda Item 17)

The report was moved by Councillor Southgate and formally seconded by Councillor McCabe.

Councillors McLean and Fairclough also spoke on the item.

RESOLVED:

That the Overview and Scrutiny Annual Report 2019-20 be received.

18 DRAFT MERTON COMMUNITY PLAN 2020-2026 (Agenda Item 18)

The report was moved by Councillor Allison and formally seconded by Councillor Macauley.

Councillor Janice Howard also spoke on the item.

RESOLVED:

That the new Merton Community Plan 2020-26 as set out at Appendix 1 to the Council report be endorsed.

19 ADOPTION OF FUTUREWIMBLEDON SUPPLEMENTARY PLANNING DOCUMENT (Agenda Item 19)

The report was moved by Councillor Whelton and formally seconded by Councillor Butler.

The Liberal Democrat amendment as set out in agenda item 31 was moved by Councillor McGrath and seconded by Councillor Fairclough.

Councillor Holmes spoke on the item.

The Liberal Democrat amendment was put to a vote and fell – votes in favour: 9, votes against: 32, abstentions: 18.

The original recommendations were then put to a vote and were carried – votes in favour: 32, votes against: 26, abstentions: 1.

RESOLVED:

- A. agrees the Consultation Report (Appendix B), including comments, responses and where applicable, amendments to the SPD.
- B. notes the Council has undertaken a screening exercise with relevant statutory bodies to confirm that a Strategic Environmental Assessment is not required to support the SPD.
- C. notes that whilst the Council's constitution permits Cabinet to agree the Adoption of SPDs; in recognition of the cross-party political representation in Wimbledon wards, the decision will be taken by Council.
- D. That Council agrees;
  - i. The adoption of the Future Wimbledon Supplementary Planning Document (Appendix A) in accordance with the Town & Country Planning (Local Planning) (England) Regulations 2012.
  - ii. Delegate to the Director of Environment & Regeneration, in consultation with the Cabinet Member for Regeneration, Housing & Transport, the making of minor factual, editorial and image changes to the SPD prior to publication on the council's website.

With the agreement of the Council, the Mayor extended the meeting by 15 minutes in order to finish the remaining business on the agenda.

## 20 ADOPTION OF THE 2020 CLIMATE CHANGE STRATEGY AND ACTION PLAN (Agenda Item 20)

The report was moved by Councillor Whelton and formally seconded by Councillor Irons.

The Liberal Democrat amendment as set out in agenda item 32 was moved by Councillor Gould and seconded by Councillor Fairclough.

Councillor Holden spoke on the item.

The Liberal Democrat amendment was put to a vote and fell – votes in favour: 23, votes against: 34, abstentions: 1.

The original recommendations were then put to a vote and were carried – votes in favour: 58, votes against: 0, abstentions: 1.

### RESOLVED:

1. That Council adopts Merton's 2020 Climate Strategy and Action Plan (see Appendix 1 to the Council report).
2. That responsibility for overseeing the delivery of the 2020 Climate Strategy and Action Plan is delegated to Cabinet.
3. That Council notes the significant cost to the Council and to the residents and businesses of Merton to become zero carbon as well as the need for a national Green recovery programme to shift towards a zero carbon economy and a more sustainable future.

4. That the Council lobby for further funding and policy changes at national level to support the delivery of the 2020 Climate Strategy and Action Plan.
5. That delegated authority is given to the Director of Environment and Regeneration, Chris Lee in consultation with Cllr Martin Whelton, the Cabinet member for Regeneration, Housing and Climate Change to make minor amendments before publication.

#### 21 LOCALLY LISTED BUILDINGS (Agenda Item 21)

The report was moved by Councillor Whelton and formally seconded by Councillor Allison.

Councillors Crowe and McGrath also spoke on the item.

RESOLVED:

That the Council:

- A. Approves the proposed additions to Merton Local List, with the exception of The Cast Iron Vent, Southside, Wimbledon Common, which should be referred requiring further consultation and Mitcham Police Station, Cricket Green, which should be reviewed and should also be referred to the next round.
- B. Notes the proposal not to add 4-7 Upper Green East and 7-11 Upper Green West to Merton Local List.
- C. Notes that at the meeting on 4<sup>th</sup> June the Borough Plan Advisory Committee also resolved to add a recommendation to the report: Cabinet agreed to undertake a review of and consultations on additions to the Local List each year and present the report to the Borough Plan Advisory Committee.

#### 22 ADOPTION OF THE COUNCIL'S NEW STATEMENT OF LICENSING POLICY 2021-2026 (Agenda Item 22)

The report was moved by Councillor Draper and formally seconded by Councillor Allison.

Councillors Simpson and Kohler also spoke on the item.

RESOLVED:

That the Council's Statement of Licensing Policy 2021-2026 be adopted as required under Section 5 of the Licensing Act 2003, as approved by Members of the Licensing Committee on 15 October 2020.

#### 23 COUNCIL APPROVAL FOR A CAPITAL SCHEME (STREET LIGHTING WIMBLEDON) (Agenda Item 23)

The report was moved by Councillor Byers and formally seconded by Councillor Whelton.

Councillor Holden also spoke on the item.

RESOLVED:

1. That the items in the Table below are added to the approved and indicative Capital Programme:

<b>Narrative</b>	<b>Budget 2020-21</b>	<b>Budget 2021-22</b>	<b>Indicative Budget 2026/27</b>	<b>Indicative Budget 2028/29</b>	<b>Total</b>
Street Lighting Wimbledon	150,000	670,000	0	0	<b>820,000</b>

#### 24 COUNCIL TAX SUPPORT SCHEME 2021/22 (Agenda Item 24)

The report was moved by Councillor Byers and formally seconded by Councillor Allison.

Councillors Gretton and Kohler also spoke on the item.

RESOLVED:

1. That the uprating revisions for the 2021/22 council tax support scheme detailed in the report be agreed, in order to maintain low council tax charges for those on lower incomes and other vulnerable residents
2. That Council adopts the proposed revisions to the 2021/22 scheme.

#### 25 THE USE OF SPECIAL URGENCY FOR A KEY DECISION (Agenda Item 25)

The report was moved by Councillor Byers and formally seconded by Councillor Allison.

Councillor McLean also spoke on the item.

RESOLVED:

That Council note the taking of urgent key decisions on 17 April and 5 June 2020.

#### 26 PETITIONS (Agenda Item 26)

RESOLVED:

That Council accepts receipt of a petition presented by the Conservative Group on behalf of residents objecting to the proposed emission based parking charges and notes that a response would be reported to the next Council meeting.

#### 27 BUSINESS FOR THE NEXT ORDINARY MEETING OF THE COUNCIL (Agenda Item 27)

That the Strategic Theme for the next ordinary meeting of the Council, being held on 3 February 2021, shall be Sustainable Communities, with the focus on Merton's Climate Change Strategy and Action Plan.

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## Committee: Council

**Date: 3rd of February 2019**

Wards: All

**Subject: Strategic Theme – Merton’s Climate Strategy and Action Plan**

Lead officer: Director for Environment and Regeneration, Chris Lee

Lead members: Cabinet member for Regeneration, Housing and Climate Change, Martin Whelton

Contact officer: Katie Halter, Climate Change Officer  
(katie.halter@merton.gov.uk, 0208 545 3821)

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### Recommendations:

- A. That Council consider the content of the *Climate Change Delivery Plan – Year 1*.
- 

## 1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. Each meeting of Council receives a report updating progress against one of the Council’s strategic themes. The theme for this report is Merton’s Climate Strategy and Action Plan [1].
- 1.2. The report focuses on the *Climate Change Delivery Plan – Year 1* [see Appendix], adopted by Cabinet on 18<sup>th</sup> January, which sets out the Council’s plans to address to the climate emergency in its first year of implementation following the adoption of the *Merton’s Climate Strategy and Action Plan*.

## 2 BACKGROUND

- 2.1. Council adopted Merton’s Climate Strategy and Action Plan in November 2020. It provides a strategic approach and a long-term set of actions which need to be delivered in order to meet our net-zero carbon targets of 2050 for the borough and 2030 for the Council.
- 2.2. Whilst *Merton’s Climate Strategy and Action Plan* is clear about what needs to be done, how that is achieved in practice is complex, resource dependent and requires an integrated approach which stimulates action from individuals, services providers and businesses. To ensure that Council is playing its full part in meeting the net-zero targets, it has created the *Climate Change Delivery Plan – Year 1*, which will be updated on an annual basis to track progress and respond to changes in funding, legislation and markets. The focus of the first delivery plan is to set strong foundations in all areas from which major carbon reduction projects can grow. All actions agreed are within the Council’s current resources and in keeping with *Merton’s Climate Strategy and Action Plan*.

## 3 THE WIDER CONTEXT

- 3.1. Since Merton's declaration of a climate emergency in 2019, there has been increasing momentum at local level to tackle climate change. The council's partnerships, policies and enforcement could potentially influence around 1/3 of emissions, but a lack of co-ordination with central government and long term funding will act as a barrier to progress [2]. The Council will continue to put the case for faster change and provide more support at a local level. Despite these challenges, 300 Councils have now declared a climate emergency [3] and are in various stages of developing climate action plans.
- 3.2. There are strong links between action to tackle climate change and making sustainable choices to support a recovery from the Covid pandemic. Merton Council is taking an active role in the development of the Mayor of London recovery plan, which includes implementing a Green New Deal aiming to double the size of London's green economy by 2030. The Director of Environment and Regeneration is leading the sub regional work with South London Partners to identify opportunities to work on multi-borough projects where economies of scale can deliver greater results.

#### **4 CLMATE CHANGE DELIVERY PLAN – YEAR 1**

- 4.1. *Section 1* sets the scope of the *Climate Change Delivery Plan – Year 1*, which covers major activities to decarbonise Council's buildings and services. It does not include actions that need to be taken by others (for which we cannot control), but does include activities that the Council intends to do to support emissions reductions within the borough.
- 4.2. *Section 2* considers the Council's progress in meeting its part in *Merton's Climate Strategy and Action Plan* in relation to the pace and scale of change needed. It uses a set of indicators to serve as a baseline from which future years can be compared. *Section 3* takes wider factors into account, to assess the likelihood of meeting the net-zero targets.
- 4.3. To support delivery, 8 workstreams have been set up within the Council. These cover all areas, and actions are benchmarked against progress needed to be in keeping with our net-zero targets. *Section 4* sets out the priority actions that we intend to take within these workstreams. It demonstrates our intention to expand climate considerations to every part of the Council and is in keeping with the agreed strategic approach to show leadership, focus resource on major transitions, and deliver co-benefits.
- 4.4. Where action to reduce carbon emissions is already occurring, the plan seeks to accelerate action to meet our carbon reduction commitments. Examples where accelerated action has already taken place since the declaration of a climate emergency includes securing a 100% renewable electricity tariff for the Council, the consultation for 26 school streets this autumn, and the consultation for Merton's Local Plan; where key policies have been reviewed based on emerging evidence to support a net-zero carbon borough.
- 4.5. Where there has been an absence of activity to date, the *Climate Change Delivery Plan – Year 1* commits to investigate options for filling gaps, and gain additional resource through lobbying or application for external funding.

An example is our commitment to considering options to reduce emissions from existing and future procured services.

## **5 OPPORTUNITIES FOR BOROUGH INVOLVMENT IN 2021**

- 5.1. Building on the cross-party support for Merton's Climate Change Strategy, Councillors are encouraged to drive changes to encourage carbon reduction in their areas of responsibility and within their wards, promote the main themes within the climate strategy, and use available funding to support projects that align with the objectives of the climate change policy and co-benefits.
- 5.2. Councillors, service delivery partners and the voluntary sector are encouraged to actively participate and promote the following activities to amplify and accelerate action across the borough.
  - a) A communication plan [4] created jointly by the Council and organisations across the borough, which aims to increase in awareness and information that residents, businesses and other organisations can use to make changes and reduce emissions.
  - b) Cabinet member for Regeneration, Housing and Climate Change has set up a Climate Action Group [5], to support community-led carbon reduction projects and support an expansion of engagement to typically under-represented groups.
- 5.3. Local groups and individuals are also encouraged to join Merton Council's efforts in shaping the national and regional policies to facilitate the meeting of local net-zero targets, as well as taking opportunities to input into borough plans and policies.

## **6 ALTERNATIVE OPTIONS**

- 6.1. None for the purposes of this report

## **7 CONSULTATION AND KEY DECISIONS TAKEN**

### COMMITTEE DECISIONS

- 7.1. In July 2019, Merton Council unanimously supported a declaration of a climate emergency which included a commitment to set net-zero targets and develop a climate action plan. In July 2020, Cabinet recommended *Merton's Climate Strategy and Action Plan* for adoption by Council.
- 7.2. The council also unanimously adopted *Merton's Strategy and Action Plan* in November 2020, and cabinet approved the *Climate Change Delivery Plan – Year 1* in January 2021.

### ADVICE/RECOMMENDATIONS OF RELEVANT OVERVIEW AND SCRUTINY PANEL

- 7.3. Prior to its adoption by Council, the *Merton's Climate Strategy and Action Plan* was reviewed by the Overview and Scrutiny Commission in June 2020 with the following recommendations, which were all accepted by the Director of Environment, Chris Lee as part of the Communities Overview and Scrutiny Panel in September 2020 [6]:
- a) The Climate Change Strategy and Action Plan be embedded in all Merton's policies where relevant, just as the equalities policy is now.
  - b) The Sustainable Communities Overview and Scrutiny Panel should be asked to monitor delivery of the Climate Change Strategy and Action Plan and successor plans for the next 30 years.
  - c) Delays in the adoption of the Local Plan be used to check that its policies reflect the ambitions of the Climate Change Strategy and Action Plan, including in relation to the promotion of low car and no car environments for new housing developments.
  - d) The role of the voluntary and charity sector, including Sustainable Merton, in encouraging individual actions to mitigate climate change is recognised and supported by the Council.

#### CONSULTATION

- 7.4. Extensive consultation was undertaken to support the formation of *Merton's Climate Strategy and Action Plan*. These included the commissioning of a greenhouse gas inventory and zero carbon pathway, an evidence review, a public consultation and the formation of a Climate Emergency Working Group to supply additional challenge, expertise and community reach.
- 7.5. Most of the evidence, ideas and suggested actions [7], including final recommendations from the Climate Emergency Working Group [8] were taken on board and used to develop the high level actions and strategic approach.
- 7.6. Overall, there was strong support for the Merton's Climate Strategy and Action Plan amongst engaged stakeholders, who will be looking for evidence that the Council will put in place strong action to combat climate change and have consistently high standards in all areas of the Council.
- 7.7. The evidence and consultation used to develop Merton's Climate Strategy and Action Plan formed the basis of discussions with Officers to form the *Climate Change Delivery Plan – Year 1*

#### **8 TIMETABLE**

- 8.1. Whilst the net-zero targets may take decades to achieve, the *Climate Change Delivery Plan – Year 1* aims to operate within a single year, enabling delivery to be responsive to the many changes in funding, policy, innovation, and markets. It is expected that priority actions set out in the Delivery Plan will be complete by December 2021.

- 8.2. The Delivery Plan will be reviewed and updated on an annual basis. The updated plan will use the indicators and wider evidence to focus efforts which make the most significant impact towards meeting out net-zero targets.

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

- 9.1. *Annex 4* of the Delivery Plan sets out all priority actions that the Council intends to take over the first year of implementation of the Climate Strategy and Action Plan. Officers responsible for the individual actions have confirmed that these can be implemented without additional resources; despite the delivery risks identified.
- 9.2. *Section 4.1* of the Delivery plan considers the extent to which the actions committed to by the Council are sufficient with respect to the Council's responsibilities set out in the Climate Strategy and Action Plan. This is straightforward when considering the Council's action to reduce its own carbon emissions, but harder to judge when considering the Council's actions to support emissions reductions that need to be undertaken by others. This section does identify gaps in activity and /or funding that will need to be met in future years, but in most cases, the scale and timing of the funding need has not yet been identified; nor how these funding needs will be met.
- 9.3. *Section 3.1* also acknowledges funding gaps that the Council is not expected to fill but will be needed by others to meet the 2050 net-zero target. These include the additional capital costs to support low carbon retrofit of Merton's homes and non-residential buildings.
- 9.4. *Section 2.1* of the Delivery Plan estimates that £2.1m of Council spend was allocated to projects that reduced emissions inside and outside the Council in 2019/2020. Despite challenging financial conditions, spend on climate projects is predicted to increase in this financial year.
- 9.5. New capital schemes and additions to any existing capital schemes in relation to the climate change delivery plan will only be added to the approved capital programme as additional funding is identified.

## **10 LEGAL AND STATUTORY IMPLICATIONS**

- 10.1. There is no statutory requirement for Local Authorities to set climate targets, or produce a Climate Strategy or an Action Plan set out in the Climate Change Act 2008. Local Authorities are, however, obliged to be in keeping with the objectives of policies implemented by the Greater London Authority and National Government through obligations set out in grant funding agreements, under regulatory arrangements such as through air quality reviews and monitoring under the Environment Act 1995 and national planning law including the Planning Act 2008 and in development of local plans under the Planning and Compulsory Purchase Act 2004, where the local planning authority must have regard to national policies.

- 10.2. In order to carry out the investments and actions required of this report the Council must follow, where appropriate, the Council's contract standing orders and the Public Contracts Regulations 2015 in relation to entering into public contracts. From December 31<sup>st</sup> 2020 this may include call-off contracts from existing frameworks and if tendered after 31<sup>st</sup> December 2020 will require publication of relevant notices on the new government service Find a Tender Service (FTS).
- 10.3. Conditions attaching to the letting of public contracts should be non-discriminatory and compliant with any applicable grant conditions.

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

- 11.1. *Section 2* highlights that intended actions are consistent with the strategic approach set out in the Climate Strategy and Action Plan. These embody an ambition for action on climate to have wider community benefits and ensure that neither the effects of climate change, nor the costs of reducing emissions disproportionately affect the vulnerable or those less able to pay.
- 11.2. Workstream 8, considers communication, outreach and LBM corporate procedure. Within this workstream, *section 4.1* sets out our intention to support and empower communities to act through the development of a Climate Action Group. This is in keeping with the key aims of Merton's community plan to increase social capital.
- 11.3. The spread of activity within the Delivery Plan makes it difficult to undertake a meaningful equality assessment of the plan as a whole. Individual equality assessments will be undertaken as individual actions form key policies and decisions.

## **12 CRIME AND DISORDER IMPLICATIONS**

- 12.1. None for the purposes of this report.

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

- 13.1. Delivery risks relating to annual priority actions have been assessed both at an individual level (*Annex 4 of the Delivery Plan*) and for the whole workstream (*in section 4.1*). These consider the likelihood that the action will take place and the impact this might have in the Council meeting its obligations set out in *Merton's Climate Strategy and Action Plan*.
- 13.2. *Section 3.1*, assesses the likelihood that the net-zero targets will be met, taking into account that 2% of emissions that are the direct responsibility of the Council, actions taken by the Council to enable emission reduction for the borough target, and the wider financial, political, behavioural and market forces in play.
- 13.3. Risk management and health and safety measures for individual actions will be undertaken by the Officer responsible for the action.

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

14.1.1 Climate Delivery Plan – Year 1

**15 BACKGROUND PAPERS**

15.1. [1] Merton Climate Change Strategy and Action Plan

<https://www.merton.gov.uk/assets/Documents/Draft%20Climate%20Strategy%20and%20Action%20Plan%20-%20Council%20V2.pdf>

[2] Local Authorities and the Sixth Carbon Budget, Climate Change Committee, December 2020.

<https://www.theccc.org.uk/publication/local-authorities-and-the-sixth-carbon-budget/>

[3] Climate Emergency Org, January 2021

<https://www.climateemergency.org/>

[4] More information about the Communication Plan

<https://www.merton.gov.uk/planning-and-buildings/sustainability-and-climate-change/climate-emergency>

[5] More information about the Climate Action Group

<https://www.merton.gov.uk/planning-and-buildings/sustainability-and-climate-change/climate-action-group>

[6] Cabinet Paper, section 4.8 sets out responses to the recommendations put forward by the overview and scrutiny commission.

<https://mertonintranet.moderngov.co.uk/ieListDocuments.aspx?CId=146&MIId=3690&Ver=4>

[7] Results of evidence review and consultation used to develop Merton's Climate Strategy and Action Plan.

<https://www.merton.gov.uk/planning-and-buildings/sustainability-and-climate-change/climate-emergency>

[8] Climate Emergency Working Group Recommendations

<https://www.merton.gov.uk/planning-and-buildings/sustainability-and-climate-change/climate-emergency/climate-emergency-working-group>

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## CLIMATE CHANGE DELIVERY PLAN – YEAR 1

### 1. INTRODUCTION

#### 1.1 Purpose

This Delivery Plan sets out how Merton Council will work towards a reduction in greenhouse gas emissions and adapt to the effects of climate change, within the borough and within the Council's buildings and services in 2021.

#### 1.2 About this document

Merton's Climate Strategy and Action Plan<sup>1</sup> adopted in November 2020, sets a strategic approach and long term actions needed to meet the borough's net-zero carbon targets<sup>1</sup> and adapt to the effects of climate change. It recognised the need for a delivery plan that was agile to changing circumstances; within the Council, in national policy and funding opportunities, and wider innovation and market factors. It also recognised the need to monitor and report progress on a regular basis. The Delivery Plan is intended to fulfil this role.

There are three main components of the Delivery Plan that will be updated on an annual basis. The first (**section 2**) monitors the Council's approach and progress against the actions that were identified in the Merton's Climate Strategy and Action Plan. 8 workstreams have been formed to fulfil the Council's role in delivering Merton's Climate Strategy and Action Plan. This includes a plan to reduce the 2% of emissions that the Council is directly responsible for, and undertake the enabling actions to support others to tackle climate change. **Annex 1** sets out how these workstreams were formed and their governance structure. An explanation of the indicators and emissions are set out in **Annex 2**.

The second (**section 3**) assesses wider factors which give an indication of the likelihood of meeting the net-zero carbon targets.

The third (**sections 4**) sets out how the Council intends to progress action in the following year (January to December 2021); highlighting delivery risks. Delivery actions within each workstream have been identified in discussion with officers and benchmarked against the pace and scale of action required by the Council to effectively support delivery. **Annex 3** sets out key considerations that were made when forming delivery actions. **Annex 4** summarises all priority actions for the following delivery year.

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<sup>1</sup> Borough target, net-zero by 2050. Council target, net-zero by 2030

## 2 THE COUNCIL'S PERFORMANCE IN DELIVERING ITS PART OF MERTON'S CLIMATE STRATEGY AND ACTION PLAN

"A Strategy to Combat Climate Change" sets out the Council's overall approach to delivering its role in Merton's Climate Strategy and Action Plan; summarised in the points below.

- Leading by example through delivery of the 2030 Council target, and considering climate impacts at an early stage in all that the Council does.
- Using our unique position as a Local Authority to empower and influence others to act.
- Focusing our limited resources in areas most likely to deliver a tangible reduction in emissions; maximising funding opportunities where possible.
- Supporting projects which have wider environmental and social outcomes as well as carbon reduction benefits; recognising the need to balance competing objectives.
- Continuing to measure and monitor borough and Council emissions, and the impact of individual actions where possible.

"Green Economy", "Buildings and Energy", "Transport", "Greening Merton" and the "Council 2030 target" are the five sections in which long term actions have been set for residents, businesses, landlords and organisations. It also sets out actions that the Council intends to take to reduce emissions from its own buildings and services, and enabling actions to support others to tackle the impacts of climate change. This section monitors Council's performance in relation to the overall approach to tackling climate change and progress against direct and enabling actions assigned to the Council, set out in Merton's Climate Strategy and Action Plan.

"Y0" is the baseline year, showing the set of indicators as seen in 2020; the year Merton's Climate Strategy and Action Plan was adopted. More information on the workstreams and indicators is set out in **Annex 1 and 2**. Some indicators are still in development.

### 2.1 – Overall performance Y0 (Baseline assessment)

Merton's Climate Strategy and Action Plan can only be successful if progress is transparent and publically accountable, if climate considerations are fully embedded into all Council activities, and there is a degree of public confidence, engagement and empowerment amongst Merton Citizens. The Indicators intended to monitor these overarching success factors will be put in place in early 2021.

Indicators for the Delivery Plan's overall performance	Unit	Value at Y0
Public perception of Council leadership and commitment to the Climate Change agenda	TBC	-
Public feeling on engagement and empowerment to act on climate change issues	TBC	-
Spend on projects which deliver Climate Strategy objectives	£	£2.1M

Public perception of Council leadership and commitment to the Climate Change agenda: An indicator will be developed to monitor public perception through the Council's bi-annual residents' survey. We note that the declaration of a climate emergency by the Council and the Climate Strategy and Action Plan has received unanimous support by all political groups. Climate Change Officers have observed support from highly engaged groups and individuals through the development of the Climate Strategy and action Plan. These organisations and individuals are now looking for evidence that the Council will put in place strong action to combat climate change and have consistently high standards in all areas of the Council.

Public feeling on engagement and empowerment to act on climate change issues: An indicator will be developed to monitor public perception through the Council's bi-annual residents' survey. So far, it has not been possible to gauge the level of action individuals, businesses and organisations that have not yet engaged with the Council are taking to tackle climate change. This applies to the majority of residents and almost all businesses. Those that have engaged with the Council through the Climate Change consultation survey (around 550 residents and 50 businesses and organisations) and on individual matters generally convey a sense that many actions they would like to see happen are not possible without Council or wider Government support. A few organisations and individuals are highly engaged and have already taken concerted action to combat climate change, but we consider that there is significant scope to increase the numbers of residents, organisation and businesses that can be positively engaged on the climate change agenda.

Spend on projects which deliver Climate Strategy objectives: Information on Council spend includes capital, revenue and externally-sourced funding. Around £2M over the year 2019/2020 was allocated; most of which supported the Council's improvement of cycling and walking routes, and cycle training, and improving the energy efficiency of public buildings (including libraries) and schools through the Council's invest to save programme. A summary of climate change spend is set out in the table below.

Sector	Green economy	Buildings and energy	Transport	Greening Merton	2030 target	Other/ cross cutting	Total
Spend in 2019/2020	£7,300	£4,500	£1,215,900	£47,700	£786,400	£54,100	<b>£2,115,900</b>

Perception of LBM staff on the opportunities and barriers to delivering actions in their work area: The development of Merton's Climate Strategy and Action Plan, and this Delivery Plan, involved a high level of engagement in all Departments. Council officers have observed that generally, staff were enthusiastic about incorporating climate change into their agendas and had a good understanding of the actions that need to take place in order to make progress. Staff will be surveyed to highlight resource and training needs.

## 2.2 Performance indicators for workstreams – Y0 (Baseline assessment)

The Climate Strategy and Action Plan identifies three major transformations that need to take place in order to achieve our net-zero carbon targets; in the economy, in buildings and energy, and in transport. In addition, it recognises the importance of greening Merton and to progress the decarbonisation of the Council's own buildings and services.

"Measuring Success" sets out a series of metrics which indicate the speed at which transformation is expected. These have been mapped onto the eight workstreams set up to deliver the Council's part of Merton's Climate Strategy and Action Plan. Some indicators are still in development, but will be put in place as soon as appropriate information can be sourced.

The indicators are not a direct reflection of the Council's performance, because the emission reduction activity in most cases must be done by others. It does help us to understand where the Council should focus its efforts to support decarbonisation activity in future years.

WS	Workstream Indicators	Unit	Value at Y0	Annual rate of change
WS1: Sustainable consumption and low carbon economy	Number of businesses involved in Merton's business network for climate action	Number	TBC	N/A
	Local Authority Collected Waste	t/y	6,8009	-1,700
WS2: Retrofit of homes, businesses and non-residential building stock	Homes with "good" insulation (EPC A-C)	Homes	18,879	+2,300
	Proportion of total energy use that is local renewable energy	%	10	0.3
	Homes with low carbon heating	Homes	~0	+2,900
WS3: Future new build and regeneration	Number of buildings which is capable of operating at net-zero carbon by 2050 without significant retrofit.	TBC	TBC	TBC
WS4: Transport infrastructure and modal shift	Merton ownership of fossil fuel vehicles	Vehicles	75,614	-2,700
	Merton ownership of ULEVs	Vehicles	1,166	N/A
	Proportion of active travel journeys	%	58	+0.7
	EV Charge points	Charge point	145	100
	Electric or hydrogen bus routes	Routes	0	N/A
WS5: Green infrastructure	LBM annual mileage claims for petrol and diesel	TBC	TBC	TBC
	Canopy cover	%	28%	+0.1%
	Tree numbers on private land	Trees	137,000	+540
	Tree numbers on public land	Trees	80,000	+260

	Change from “grey to green”	TBC	TBC	N/A
WS6: LBM Estate and fleet management	LBM Operational buildings emissions	KtCO2eq	3.70	N/A
	Community Schools emissions	KtCO2eq	4.10	N/A
	LBM Non-operational buildings emissions	KtCO2eq	Not known	N/A
	LBM fleet emissions	KtCO2eq	0.56	N/A
WS7: LBM Procurements and investments	Emissions from LBM procurements	KtCO2eq	1.75	N/A
	Emissions from LBM investments	TBC	TBC	N/A
WS8: Communication, outreach and LBM corporate procedure	See indicators relating to the Council’s overall performance	N/A	N/A	N/A
	Number of projects delivered by the climate action group	Number	0	N/A

## 2.2 Progress against workstreams

In future years this section will contain a summary of the progress that the Council has made in progressing individual actions as compared to the previous year’s delivery plan. The baseline for this progress report are the intended actions set out in **Section 3** and **Annex 4**.

### 3. PROGRESS TOWARDS MEETING THE NET-ZERO CARBON TARGETS

“A Strategy to Combat Climate Change” recognises that Merton cannot achieve our climate ambition in isolation, and we are dependent on many wider factors, such as a supportive national policy framework, additional funding and behaviour changes of many individuals, business and organisations.

This section considers the likelihood that the net-zero carbon targets and other aspects of the Merton’s Climate Strategy and Action Plan will be met. The main measure is through an annual estimate of greenhouse gas emissions, for which this table represents Y0. Further detail of how the emission estimates were formed are set out in **Annex 2**. Considering the pace and scale of action, both inside and outside of the borough, we also assess the likelihood that progress is sufficient to achieve our net-zero targets.

#### 3.1 – Assessment of emissions and likelihood of meeting net-zero targets – Y0 (Baseline assessment)

Emissions	Unit	Value at Y0	Likelihood of meeting net-zero targets
Total Borough Emissions	Kt CO2eq	708	Low
2050 Green Economy	Kt CO2eq	- <sup>2</sup>	Low
2050 Buildings and Energy	Kt CO2eq	571	Low
2050 Transport	Kt CO2eq	138	Medium
2050 Greening Merton	Kt CO2eq	0.593	N/A
2030 Council Emissions	KtCO2eq	11	Low/Medium

Total borough emissions: Sectors that have the greatest significance in terms of emissions (the green economy, buildings and energy) are also areas where delivery challenges are greatest, the Council has the least control and the resource gaps are widest. Within the current government policy and funding framework it is unlikely that the net-zero targets can be met.

Green Economy: The sustainability of products and services is complex with many impacts occurring outside the borough. Residents and businesses of Merton generally have low influence on the sale and purchase of low carbon products and services. A move to a green economy requires mass behaviour change in purchasing habits for which the Council has a low level of influence. Major economic impacts from Covid could reduce demand of more expensive sustainable options. Promotion of cheaper options (up-cycling/ low meat diets) may have greater effect in the current economic climate.

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<sup>2</sup> A greenhouse gas emissions estimate has not been included for the green economy, but is estimated to be roughly four times higher than the total borough estimated emission.

LBM has a strong track record and forward plan on recycling and for local authority collected waste which makes up about half of all waste collected in the borough. Separated waste collection helps residents to recycle, but does little to prevent waste arising; which would have the greatest impact on emissions. The recent change in waste processing from landfill to energy from waste is consistent with the waste hierarchy, but greenhouse gas emissions from energy recovery are still uncertain. The means of collection and treatment of commercial and industrial waste in Merton is divided amongst commercial contracts between businesses and waste disposal companies, over which the council has no control.

Business engagement on the climate agenda appears relatively low at present, in part due to the focus on dealing with the ongoing impacts and potential aftermath of Covid19. There is a significant skills gap in the low carbon economy; particularly in relation to low carbon building and retrofitting which provides a major opportunity to build local jobs within the green skills sector.

Building and energy: Barriers to retrofitting building stock within Merton with low carbon measures (mainly insulation and replacement of boilers with low carbon heating) remain very high, mainly due to high up-front costs, inconvenience of installation, low understanding and priority amongst most home owners and landlords. The exception is solar PV where suitably located efficient panels still offer a pay-back on investment, and the market has developed funding models which reduce up-front costs for consumers. There is no known track record for community energy in Merton.

There is a major policy and funding gap for retrofit at a National level that is needed in order to grow a sustainable transition to low carbon energy in buildings and a move away from gas heating. This has only now started to be filled by short-term funding opportunities such as the Green Homes Grant, the Social Housing Decarbonisation Fund and similar. The Council has low influence in this area that could only be significantly increased through active provision of energy services by the Council.

Ensuring that new build development is capable of operating with zero carbon emissions by 2050 without the need for expensive retrofit is a major opportunity to minimise Merton's retrofit burden. The recently reviewed local plan policies, if adopted, could make Merton the first Council in the UK to introduce policies which require new build development from 2025 to use energy systems and levels of energy efficiency which are compatible with achieving zero carbon emissions on site by 2050 without expensive retrofit. Higher local standards may have a short term impact on development if other London boroughs do not quickly follow suit. Wider national planning reform threatens to remove the power of Local Authorities to set more stringent measures.

Merton is a constrained area in terms of electricity supply. Further work needs to be done to establish the necessary changes to support a transition in energy infrastructure towards electric heating and vehicles.

Transport: Solutions to reducing motor vehicle traffic mainly rely on infrastructure changes to support an increase in walking, cycling and public transport. These are the joint responsibility of the Council and TfL, but tend to be challenging due to physical constraints of Merton's public realm and funding. Parking policy, air quality and Local Implementation Plan (LIP) targets are broadly consistent with a reduction in emissions, and National Government has

encouraged local authorities to accelerate plans for active and sustainable travel through the Covid pandemic. In addition to the progression of these policies, there is an opportunity to plan for a long-term transition of transport infrastructure fit for 2050 low carbon transport. TfL's business plan is consistent with decarbonising public transport in line with Merton's carbon targets, but TfL funding remains uncertain following the change in public transport use through the Covid pandemic. Mayoral elections next year may bring a shift in London-wide transport policies.

Whilst all of these policies are heading in the right direction, a wholesale transition also requires a substantial decrease in motor vehicle use, particularly private cars, where a significant behaviour shift is needed to reverse trends in car ownership. The Council's only major point of influence are the availability of parking spaces and emission-based parking charges.

The accessibility of charge points acts as a barrier to the uptake of electric vehicles. National funding announced in the Government's 10 point plan, accompanied by a move to ban new petrol and diesel cars and vans from 2030 sets a strong strategic direction which opens new opportunities to move from an "on demand" to a strategic and accelerated roll out of EV charge points. The roll out of charge points, whilst ahead of many London boroughs, falls below the number needed to anticipate future demand, and there are untapped opportunities to encourage businesses to add EV charging and bike parking to replace standard private parking bays. Concerns have been raised about the sustainability of battery technology and the "whole life" emissions associated with electric vehicles.

Greening Merton: Merton already has a high % tree cover and strong commitments to ensure protection of parks and open spaces through the open space strategy, local plan and GLA policies. The Council's management of green spaces and the streets is mainly focused on maintenance as opposed to an increase or enhancement of greenery in Merton. Tree planting is broadly consistent with the rate of planting needed to meet a 10% increase in tree cover in green spaces and on streets; in part due to a long-standing partnership with the voluntary sector, particularly Merton's volunteer Tree Wardens, who increase tree planting and support aftercare.

Further opportunities for tree planting in the public realm tend to be small and fragmented, making it challenging and not very cost effective for the Council to improve and maintain in isolation. The removal of funding for previous initiatives such as "Dig Merton" have resulted in spaces that were previously regenerated by volunteers to be neglected, despite potential to significantly increase community planting<sup>3</sup>. Opportunities to increase tree planting on private land are likely to be higher than in the public realm, but are much harder to initiate except where tree protection orders apply and where changes in land use impact on planning decisions. Opportunities to increase vegetation through "grey to green"<sup>4</sup>, are currently unknown.

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<sup>3</sup> 74% of respondents to the Climate Consultation survey indicated that they would be willing to plant a tree as part of a community planting effort.

<sup>4</sup> "Grey to green" means the replacement of areas of hard standing such as paving, with natural vegetation, including the removal of paving, natural sustainable drainage or flood management, the additional of green walls and roofs,



The concept of natural capital brings together the potential benefits of using blue/green infrastructure<sup>5</sup> to reduce the impacts of hot weather and flooding through shade and sustainable drainage, improve resilience of biodiversity and capture carbon to offset emissions. All of these, to some extent, have been progressed, and further opportunities can be realised through the identification of suitable sites. Benefits could be maximised through a more strategic and integrated approach.

Council 2030 Target: Through a 10 year “spend to save” investment programme, the Council have already reduced emissions on operational buildings and community schools, resulting in a 40% reduction in emissions across the whole LBM estate. This is an excellent achievement, but also makes the substantial shift to a net-zero carbon Council building stock harder to achieve because the most straight-forward and cost effective measures are already in place. The availability of short-term grant funding<sup>ii,iii</sup> has the potential to accelerate works, but the extremely challenging timescales mean that only low level works can be funded unless projects are “shovel ready” and can deliver within a ~6 month timeframe. This is particularly true for Community schools, for which the Council has less control and pose greater delivery challenges.

This year the Council has moved to a 100% renewable electricity tariff, resulting in low carbon power supply across the LBM estate. Most cost-effective solar has been deployed, but there is further opportunity to maximise PV assets through battery storage. The Council has converted 80% of its existing street lighting columns to LED lanterns, and a further 12% are low energy usage. The remaining 8% of legacy will be phased out over the next 10 years through a combination of standard maintenance and CIL<sup>6</sup> funding.

A review of the vehicle fleet has been undertaken to consider options for fleet reduction decarbonisation. Whilst the additional cost of electric vehicles may be compensated by the much lower fuel costs in cars and light goods vehicles, the business case to purchase heavy vehicles such as buses and refuse lorries is much more challenging both in terms of costs and an operational track record. A change will require additional EV charging infrastructure at the Civic Centre, Garth Road and other sites, the cost of which is currently unknown.

Sustainable pensions policy is in place that could serve as a vehicle for zero-carbon investments, but control of investment decisions are shared with other boroughs. Emissions from major procurements are largely unknown, and there is substantial scope to work with existing providers to reduce emissions. The updated Procurement Strategy will contain a commitment to sustainable procurement which serves as a platform to understand and reduce emissions from future procured goods and services.

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<sup>5</sup> Blue/Green Infrastructure: Comprises the network of parks, rivers, water covered spaces and green spaces, plus the elements of the built environment, such as street trees, green roofs, sustainable drainage systems, flood storage or water management corridors all of which provide a wide range of benefits and services.

<sup>6</sup> Community Infrastructure Levy

Covid has radically changed patterns of travel for most staff. The greater degree of home working will reduce emissions from travel, but it is not known the extent to which increased fuel consumption from home-working will offset this impact. New staff travel policies provide an opportunity to encourage a greater degree of active and sustainable travel.

#### 4. ANNUAL PRIORITY ACTIONS

The main focus of the actions prioritised for the first year of implementation (January – December 2021), is to set firm foundations from which low carbon policies, projects and programmes can grow within the Council, and to ensure that the Council is in an a position to partner with, support or empower Merton citizens to reduce carbon emissions.

This section summarises the main intended actions for the first year of implementing Merton’s Climate Strategy and Action Plan. A full list of priority actions for each workstream is set out in **Annex 4**, and includes a traffic light assessment of the likelihood of delivery each action.

This section also identifies where further actions may be necessary in future to fulfil the Council’s commitments under the Climate Strategy and Action Plan. The method of identifying priority actions has been set out in **Annex 1**, which benchmarks actions against expected progress towards net-zero carbon.

The assessment of actions and potential future gaps has resulted in a “RAG rating” for each workstream, showing the likelihood of successful delivery of actions to the scale required to fully support Merton’s Climate Strategy and Action Plan. The criteria that the risks were assessed against are set out in **Annex 2**.

##### 4.1 Summary for intended Delivery in year 1

WS	Work stream risk assessment	RAG Rating at Y1
1	Sustainable consumption and low carbon economy	Red
2	Retrofit of the residential and non-residential building stock	Red
3	Future new build and regeneration	Amber
4	Transport infrastructure and modal shift	Amber
5	Green infrastructure	Amber
6	LBM Estate and fleet management	Red
7	LBM Procurements and investments	Amber
8	Communication, outreach and LBM corporate procedure	Amber

WS1: Sustainable consumption and low carbon economy (RAG rating Red): Delivering this work stream will require significant behaviour changes from Merton’s residents, businesses and organisations, to drive sustainable consumption habits and enable a transition to a low carbon economy. In 2021, the Council intends to deliver targeted communications and engagement to encourage behaviour change; the Council will look to work with local partners within the borough to maximise the impact and reach of this engagement. The level of public appetite for this across the borough is currently unknown, particularly amongst groups that have been typically harder to engage.

The Council will continue to deliver initiatives which promote a circular economy such as the Morden Library of Things and the Pollards Hill Circular Economy Hub. Community projects will also continue to be supported through the Neighbourhood Fund (e.g. Sustainable Merton's Community Fridge and Community Champions).

Limited council resources and funding fall short of the sort of action required to influence behaviour across the borough at the pace and scale of change required. In the context of current government funding, financial support for future projects is unlikely to increase within Merton, so increased focus will be put on finding external partners and applying for funding external to the Council. For example, in 2021 the Council will be supporting a recycling on-the-go campaign being delivered as part of the Wimbledon Championships to pilot new on-street waste infrastructure and behaviour change nudges, which could then potentially be implemented elsewhere in the borough. The Council will also look to foster community action through the Climate Action Group in 2021. The Council is also currently involved in cross-borough programmes via the South London Partnership and London Councils to lobby for faster change in promoting a low carbon economy, and to identify opportunities to drive a green recovery from Covid. These discussions will help identify priorities and what other mechanisms are needed to create a fully green and circular economy in Merton.

Understanding of low carbon skills, knowledge and behaviours in local businesses is currently limited. The Council will work with local partners to promote sustainable behaviours in local business through initiatives such as the Merton Business Network for Climate Action, Merton's Best Business Awards, the Climate Action Group and the South London Knowledge Exchange Project. The Council will also progress cross-borough discussions with London Councils and the South London Partnership to better understand the low carbon skills gap, and to identify the upskilling required to meet carbon reduction commitments, with a focus on the training needed to deliver retrofit across Merton using platforms such as the Mayor's Construction Academy for south London. Opportunities to embed low carbon behaviours, jobs and skills through Council regeneration projects such as the Morden town centre regeneration will also be considered. Work is ongoing within the South London Waste Partnership to baseline carbon emissions from the processing of local authority collected waste, and to consider mechanisms to reduce emissions from the collection and treatment of waste.

WS2: Retrofit of the residential and non-residential building stock (RAG rating: Red): The Council has a strong understanding of the need to decarbonise the building stock in Merton and will continue to connect homeowners and business owners with initiatives to encourage retrofit on a local (such as Ecofurb), regional (such as Solar Together) and National (building regulations, heat strategy and funding such as the Green Homes Grant) level. These initiatives reduce some barriers to help "able to pay" households afford low carbon measures. Whilst helpful, this action falls far short of stimulating the very substantial and sustained ramp up of retrofit required, both in terms of the number of buildings and depth of low carbon measures needed to achieve zero carbon homes by 2050. Lobbying for a national strategy for retrofitting existing homes, offices, schools etc. to be low carbon, followed by a supportive policy and long-term funding framework is a priority.

Besides lobbying, options for the Council to accelerate a change in the area are limited, but the Council will undertake to do the following: (1) consider options to take a more active role in energy service provision, (2) support community energy, which will be done through the Climate Action Group, and (3) consider options to enforce minimum energy efficiency standards in rented accommodation.

The Council is in a strong position to work with partners with substantial building assets, such as housing associations and public health. There is the potential to take a more strategic and proactive approach to supporting retrofit in fuel poor households who are less able to pay and work more actively with social housing providers and make the most of available funding such as the Green Homes Grant Local Authority Delivery Fund (application successful) and potentially through the Social Housing Decarbonisation Fund.

WS 3: Future new build and regeneration (RAG rating: Amber): Draft Local Plan policies are consistent with achieving the net zero targets for new builds but delivery is dependent on the outcome of the consultation and government policy; including Building Regulations and the impacts of government's fundamental reforms of the wider planning system. Funding is being sought to develop an energy masterplan to ensure that Merton has the capability to make a transition from gas heating to low carbon alternatives and fossil fuel transport to electric.

Technical advice on achieving regeneration projects that are future-proofed to be net-zero carbon has been sought through funding from the UK Green Building Council and the Heat Network Delivery Unit and incorporated into plans, but are as-yet untested in the market place.

WS 4: Transport infrastructure and modal shift (RAG rating: Amber): Transport policies already have a strong focus towards active and sustainable travel through the Local Implementation Plan (LIP3), the air quality action plan and emission-based parking charges. The Council will review short term funding priorities for LIP 3, but the availability and scope of TfL funding to support LIP priorities remains uncertain. The Council will continue with the air quality action plan. Programmes to support active travel, such as cycle training, "Pedal My Wheels" and "Walk 4 Life" will continue. The implementation of new emission-based parking changes will take place in spring/summer 2021, pending Cabinet approval. In addition, the Council will work towards a long-term transport plan to develop integrated cycling, walking and EV charging networks. Public Right of Way near to schools have been and will be subject to a review to encourage children to walk safely to school, subject to available funding.

The Covid-19 Transport Strategy has enabled an acceleration of action. Experimental traffic orders and new funding has enabled the implementation of 26 school streets and 4 low traffic neighbourhoods and improvements to a number of cycle lane which, if successful, could pave the way for an expansion of measures to reduce vehicle use. The Council will consider making these permanent where feasible and take advantage of funding opportunities that will allow a further expansion of active travel measures. Public Right of Way have been and will be reviewed to encourage children to walk safely to school, subject to available funding. The Council will continue to actively work with TfL to encourage low emission alternatives to motor vehicles, including low-emission capable taxis and car clubs. The Council's ambition to increase the deployment of EV charge points is currently limited by available funding.

The Council is developing new staff travel policies to support a reduction in motor vehicle use by Council staff in favour of active travel. These will be implemented next year, supported by increased capacity of the Civic Centre car park for bikes and electric vehicles.

WS 5: Green infrastructure (RAG rating: Amber): The maintenance of green spaces and tree replacement programme continues, with some additional CIL funding to plant street trees, and through the Neighbourhood Fund for community planting, including the Mitcham based “Growing Together” project. The Council will continue to support the development of community-based planting projects, seek suitable sites for planting and apply for external funding. The Council is intending to develop a tree strategy next year; a plan for managing trees within the Council’s administrative area. A consultation on Local plan policies, including those relating to green infrastructure, will conclude this year.

WS 6: LBM Estate and fleet management (RAG rating: Red): The Council is in the process of applying for grant funding to install decarbonisation measures in 8 operational sites and 2 community schools. If grant funding bids are successful, this short term funding will accelerate action to decarbonise the LBM estate, but overall falls significantly short of the pace needed to meet the Council’s 2030 target. The Council will be putting in place a plan to achieve net-zero carbon across the whole Council estate through the application of GLA funding (RA-W<sup>7</sup>). This will result in major decarbonisation proposals, including the Civic Centre, the delivery of which is likely to be dependent on the application for external funds such as the next round of public sector decarbonisation funding. The Council has moved to a 100% renewable energy tariff which supplies low carbon electricity to all operational buildings, street lights and many schools. Replacement of the remaining lamp columns with low energy lighting will continue. Options on fleet decarbonisation and charging infrastructure will continue to be considered, but are dependent on the business case and available funding. Expansion of cycle parking at the Civic Centre and York Close are expected to be completed by the end of 2021.

WS 7: LBM Procurements and investments (RAG rating: Amber): A review of major procured services has been carried out to identify which are most likely to have significant greenhouse gas impacts. The Council will seek to increase engagement with companies who hold existing contracts to understand their carbon impact and consider actions to reduce emissions on a voluntary basis. So far, active discussions are being undertaken with services providers for the maintenance of highways and green spaces, waste collection and processing, and for the planned letting of the school catering provision. For future contracted services, changes to policy and guidance will be considered to ensure that emissions associated with procured services can be estimated and reduced where feasible, balancing the need to reduce emissions with the potential additional costs of services.

Over the last few years, while ensuring the Merton Pension Fund investments deliver the expected returns to meet the members benefits and to keep the employers’ contribution stable, the Council has made sure as a Fund we move out of fossil fuels towards low carbon, sustainable and renewable energy sectors. This is part of our continues journey to decarbonise the portfolio in line with our carbon reduction target. Environmental, Social and Governance (ESG) and climate change factors have been incorporated into the Fund’s Investment Strategy and this is formalised in our Fund’s Investment Belief Statement.

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<sup>7</sup> Retrofit-Accelerator – Workplace Fund; formerly known as RE:FIT

WS 8: Communication, outreach and LBM corporate procedure (RAG rating: Amber): The establishment of a climate communication strategy and a Climate Action Group is ongoing to increase communications and outreach relating to all aspects of Merton’s Climate Strategy and Action Plan . There are further opportunities to progress the low carbon agenda through “Merton the Place” and the implementation of the recently adopted Community Plan. Despite this significant step up in engagement, we don’t yet know whether the engagement will reach groups which are typically under-represented such as the economically disadvantaged, vulnerable groups or BAME.

The Council will investigate mechanisms to ensure that climate change is considered when taking decisions on significant spend or policies, and training will be delivered to equip staff with the skills and knowledge to assess the impact of climate change in their areas of work. More broadly, efforts to encourage “sustainable staff behaviour through the “Green and Healthy Guardian’s” group has temporarily paused, as staff’s activities have significantly changed due to the Covid pandemic.

## ANNEX 1: CLIMATE CHANGE WORK PROGRAMME

### Workstreams

Eight workstreams cover all areas where carbon emission reductions are required, but are designed fit in with existing departmental structures and processes to make monitoring and oversight more efficient. The figure to the right shows how the eight workstreams map onto the key areas of the Merton’s Climate Strategy and Action Plan.

The aims of each of the workstreams are summarised in the table below. Aims that “encourage” action show where the Council does not have direct control on emissions, but is seeking influence or support others to reduce carbon emissions.

	GREEN ECONOMY	BUILDINGS/ ENERGY	TRANSPORT	GREENING MERTON
2050 BOROUGH TARGET	WS8: LBM procedure, Communication and outreach			
	WS1: Sustainable consumption and low carbon economy Public consumption of goods and services in Merton, supply chains and investments from businesses operating in Merton, commercial and industrial waste collection and processing, Local Authority waste processing.	WS2: Retrofit of the residential and non-residential building stock Owned, occupied and Private rented residential and non-residential Social / Council non-operational buildings/ Buildings of emergency services and public health	WS4: Transport infrastructure and modal shift Vehicles registered in Merton, Vehicles from outside the borough driving into Merton, Public transport, Transport infrastructure	WS5: Green Infrastructure Green spaces on private land, Green spaces managed by organisations other than the Council, Green spaces managed by the Council, Public realm (e.g. street trees, sustainable
		WS3: Future new build and regeneration Major regeneration, Energy infrastructure, New buildings		
		WS6: Academies and Faith Schools		
2030 BOROUGH TARGET	WS6: LBM Estate and fleet management Council owned Local Authority waste collection vehicles    Community schools, Council owned operational buildings    Council owned vehicles			
	WS 7: LBM Procurements and investments Services procured by LBM, investments, Consumption in LBM operational buildings	SW6: Street Lighting	SW4: Street Staff Travel	

to

to



Summary of workstreams

Work stream	Key aims	Lead department
<p>Workstream 1:</p> <p>Sustainable consumption and low carbon economy</p>	<p>Encourage consumers to reduce their carbon footprint through the purchase of local and sustainable goods and services, preventing waste and reusing/ recycling where possible.</p> <p>Encourage businesses to provide local and sustainable products, minimise waste, reduce greenhouse gas emissions from supply chains and provide clear information to customers about sustainable products.</p> <p>Encourage businesses to foster low carbon practices from staff and corporate functions such as finances.</p> <p>Reduce emissions from the processing of Local Authority collected waste using the principles of a circular economy.</p>	<p>Environment and Regeneration</p>
<p>Workstream 2:</p> <p>Retrofit of homes, businesses and non-residential building stock</p>	<p>Encourage home owners and landlords to retrofit energy efficiency measures in existing homes and non-residential buildings across the borough.</p> <p>Encourage home owners and landlords to install locally produced renewable energy.</p> <p>Encourage residents and business to take up low carbon heating.</p>	<p>Environment and Regeneration</p> <p>Community and Housing</p>
<p>Workstream 3:</p> <p>Future new build and regeneration</p>	<p>Enable all new developments and LBM regenerated public spaces in Merton to be zero carbon capable without expensive retrofit by 2025.</p> <p>Ensure all new developments and LBM regenerated public spaces are designed to be adapted to the impacts of temperature change and support the major decarbonisation transitions in energy, transport and the economy.</p> <p>Ensure utility companies’ energy infrastructure supports a transition to low carbon energy use in the borough.</p>	<p>Environment and Regeneration</p>
<p>Workstream 4:</p> <p>Transport infrastructure and modal shift</p>	<p>Encourage consumers to decrease the number of petrol and diesel vehicles.</p> <p>Encourage people living, working and studying in Merton to increase active and sustainable travel.</p> <p>Develop walking, cycling and electric vehicle infrastructure.</p> <p>Encourage government and TfL to accelerate the decarbonisation of public transport.</p> <p>Encourage sustainable and active travel amongst LBM staff.</p>	<p>Environment and Regeneration</p>

Workstream 5: Green infrastructure	Encourage additional planting on private land. Increase tree cover on appropriate public land (in keeping with the open space strategy). Deliver green infrastructure projects. Encourage increased public participation in community planting.	Environment and Regeneration
Workstream 6: LBM Estate and fleet management	Decarbonise LBM operational buildings by 2030. Decarbonise LBM Community schools by 2030. Decarbonise all council owned non-operational buildings by 2050. Encourage the decarbonisation of all Academies and Voluntary-aided schools by 2050. Ensure all Council-owned buildings are adapted to the impacts of temperature change and support the major decarbonisation transitions in energy, transport and the economy. Decarbonise LBM's owned fleet (including waste collection fleet) by 2030.	All Departments
Workstream 7: LBM Procurements and investments	Reduce greenhouse gas emissions associated with goods and services procured by LBM on behalf of Merton residents. Reduce greenhouse gas emissions associated with LBM investments such as pensions.	Corporate Services
Workstream 8: Communication, outreach and LBM corporate procedure	Ensure that LBM staff and Councillors understand how to consider climate change in their work areas and feel empowered to act. Ensure effective communication of climate messages reach all residents, businesses and organisations in Merton especially in the east of the borough. Ensure that residents, businesses and organisations feel empowered to act to reduce emissions and adapt to the impacts of climate change.	All Departments

### **Governance**

The Delivery Plan will be regularly reviewed by Cabinet and the Overview and Scrutiny Commission, who have responsibility for overseeing the delivery of Merton's Climate Strategy and Action Plan. The Sustainable Communities and Transport Partnership will form the main external stakeholder engagement and will be invited to review the plan on a regular basis.

**ANNEX 2 – FORMING A BASELINE ASSESSMENT FOR MERTON’S CLIMATE STRATEGY AND ACTION PLAN, AND DELIVERY PLAN**

Indicators for the overall delivery plan

There may not be a direct correlation between emission reductions and the success of the Delivery Plan, because the plan only covers actions undertaken by the Council; most of which are enabling and do not reduce emissions in themselves. The following indicators are being developed to test progress against the wider aims set out in the Climate Strategy and Action Plan, considered on an annual basis.

- Public perception of Council leadership and commitment to the Climate Change agenda, tested through the bi-annual survey (TBC).
- Public feeling on engagement and empowerment to act on climate change issues; tested through the bi-annual survey (TBC)
- Spend on projects which deliver Merton’s Climate Strategy and Action Plan objectives (internal and external), gathered from finance leads on an annual basis.

Performance indicators for workstreams

A set of indicators, set out in Merton’s Climate Strategy and Action Plan under “*Measuring Success*”, do not directly measure emissions but provide information about the rate of progress for important aspects of the plan. These provide more granular information relating to the speed at which change is taking place within Merton, compared to monitoring greenhouse gas emissions alone. It does not directly indicate the Council’s performance, but may indicate where Delivery Plan needs to be adapted to better support emissions reduction across the borough.

Progress against workstreams

Individual actions within each workstream will be assigned a RAG rating based on the likelihood of achieving this action within the resources and timescales available to the Council. These are used to indicate where resource or other barriers may prevent action being completed on time.

RAG definitions for individual actions

Green	High likelihood that the action will be completed. The completion of the action will be to the depth and quality expected to fulfil its part in the workstream.
Amber	Likelihood that the action will not be completed to the depth and quality needed to fulfil its part in the workstream.
Red	High likelihood that the action will not be completed, or fall well short of the depth and quality needed to fulfil its part in the workstream.

Using the score of individual actions Climate Change officers have undertaken a risk assessment over all workstreams, identifying where the sum of the likely activity will fulfil the obligations set out in the Climate Strategy and Action Plan.

The table below shows how the RAG ratings have been defined for the workstreams overall.

RAG definitions for workstreams

Green	Most council actions within this workstream are likely to be sufficiently funded and progress well. The total of the actions within this workstream is sufficient for the Council to effectively reduce its own emissions in line with the net-zero target and/or support others to reduce emissions, consistent with meeting the obligations set out in Merton’s Climate Strategy and Action Plan.
Amber	Some or all actions within the workstream may not be progressed to their full extent, due to resource, policy or other barriers. This may result in the Council not reducing its own emissions in line with the net-zero targets, or not supporting others to reduce emissions, consistent with meeting the obligations set out in Merton’s Climate Strategy and Action Plan,
Red	It is highly likely that some or all actions within the workstream will not be progressed, due to resource, policy or other barriers. This is likely to result in a significant shortfall in the Council not reducing its own emissions in line with the net-zero targets, or not supporting others to reduce emissions, consistent with meeting the obligations set out in Merton’s Climate Strategy and Action Plan.

Greenhouse gas emissions

The main measure of progress towards the net-zero carbon targets will be through an annual estimate of greenhouse gas emissions in relation to the 2050 and 2030 targets. Greenhouse gas estimates rely on national datasets which may be 1-2 years old, so cannot give a strong real-time indication of emission reductions or show the impacts of specific local actions.

For the 2050 target, the data is collected by fuel source and can therefore be used to individually track progress against energy use in buildings, transport and land use. The scope of the greenhouse gas inventories does not include emissions from consumption at present so cannot be used to track progress towards a green economy.

For the 2030 target, emissions data is collected from operational buildings, council-owned and operated vehicles, and emissions associated with contracted work in relation to waste collection, the maintenance of green spaces and highway maintenance. It cannot be used to track emissions from investments, other procurements and staff travel. The intention is to include all emissions where the data is available.

Progress against Net-zero targets

Climate Change officers will undertake an assessment of the strengths, weaknesses, opportunities and threats for the 5 areas set out in Merton’s Climate Strategy and Action Plan. This includes action taken by the Council but also wider factors. This will lead to a “high, medium or low” judgement about the likelihood that Merton is on track to deliver its greenhouse gas emission targets.

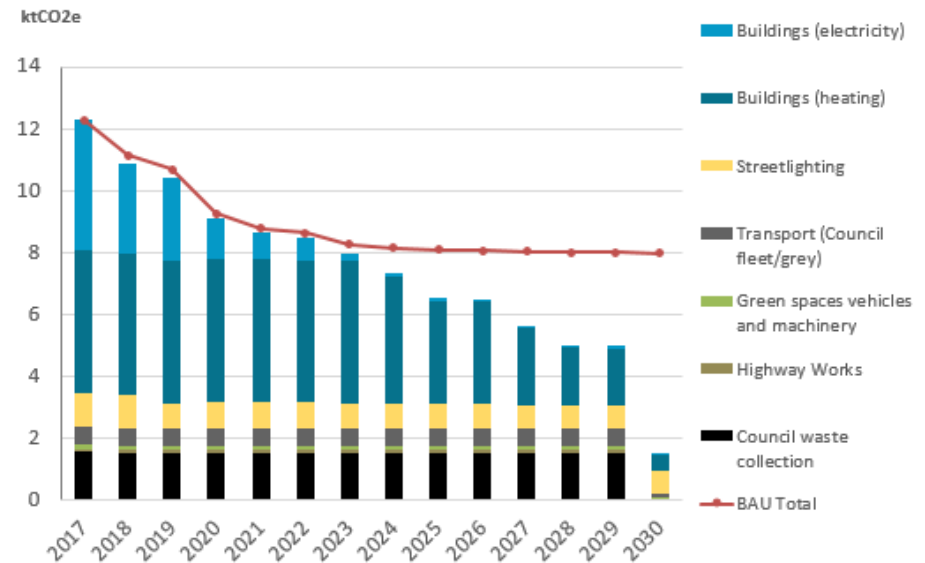
### ANNEX 3 – IDENTIFICATION OF DELIVERY ACTIONS

#### Use of evidence in identifying delivery actions

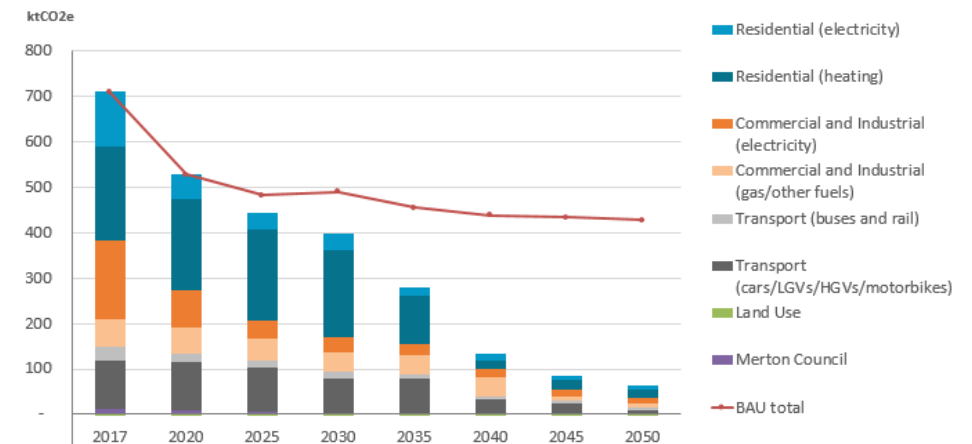
The London Borough of Merton Climate Action Support<sup>iv</sup>, written by Aether, was commissioned to provide the main evidence and analysis that underpinned Merton’s Climate Strategy and Action Plan, and has been used to make informed judgements on how the Council might deliver its carbon reduction commitments. For emissions included in the Council’s greenhouse gas inventory, net-zero pathways inform the scale of emissions reduction needed, and the speed at which change is technically feasible.

The Strategy includes areas that were not part of the net-zero pathway analysis for Merton, where impacts cannot be accurately estimated, but where a wider evidence base shows that it is important to address the impacts of climate change. For the 2050 targets, these include emissions that occur outside the borough, arising from economic activities such as the provision of goods and services, and waste processing within the borough (mainly in the “Green Economy” section). It also includes adapting to and preparing for the impacts of climate change, such as prolonged and more intense spells of hot weather or flooding (mainly in the “Greening Merton” and “Buildings and energy” sections). For the 2030 target, it relates to the carbon footprint of investments and some of the goods and services procured by the Council. In these cases, other evidence has been used to identify the necessary actions needed.

Net-Zero Carbon Pathway for the Council 2017-2030



Net-Zero Carbon Pathway for the Borough 2017-2050



Direct versus enabling actions

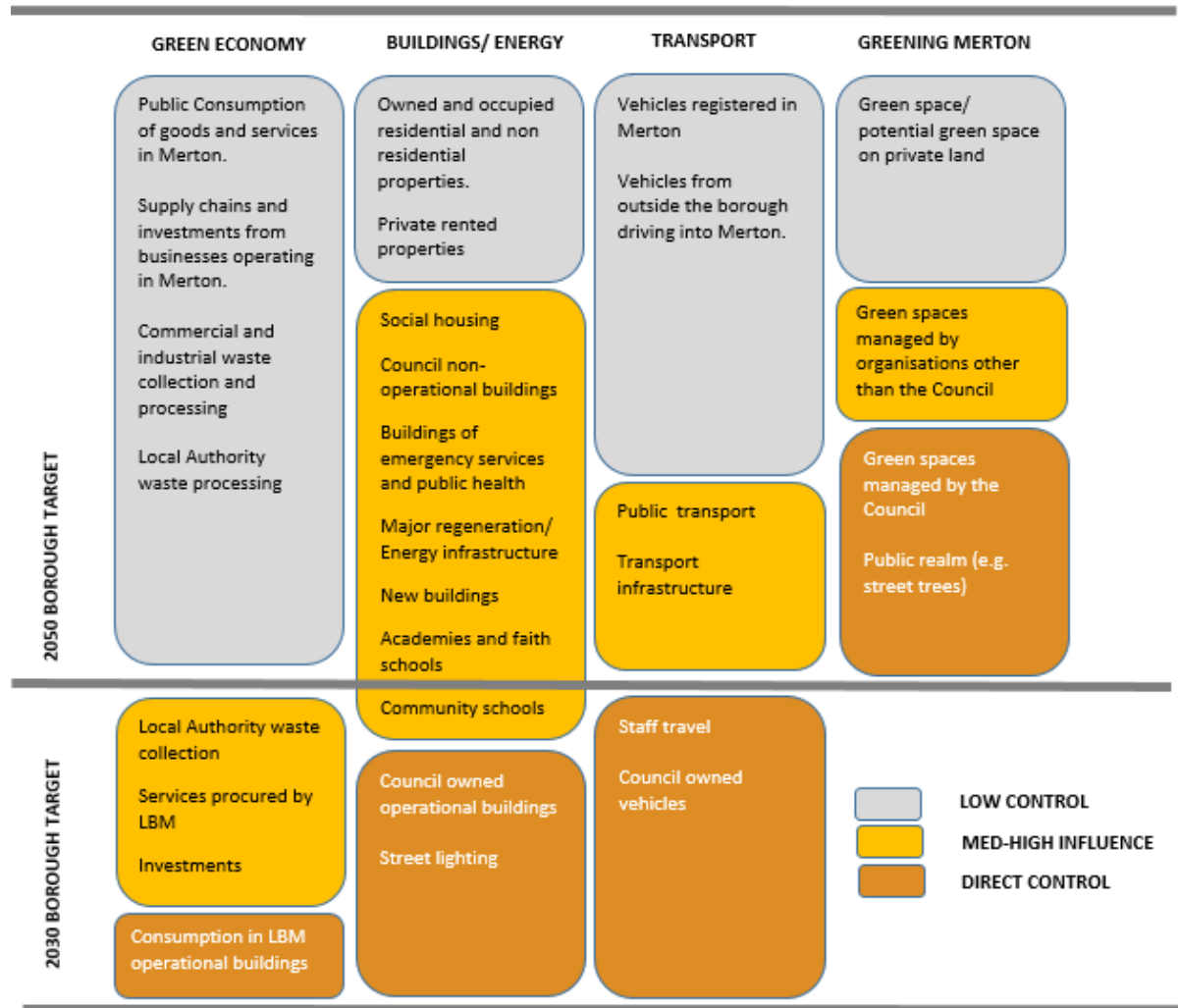
The figure on the right shows levels of Council control over areas of the Merton’s Climate Strategy and Action Plan.

Where the Council has direct control over emission reduction, it is straightforward to identify actions in any given year through the modelling outputs. This only applies to a small proportion of the actions, mainly in the “Council 2030 target” section.

In some areas of the Strategy, action owners outside of the Council can be clearly identified (for example TfL, housing providers, etc.). In these cases, the Council is usually in a position to influence or to work collaboratively with stakeholders to reduce emissions.

Where emission reduction is in the hands of individuals, businesses or other organisations, Council control tends to be low. In these cases, enabling actions have been identified, but their impact is harder to measure.

The diagram below gives an indication of where the Council has direct control, has medium to high influence, or has a low level of control.



## ANNEX 4 – IDENTIFICATION OF DELIVERY ACTIONS

### Workstream 1: Sustainable consumption and low carbon economy

Action number	Priority Actions in Y1	RAG	Team
1	Develop and deliver messaging for the Council's climate comms strategy to promote sustainable consumption, waste reduction and low carbon behaviours	G	CS Comms E&R Future Merton
2	Lobby for faster change in promoting a low carbon economy	G	E&R Future Merton
3	Identify opportunities to embed a green recovery in Merton's response to COVID-19	G	E&R Future Merton
4	Identify low carbon skills gaps and opportunities for upskilling	G	E&R Future Merton
5	Support local projects which promote sustainable consumption and a circular economy	G	E&R Future Merton E&R Waste Team E&R Regulatory Services
6	Support mechanisms that promote low carbon practices in local businesses	G	E&R Future Merton
7	Review on-street waste infrastructure to promote recycling and minimise waste	G	E&R Waste
8	Maximise opportunities to promote low carbon behaviours, jobs and skills through the regeneration of Morden town centre.	A	E&R Future Merton
9	Baseline greenhouse gas emissions from the processing of Merton's local authority collected waste and consider opportunities to minimise these emissions	A	E&R Future Merton E&R Waste
10	Develop up to date policies in the South London Waste Plan <sup>x</sup> to ensure the provision of sufficient local waste management facilities to ensure net self-sufficiency and that waste can be treated as high up the waste hierarchy as possible.	A	E&R Future Merton

Workstream 2: Retrofit of the residential and non-residential building stock

Action number	Priority Actions in Y1	RAG	Team
1	Lobby central Government to address the gap in funding and skills	G	E&R Future Merton
2	Develop and deliver messaging for climate comms strategy to encourage homeowners, landlords and tenants to retrofit their properties (including promotion of the Green Homes Grant)	G	CS Comms E&R Future Merton
3	Explore options to overcome high up-front costs of low carbon measures on homes	A	E&R Future Merton
4	Support community action looking to drive retrofit	A	E&R Future Merton
5	Support fuel poor households in accessing national funding	A	C&H Public Health
6	Engage with social housing providers to drive domestic retrofit	G	E&R Future Merton
7	Consider options to ensure that landlords meet energy efficiency requirements	R	C&H Housing Strategy
8	Incorporate net-zero targets into public health estates strategy	A	C&H Public Health E&R Future Merton
9	Engage with emergency services encourage to encourage carbon reduction activities across their estate	A	C&H TB Identified



Workstream 3: Future new build and regeneration

Action Number	Priority Actions in Y1	RAG	Team
1	Develop Climate Change policies in Merton's New Local Plan which are in keeping with Merton's 2050 target	A	E&R Future Merton
2	Secure a mechanism to ensure that all new Council regeneration/ development schemes are low carbon and capable of operating at net-zero carbon by 2050 without expensive retrofit	A	E&R Future Merton
3	Secure low carbon development through the Morden town centre regeneration	A	E&R Future Merton
4	Lobby for faster change in the building and energy sector	G	E&R Future Merton
5	Seek funding to develop an Energy Masterplan	A	E&R Future Merton

Workstream 4: Transport infrastructure and modal shift

Action Number	Priority Actions in Y1	RAG	Team
1	Lobby for further funding to reduce car use and accelerate decarbonisation of public transport	G	E&R Transport
2	Implement Covid Transport Strategy	G	E&R Future Merton
3	Review short term funding priorities for LIP/ Local Plan policies	A	E&R Transport
4	Plan for long-term strategic approach to walking, cycling and EV charge points	A	E&R Transport
5	Encourage dockless and electric vehicle hire schemes	A	E&R Transport
6	Ensure all new taxis are zero emission capable	G	E&R Transport
7	Implement new emission-based parking charges.	A	E&R Parking
8	Implement AQ action plan and active travel initiatives	G	C&H Air Quality
9	Support active travel projects	G	E&R Transport C&H Air Quality C&H Public Health
10	Develop staff travel policies	A	E&R Transport

Workstream 5: Green infrastructure

Action Number	Priority Actions in Y1	RAG	Team
1	Develop a tree strategy.	R	E&R Green Spaces
2	Plant 260 trees on Streets/ Green spaces	G	E&R Green Spaces
3	Encourage greater participation in tree planting to achieve c540 trees planted on private land	A	E&R Future Merton E&R Green Spaces
4	Prevent net loss of trees on public land through the continued tree replacement programme	A	E&R Green Spaces
5	Take opportunities to introduce sustainable drainage systems and "grey to green" projects	G	E&R Future Merton
6	Complete review of environment planning policies for the Local Plan	G	E&R Future Merton
7	Lobby and partner for faster change in green spaces sector	G	E&R Future Merton E&R Green Spaces

Workstream 6: LBM Estate and fleet management

Action Number	Priority Actions in Y1	RAG	Team
1	Apply for grant funding and undertake decarbonisation works on operational buildings and community schools by September 2021	A	CS Facilities CSF Commissioning
2	Prepare decarbonisation projects for a potential 2022 round of grant funding	G	CS Facilities CSF Commissioning
3	Form a strategy to decarbonise Merton's operational and non-operational building stock to meet net-zero targets	G	CS Facilities CSF Commissioning E&E Estates
4	Implement a mechanism to ensure that new Council buildings are net capable of operating at net zero carbon by 2030 without significant retrofit.	R	CS TB Identified
5	Continue to source to 100% green electricity tariff	G	CS Facilities
6	Consider business case for battery storage to improve performance of existing PV	G	CS Facilities
7	Form a strategy to decarbonise the Council's vehicle fleet	G	E&R Commissioning
8	Consider low carbon options for the next round of fleet replacement	G	E&R Commissioning
9	Undertake initial work to consider electric charge points for LBM vehicle fleet	G	E&R Commissioning CS Facilities
10	Carry out improvements to Council-owned sites to encourage active and electrified travel by staff	R	E&R Transport CS Facilities
11	Set up a staff-led action group to accelerate changes in culture and activities within all Council Departments	R	E&R Future Merton C&H Public Health
12	Continue streetlight LED replacement through standard maintenance.	A	E&R Highways

Workstream 7: LBM Procurements and investments

Action Number	Priority Actions in Y1	RAG	Team
1	Consider options to engage with service providers to reduce greenhouse gas emissions from existing contracts.	A	CS Procurement All Departments
2	Consider options to introduce new procurement policy and guidance to reduce greenhouse gas emissions from procured services	A	CS Procurement
3	Continue delivering responsible investment policy to decarbonise the Council's pension investments.	G	CS Investment
4	Consider ways to positively invest in low carbon business that can deliver carbon offsets.	A	CS Investment

Workstream 8: Communication, outreach and LBM corporate procedure

Action Number	Priority Actions in Y1	RAG	Team
1	Develop and implement a climate communications and engagement strategy	G	CS Comms E&R Future Merton
2	Set up a Climate Action Group to support the delivery of the action plan	G	E&R Future Merton
3	Develop a mechanism to consider the impact of climate change mitigation and adaption in all policy, spend and procurement proposals	A	CS Procurement
4	Consider options to develop carbon literacy in Council staff and Councillors	A	CS TB identified

<sup>i</sup> Merton's Climate Strategy and Action Plan, LBM, November 2020; <https://www.merton.gov.uk/planning-and-buildings/sustainability-and-climate-change>

<sup>ii</sup> Public Sector Decarbonisation Scheme, HMG, 2020 <https://www.gov.uk/government/publications/public-sector-decarbonisation-scheme-psds>

<sup>iii</sup> Low Carbon Skills Fund, 2020, <https://www.gov.uk/government/publications/public-sector-low-carbon-skills-fund>

<sup>iv</sup> London Borough of Merton Climate Action Support, Aether, June 2020: <https://www.merton.gov.uk/planning-and-buildings/sustainability-and-climate-change>

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<sup>v</sup> [Merton Community Plan 2020-26, LBM, 2020: ref]

<sup>vi</sup> Merton's Active and Healthy Travel Response to Covid -19, LBM, 2019: <https://www.merton.gov.uk/streets-parking-transport/lip3>

<sup>vii</sup> Air Quality Action Plan 2018 – 2023, LBM, 2018: <https://www.merton.gov.uk/communities-and-neighbourhoods/pollution/air-quality-and-air-pollution/local-air-quality-management>

<sup>viii</sup> Merton New Local Plan Stage 2 Consultation, LBM, 2018: <https://www.merton.gov.uk/planning-and-buildings/planning/local-plan/newlocalplan/local-plan-stage-2-consultation-results>

<sup>ix</sup> Health and Wellbeing Strategy 2019 – 2024: A healthy place for healthy lives, LBM, 2019: <https://www.merton.gov.uk/healthy-living/publichealth/strategies>

<sup>x</sup> Submission Version of the South London Waste Plan 2021-2036, LB Croydon, RB Kingston, LB Merton & LB Sutton, 2020: <http://www.sutton.gov.uk/currentconsultations>

# Agenda Item 8

WIMBLEDON COMMUNITY FORUM  
1 DECEMBER 2020

(7.15 pm - 8.00 pm)

PRESENT Councillors Councillor James Holmes (in the Chair),

## 1 WELCOME AND INTRODUCTIONS (Agenda Item 1)

The meeting was held via Zoom, and chaired by Councillor James Holmes. 20 residents and nine councillors attended on Zoom with 51 additional views on YouTube. The Chair welcomed everyone to the meeting and explained how the meeting would work.

## 2 UPDATE ON COVID IN MERTON (Agenda Item 4)

Dagmar Zeuner, Director of Public Health provided a presentation, which is attached to this report. Dagmar said that the key message is that the number of COVID cases in Merton is coming down. For the last week there were 160 cases per 100,000 population. There was a bulge in the 16-29 age group with cases at 334 per 100,000. We are most concerned about the over 60s but the number of cases in this age group was also coming down.

The number of cases in the East of the borough is slightly higher than in the West but the difference is not significant. A spike of cases in the West in September has been tracked down to a recording issue, with students away at university testing positive but being linked to the home residence instead of their university. This has been changed by Public Health England. We are still tracking the number of cases by ethnicity and we are not seeing the same disproportionate impact on BAME communities that we saw in the first wave in the spring.

We have not seen a return to the death rates of the spring and ICU admissions for the most severe cases are also levelling off. The NHS still has sufficient capacity to cope so it is important that patients still attend appointments and elective procedures for other health issues.

Local contact tracing is up and running to supplement the national programme. New lateral flow tests are quick and do not involve the use of a laboratory. This makes them ideal for confined settings like health care providers and universities. In future they could be also be used in schools, care homes and local areas to manage outbreaks.

The vaccination programme will be led by the NHS with support from local authorities. The government has already identified priority groups based on risk levels. We are still waiting the final sign-off on the three vaccines, which is expected this month.

If agreed in Parliament tonight, London will be going into Tier 2 from tomorrow with restrictions on meeting with other households. The Hands, Face, Space message remains relevant is still key to stopping the spread.

COVID Community Champions are volunteers who are helping to communicate key messages in their communities. Dagmar thanked those who are giving up their time. To find out more you can email [public.health@merton.gov.uk](mailto:public.health@merton.gov.uk). There will be special 'Celebrating Safely' workshops on 14 December to offer practical tips for reducing the risk of COVID during the holiday season.

Dagmar was asked about the plans for distributing the vaccines. The Pfizer vaccine will need to be kept at storage hubs, St Georges and Croydon hospitals in South West London, due to the storage issues involved. Initially health workers will need to travel to those sites. As the regulator further reviews transportability of the Pfizer vaccine and other vaccines become available community vaccination sites will also be used, linked to Merton's primary care networks. Preliminary plans include the Nelson and Wilson sites. Dagmar was also asked about promoting the vaccine given the history Merton has of relatively low take-up for existing vaccines. Dagmar said this was a fair point and there would be a coordinated communications campaign involving the NHS, the council and other local partners that will answer people's questions. Dagmar said the NHS is currently promoting the flu jab that is free for over 50s and available from GPs and pharmacists.

Dagmar was asked about Merton residents using the drive through testing site in Kingston, and which borough would be counted in. Dagmar explained that residents can book a space at any testing site through the portal and those who test positive will be counted in Merton regardless of where they go for a test. There are now two testing sites in Merton, one at Merton College and one in Mitcham and these can be booked though the portal. There is now sufficient testing capacity.

### 3 LOVE WIMBLEDON UPDATE (Agenda Item 5)

Helen Clark Bell from Love Wimbledon, a not for profit organisation funded by local businesses to improve the town centre, gave an update on plans for Christmas.

Love Wimbledon has recently published their [annual report](#).

Christmas is definitely not cancelled in Wimbledon but will have to be a bit different. A Christmas tree and decorative lights have been put up, along with a reindeer trail



sponsored by Centre Court. We will also be introducing a new Augmented Reality to work on mobile phones.

There are a number of new businesses in Wimbledon including Christmas pop-ups. There is a new food market from this weekend and the Zero Waste store has moved in from Merton Abbey Mills.

There are improvement works taking place outside New Wimbledon Theatre including new seats, trees and a larger space for theatre goers once performances return. Helen also showed plans for a place-making project for Hartfield Walk, funded by Community Infrastructure Levy that will commence in early 2021.

The [Merton Giving Christmas Appeal](#) has been launched asking for donations of 'shoe box hampers'. Centre Court Shopping have been announced today as a donation station for the shoe box appeal

Helen was asked about media reports today about the death of High street. Helen said she felt that the High street should be at the heart of the community, a space to go, mix, enjoy the area as well as use the local businesses. Love Wimbledon's role is to support and promote the High Street so the death of the high street is not on the agenda

#### 4 WARM AND WELL PROGRAMME (Agenda Item 3)

Unfortunately due to staff sickness colleagues from Wimbledon Guild were unable to attend the meeting. They will arrange to attend a future meeting.

#### 5 LONDON ASSEMBLY UPDATE (Agenda Item 2)

Unfortunately Leonie Cooper, Assembly Member for Merton and Wandsworth, had been delayed and was unable to join the meeting before the meeting closed.

#### 6 DATE OF NEXT MEETING (Agenda Item 6)

Councillor Holmes thanked everyone for attending and closed the meeting at 8pm.

The next meeting is scheduled for Thursday 25 March 2021 at 7.15pm

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# COVID-19 update

## Wimbledon Community Forum

Dr Dagmar Zeuner  
Director of Public Health

1st December 2020

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Minute Item 2



# AIMS AND PURPOSE

- Brief overview of the COVID impact on Merton's communities so far
- Brief overview of outbreak control developments
- Overview of the Tier 2 guidance
- A number of opportunities for action

Page 5



# Weekly key messages

## Cases (19<sup>th</sup> – 25<sup>th</sup> November):

- 7 day case rate (all ages) was **160.8 cases per 100,000** (down from 185.8 last week).
- 7 day case rate (among 60+) was **113.2 cases per 100,000** (up from 102.1 last week).
- **343** new COVID cases in Merton.

## Deaths:

- **1** new registered Merton COVID death (in hospital) for the week ending 6<sup>th</sup> November.

## Testing (pillar 2 only):

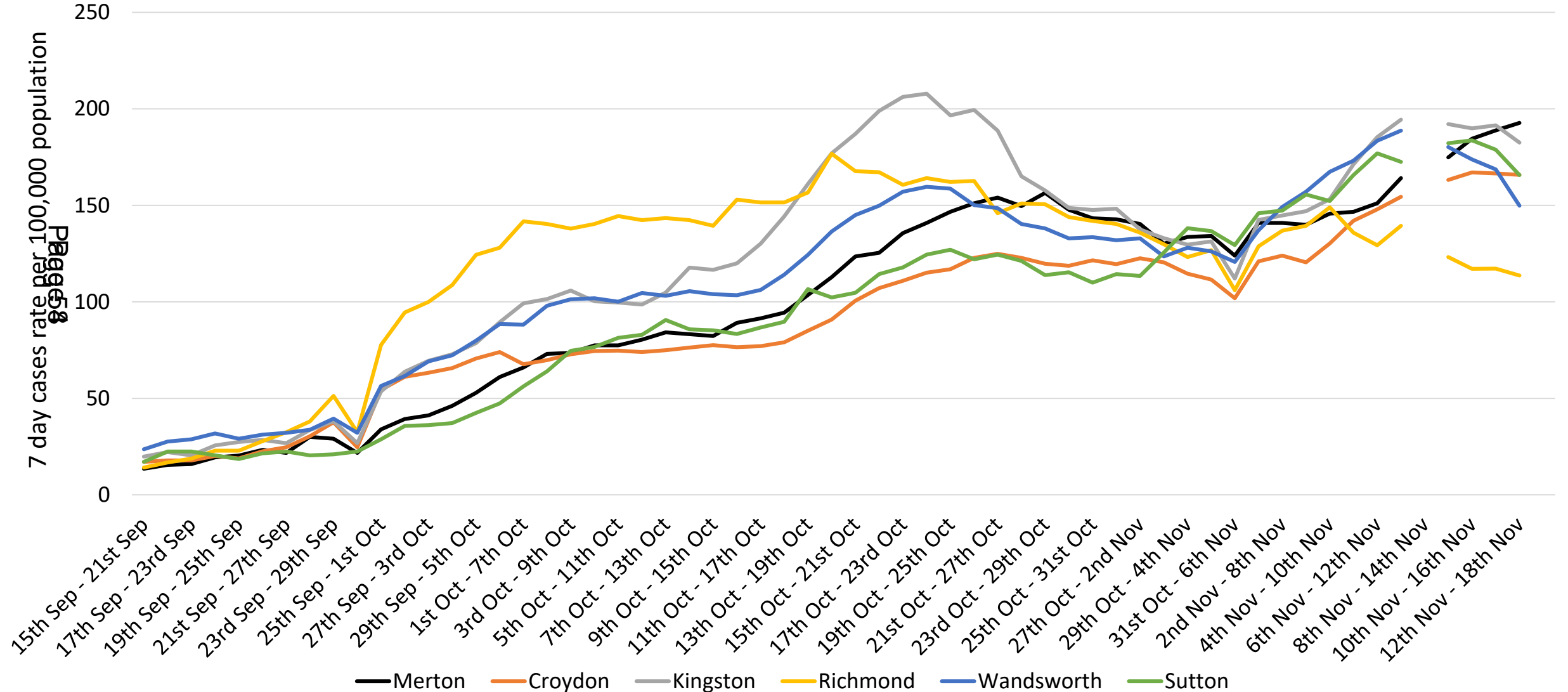
- 7 day testing rate was **218.4 daily tests per 100,000** (up from 215.6 daily tests per 100,000).
- 7 day test positivity decreased to **9.3%** (down from 11.2%).

# Rolling 7-day rate of confirmed positive cases per 100,000 population in Merton compared to South West London boroughs (Pillar 1 & 2)

30th November 2020

Source: PHE/PHEC Daily Report

Reporting frequency: Daily



Due to reporting issues no data was available for 8th-14th November

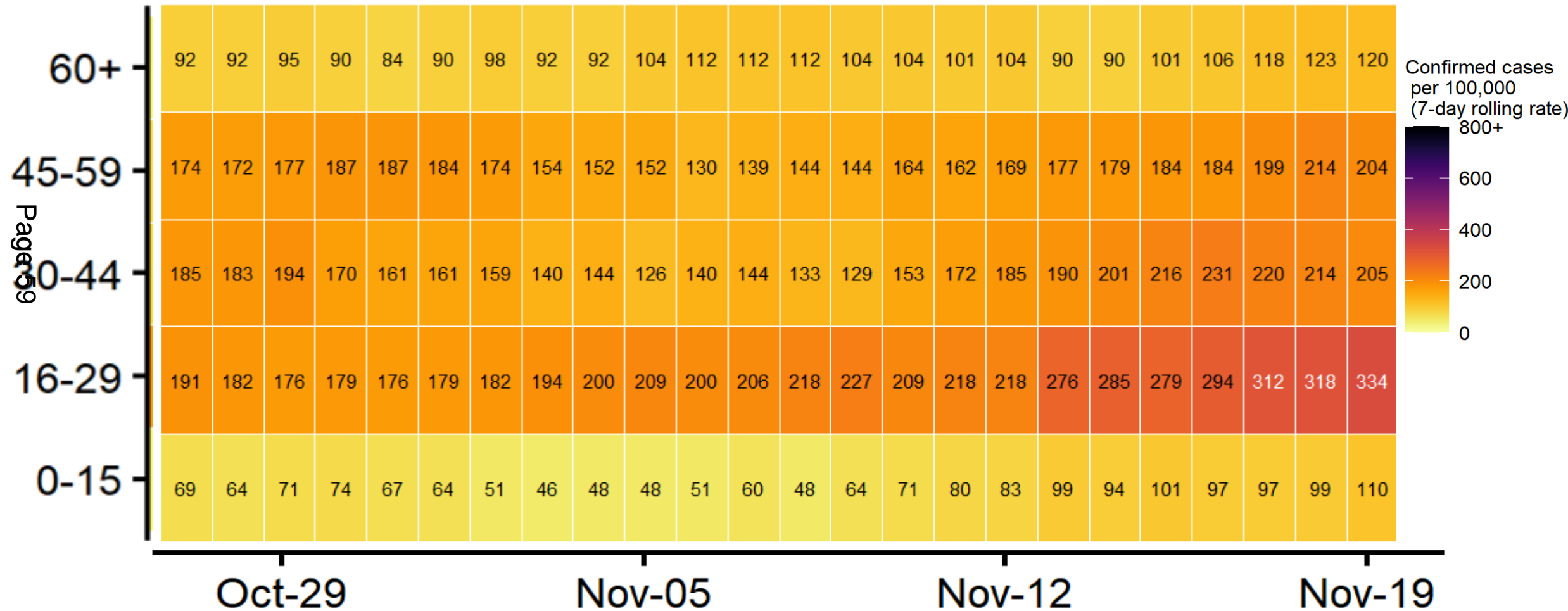
# COVID-19 cases rates in Merton by age group heat map over time

30<sup>th</sup> November 2020

## 7-day rolling total case rates per 100,000

Source: PHE/PHEC Daily Report

Reporting frequency: Daily



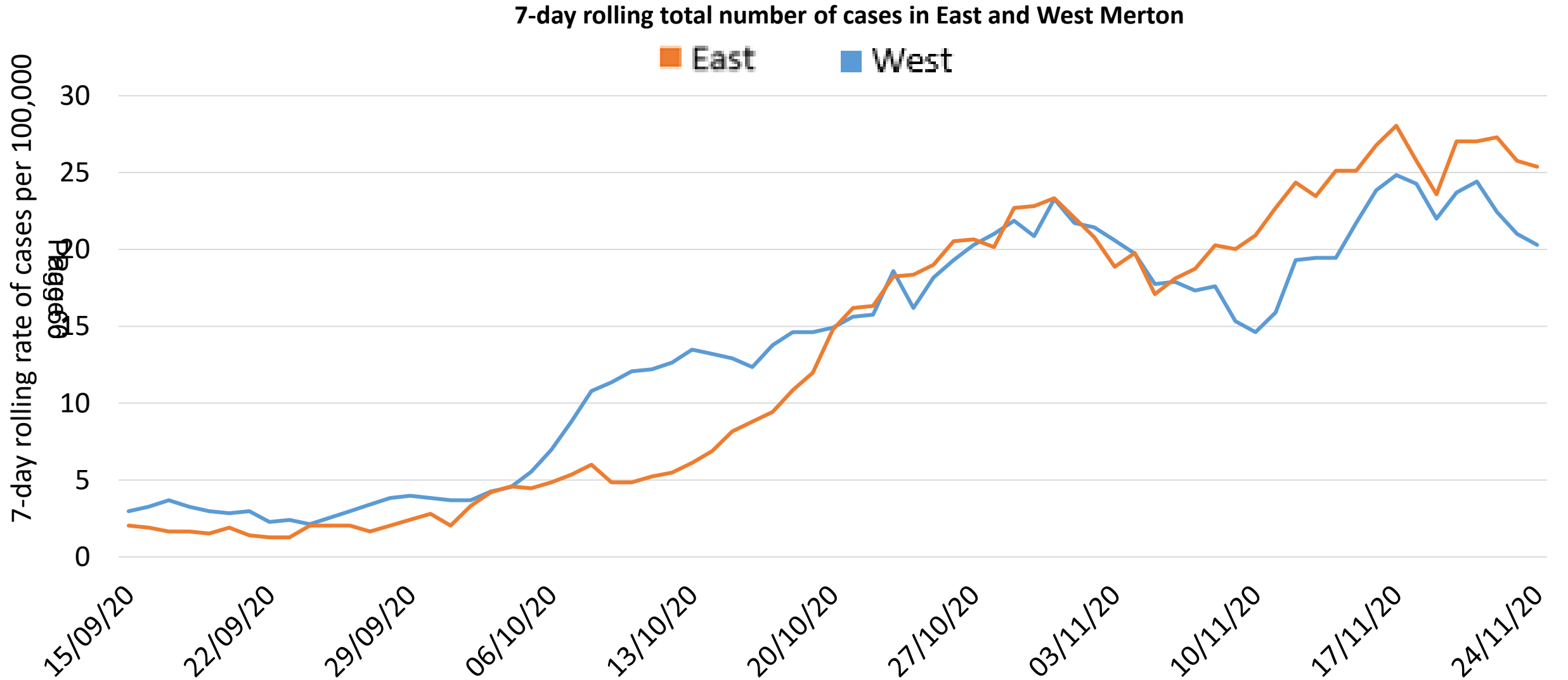
Source: PHE/Merton LA report

# COVID-19 case rates in East and West Merton

30<sup>th</sup> November 2020

Source: LSAT daily line list

Reporting frequency: Daily



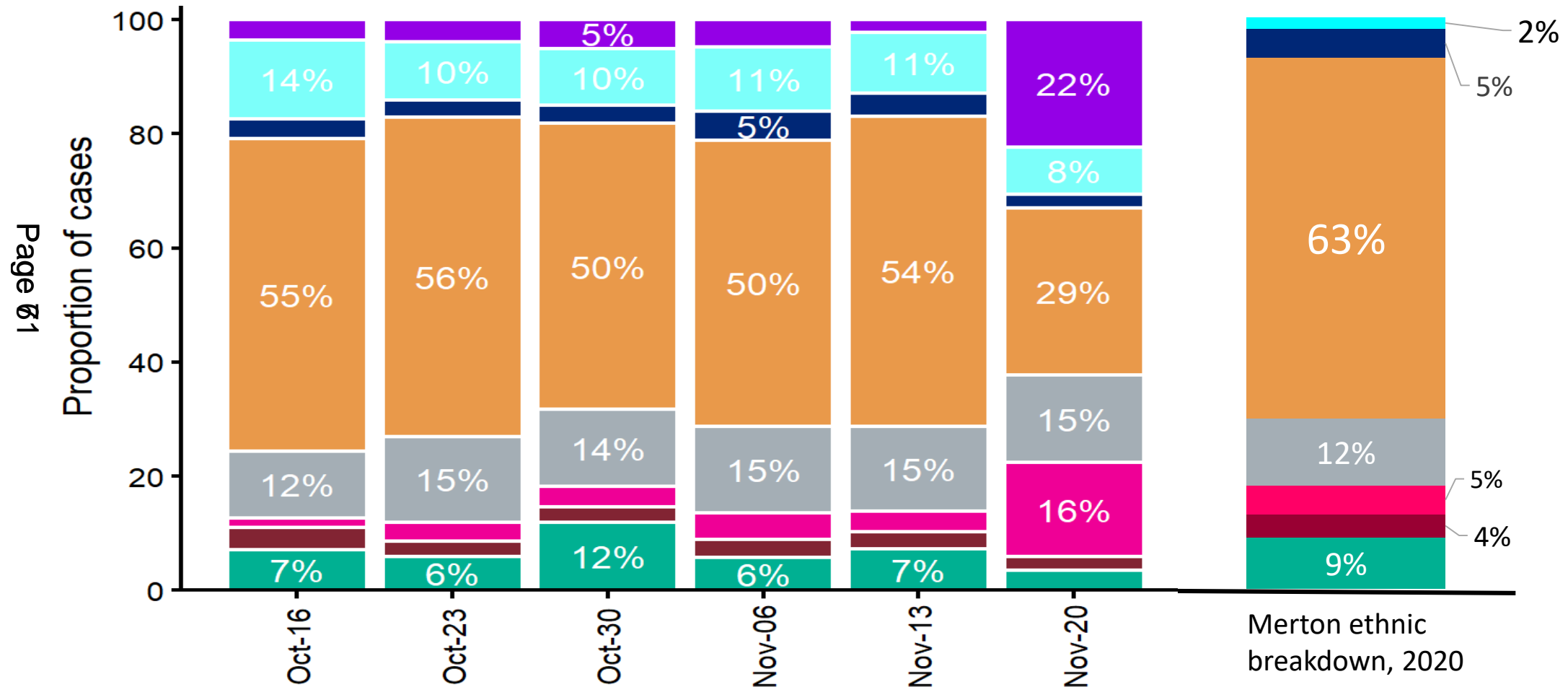


# COVID-19 positive cases in Merton by ethnicity

30<sup>th</sup> November 2020

Weekly distribution of cases by ethnic group in Merton.  
Data over 6 weeks and compared to ethnic breakdown Merton.

Source: PHE Merton LA Report



\*Please note recent week (ending 20<sup>th</sup> November) figures are preliminary.  
Majority of case data still to be reported

Source: 2016 GLA housing-led population projections

Enquiries Ben.bezuidenhout@merton.gov.uk

# Number of deaths registered among Merton residents

30<sup>th</sup> November 2020

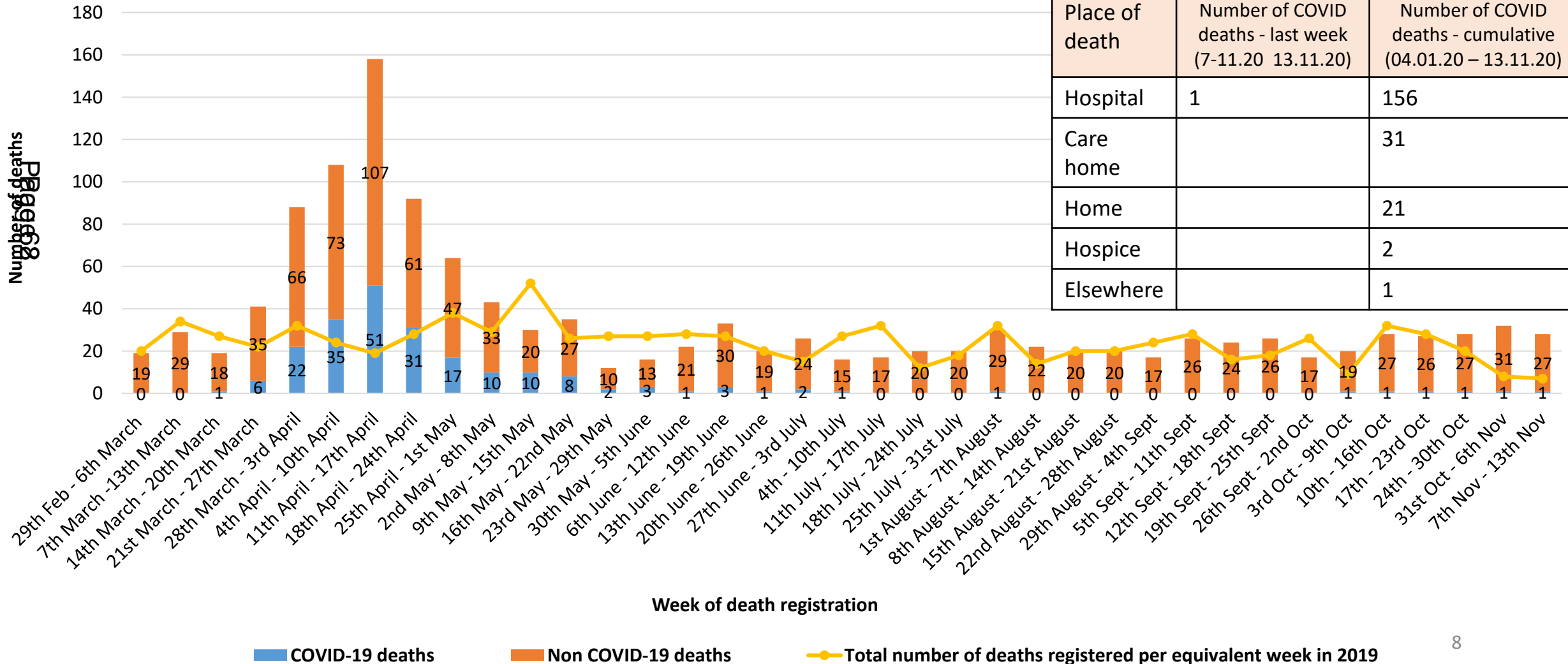
Source: ONS

Reporting frequency: Weekly (most recent 7.11.2020 – 13.11.2020)

**Cumulative number of COVID related deaths registered in Merton**  
(04.01.2020 – 13.11.2020)

**211**

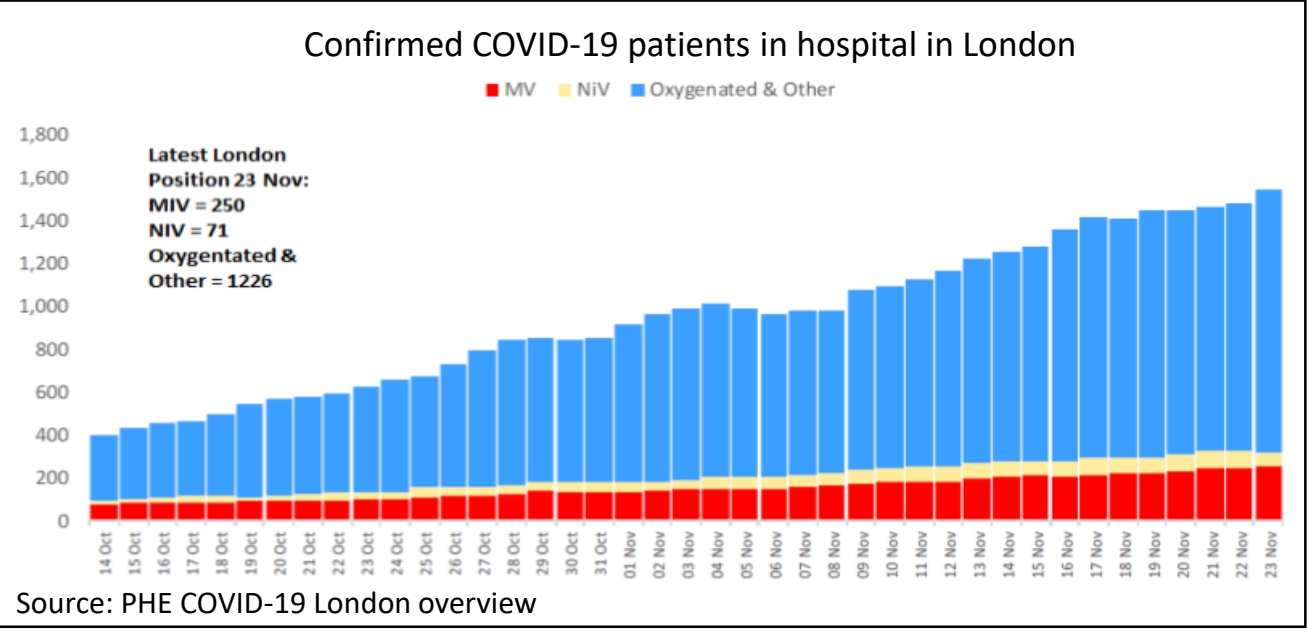
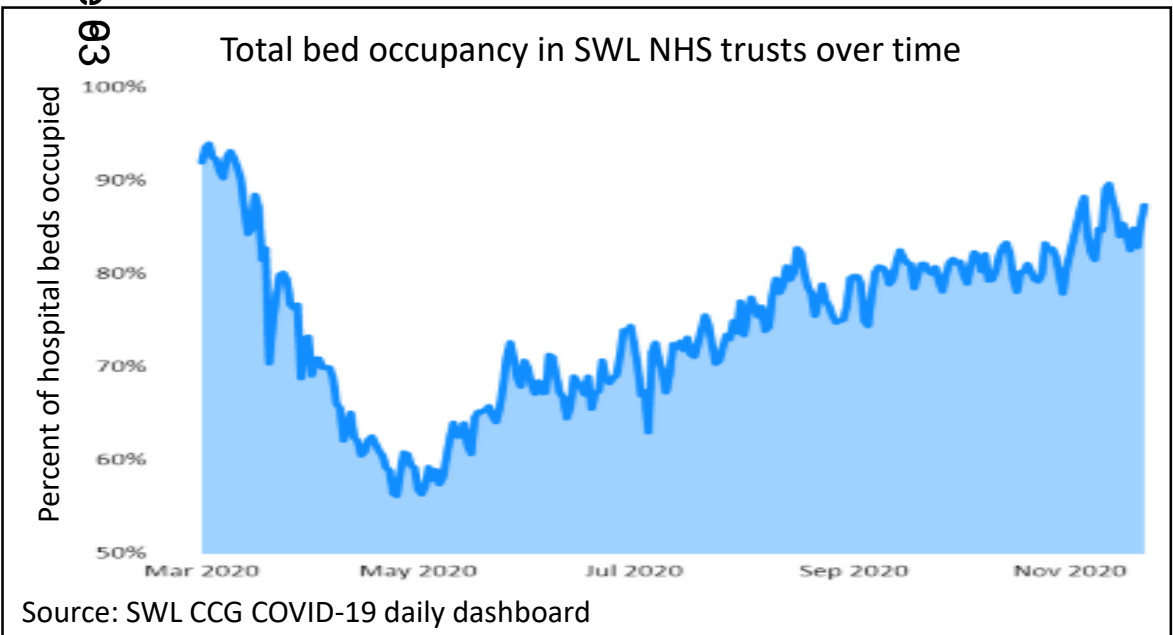
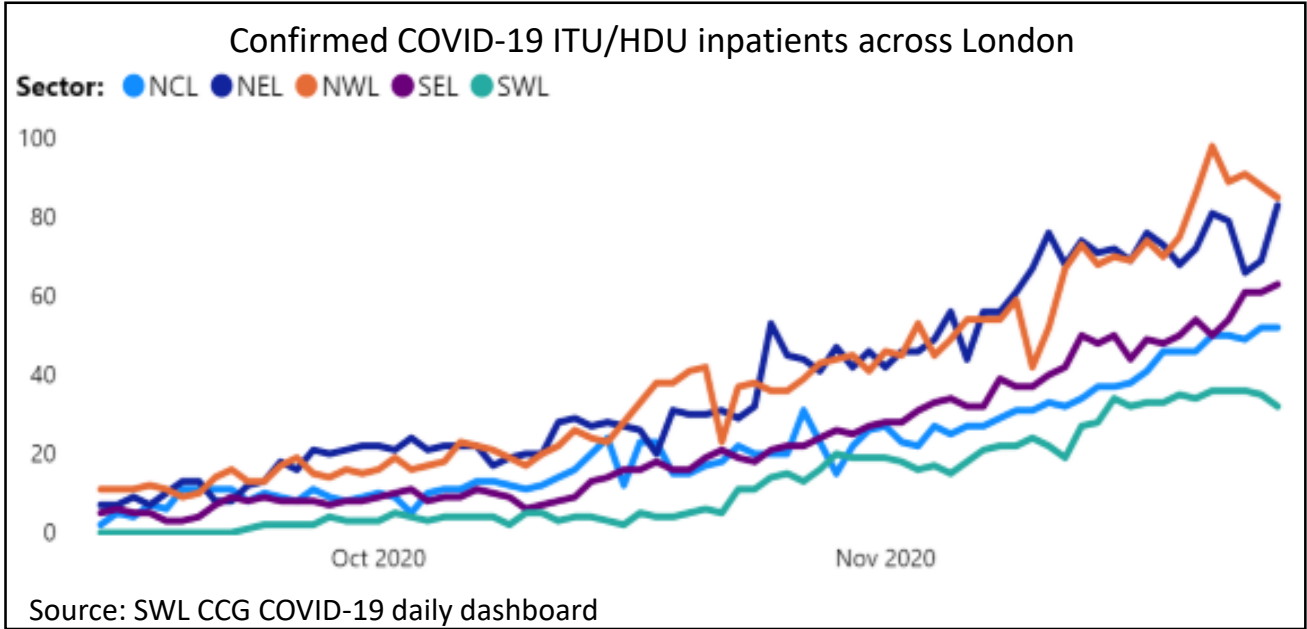
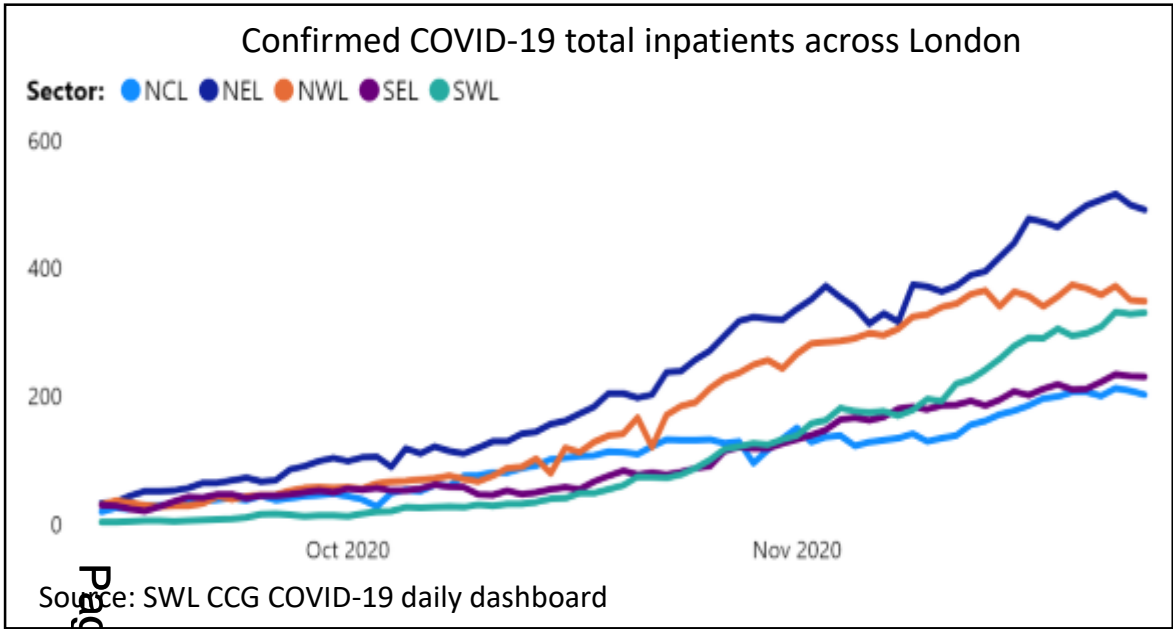
Number of deaths in Merton by week of registration



Place of death	Number of COVID deaths - last week (7-11.20 13.11.20)	Number of COVID deaths - cumulative (04.01.20 – 13.11.20)
Hospital	1	156
Care home		31
Home		21
Hospice		2
Elsewhere		1

# COVID-19 and NHS-related indicators

30<sup>th</sup> November 2020



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## Local contact tracing

- Launched on 18<sup>th</sup> Nov, in first 3 days – 24 successfully contacted.
- All contacted signposted to local support services

## Testing

- Symptomatic:
  - Pillar 1 testing – responsibility of NHS
  - Pillar 2 testing – responsibility of DHSC, local testing sites in collaboration with LA
- Asymptomatic:
  - PCR (polymerise chain reaction) testing for care homes, being rolled out to homecare
  - LFT (lateral flow test) – responsibility devolved to health care providers, universities, future plans for care homes, schools, and LAs
    - Positive results require confirmation with PCR
    - Currently nose/throat but saliva version expected soon

## COVID-19 vaccination

- Led by NHS, supported by LA and partners
- Mass testing sites (approx. 1/LA), PCN (Primary Care Network) testing sites for primary care delivery (PCNs can share sites, but expected to be not more than 2-3 per shared site and some have their own site)
- Priority groups – identified by JCVI (national Joint Committee on vaccination and immunisation) based on risk; feasibility also needs to be considered for delivery, ie Pfizer vaccine requires storage -80C. Front line health and care workers are high priority; and then age is used as other main determinant.

# TIER 2

# HIGH ALERT

FROM 2 DEC

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<b>MEETING FRIENDS AND FAMILY</b> <p>No mixing of households indoors, apart from support bubbles. Maximum of six outdoors.</p>	<b>BARS, PUBS AND RESTAURANTS</b> <p>Pubs and bars must close, unless operating as restaurants. Hospitality venues can only serve alcohol with substantial meals. Venues must stop taking orders at 10pm and must close by 11pm.</p>	<b>RETAIL</b> <p>Open.</p>	<b>WORK AND BUSINESS</b> <p>Everyone who can work from home should do so.</p>
<b>EDUCATION</b> <p>Early years settings, schools, colleges and universities open. Childcare, other supervised activities for children, and childcare bubbles permitted.</p>	<b>INDOOR LEISURE</b> <p>Open.</p>	<b>ACCOMMODATION</b> <p>Open.</p>	<b>PERSONAL CARE</b> <p>Open.</p>
<b>OVERNIGHT STAYS</b> <p>Permitted with household or support bubble.</p>	<b>WEDDINGS AND FUNERALS</b> <p>15 guests for weddings, civil partnerships, wedding receptions and wakes; 30 for funerals.</p>	<b>ENTERTAINMENT</b> <p>Open.</p>	<b>PLACES OF WORSHIP</b> <p>Open, but cannot interact with anyone outside household or support bubble.</p>
<b>TRAVELLING</b> <p>Reduce the number of journeys you make and walk or cycle if possible. Avoid busy times and routes on public transport. Avoid car sharing with those outside of your household or support bubble. Avoid entering a Tier 3 area, other than where necessary such as for work or education. Further exemptions apply.</p>	<b>EXERCISE</b> <p>Classes and organised adult sport can take place outdoors, but cannot take place indoors if there is any interaction between people from different households. Organised activities for elite athletes, under-18s and disabled people can continue.</p>	<b>RESIDENTIAL CARE</b> <p>COVID-secure arrangements such as substantial screens, visiting pods, and window visits. Outdoor/airtight visits only (rollout of rapid testing will enable indoor visits including contact).</p>	<b>LARGE EVENTS</b> <p>Sport, live performances and business meetings limited to 50% capacity or 2000 people outdoors (whichever is lower) and 50% capacity or 1000 people indoors (whichever is lower)</p>

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# TIER 2 RESTRICTIONS

As of 00.01 Wednesday 2<sup>nd</sup> December the local restriction tier system applies to England

## What does this mean?

London and Merton has been placed in **Tier 2: High Alert**. This is for areas with a higher or rapidly rising level of infections, where some additional restrictions need to be in place.

- ✓ you must not socialise with anyone you do not live with or who is not in your support bubble in any indoor setting, whether at home or in a public place
- ✓ you must not socialise in a group of more than 6 people outside, including in a garden or a public space – this is called the ‘rule of 6’
- ✓ pubs and bars must close, unless operating as restaurants. Hospitality venues can only serve alcohol with substantial meals
- ✓ places of worship remain open but you must not socialise with people from outside of your household or support bubble while you are indoors there
- ✓ organised outdoor sport, and physical activity and exercise classes can continue
- ✓ you can continue to travel to venues or amenities which are open, but should aim to reduce the number of journeys you make where possible

# WHAT HAS NOT CHANGED?

## Hands, Face, Space.

- ✓ Washing your hands with soap and water, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing it on.
- ✓ You must [wear a face covering](#) in most indoor public settings, unless you have an exemption
- ✓ Social Distancing: Stay 2 meters apart from those who you do not live with or who are not in your support bubble.
- ✓ Where you cannot stay 2 metres apart you should stay more than 1 metre apart, and take additional steps to stay safe. For example:
  - Wear a face covering: on public transport and in many indoor spaces, you must wear a face covering by law, unless you are exempt
  - move outdoors, where it is safer and there is more space
  - if indoors, make sure rooms are well ventilated by keeping windows and doors open

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# OPPORTUNITIES FOR ACTION

- Join our network of over **115** COVID-19 Community Champions; a key part of our approach to preventing and managing outbreaks in Merton.
- Drop-in sessions take place every Wednesday (12pm-1pm and 7pm-8pm) - last weeks topic was 'winter wellness' and this week we are exploring the 'tier 2 restrictions'.

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Sign up for our 'Celebrating Safely' workshops on Monday 14<sup>th</sup> December 2020 (12 noon to 1pm and 6pm to 7pm) – to hear practical tips on reducing the risk of COVID-19 during the holiday season.

- Sign up for Merton COVID-19 newsletter – [www.merton.gov.uk/newsletter](http://www.merton.gov.uk/newsletter)
- For more information contact [public.health@merton.gov.uk](mailto:public.health@merton.gov.uk)





**ANY QUESTIONS?**

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# Agenda Item 9

RAYNES PARK COMMUNITY FORUM  
3 DECEMBER 2020

(7.15 pm - 9.00 pm)

PRESENT Councillors Councillor Adam Bush (in the Chair),

## 1 WELCOME AND INTRODUCTIONS (Agenda Item 1)

The meeting was held via Zoom, and chaired by Councillor Adam Bush with Chris Edge from the Raynes Park Association (RPA). Seven residents and five councillors attended on Zoom with 97 additional views on YouTube. The Chair welcomed everyone to the meeting and explained how the meeting would work.

## 2 EMISSIONS BASED PARKING CHARGES CONSULTATION (Agenda Item 2)

Kris Witherington, Engagement and Consultation Manager provided a summary of the responses to the consultation. The presentation is attached to this report. The main points included:

- There was agreement that Air Quality and Climate Change need to be tackled but there was not agreement with charging lower polluting vehicles less than highly polluting vehicles
- Driving and walking were the most commonly used modes of transport and more than 90% said their household owns at least one car
- Most car owners had vehicles with combustion engines
- Most respondents were regular users of their car and nearly two-thirds use Controlled Parking Zones at home
- 72% disagreed that parking permit charges in Merton should be linked to CO2 and NOx emissions levels of the vehicle
- 67% disagreed that higher polluting vehicles which do not meet ULEZ standards, should pay a supplement in car parks and at pay and display locations
- Most respondents disagreed that the proposed charges would achieve the objectives
- Most respondents said it was unlikely the charges would change their behaviour
- Respondents agreed with the statements that better cycle lanes and routes; better pedestrian routes and facilities including footpaths, lighting and crossings; more secure cycle parking; better public transport; and more Electric Vehicle Charging points were important

Chris Edge said it was clear that that was a majority against the changes and that they were regarded as unfair. Tony Edwards raised the issue of the impact on high streets of raising the cost of parking. Cllr Bush said there is a Scrutiny Task Group looking at the future of the High Street. Cllr Dean said these proposals did not address the impact of the growth of diesel delivery vans and Cllr Fairclough said that these charges come on top of changes from 2019 that created a differential for Raynes Park and Wimbledon.

The full breakdown of the results are included in the Sustainable Communities Overview and Scrutiny Committee on 8 December 2020.

### 3 RAILWAY, STATION, STREET MANAGEMENT AND TOWN CENTRE IMPROVEMENTS (Agenda Item 3)

Chris Larkman from RPA gave an update on plans for a farmers market. Had been in negotiation with the company that runs the Wimbledon Village market, Simon Greig to deliver something in the cattle arch at the station entrance. This land is managed by South Western Railways. Chris has met with SW Railways and owner of Magnificent Marrow shop at south of station. The conclusion was that there is not enough space for market stalls either side of the station so the idea is not viable. The Magnificent Marrow may still look to expand its store instead. The lack of open space in Raynes Park continues to be a problem.

Tony Edward said that it seems unlikely the Crossrail 2 would happen any time soon so it should be viable to expand the pavement space and reduce the lanes given to traffic. Once space is available it opens up options for events.

Chris Larkman said the roadway to the Rainbow has been redone by Workspace and they installed six parking spaces but with no restrictions and enforcement. The land is owned by Network Rail but Merton Council identified that in the planning agreement it says that Workspace should maintain the site. Chris is going to meet with Workspace to encourage them to begin enforcement. There has also been a lot of fly tipping and SW Railways has agreed to install CCTV.

The land to be transferred from Network Rail to Merton Council on the south side has been signed off and should be completed in the New Year. We also hoping to get permission for volunteers to clear the embankment on the north side.

Bulb planting didn't take place this year as a result of COVID. Cllr Bush thanked Cllr David Dean for providing the bulbs and the positive impact they have had in Dundonald

A resident asked about plans for Skew Arch and any previous consultation on these.

Tony Edwards said the plans had previously been shared at Forum, some time ago and seemed to be popular but he was happy to share them again. They are attached to this report. The RPA has not given up on trying to get this done. Tony agreed that position of bus stops can be a challenge.

#### 4 UPDATE ON COVID (Agenda Item 4)

Barry Causer, Head of Strategic Commissioning, gave an update on COVID in Merton. The presentation is attached to this report. Barry said that the key message is that the number of COVID cases in Merton is coming down. For the last week there were 160 cases per 100,000 population. There was a bulge in the 16-29 age group with cases at 334. There is concern about the number of cases in the over 60s but the number of new cases in this age group was also coming down.

The number of cases in the East of the borough is slightly higher than in the West. A spike of cases in the West in September appears to have been linked to students away at university testing positive but being linked to the home residence instead of their university. This has been changed by Public Health England. We are still tracking the number of cases by ethnicity and signals are that we are not seeing the same disproportionate impact on BAME communities that we saw in the first wave in the spring.

We have not seen a return to the death rates of the spring and ICU admissions for the most severe cases appear to be levelling off. The NHS still has sufficient capacity to cope so it is important that patients still attend appointments and elective procedures for other health issues.

Local contact tracing is up and running to supplement the national programme. New lateral flow tests are quick and do not involve the use of a laboratory. This makes them ideal for confined settings like health care providers and universities. In future they could be also be used in schools, care homes and local areas to manage outbreaks.

The vaccination programme will be led by the NHS with support from local authorities. The government has already identified priority groups based on risk levels. We are still waiting the final approval on the three vaccines, which is expected this month.

London is in Tier 2 from tomorrow with restrictions on meeting with other households. The Hands, Face, Space message remains relevant and is still key to stopping the spread of the virus.

COVID Community Champions are volunteers who are helping to communicate key messages in their communities. Barry thanked those who are giving up their time. To

find out more you can email [public.health@merton.gov.uk](mailto:public.health@merton.gov.uk). There will be special 'Celebrating Safely' workshops on 14 December to offer practical tips for reducing the risk of COVID during the holiday season.

## 5 LONDON ASSEMBLY UPDATE (Agenda Item 5)

Leonie Cooper, Assembly Member for Merton and Wandsworth provided an update on the work of the Mayor of London and the London Assembly. The Assembly is not using City Hall unless chairing meetings. Staff have been redeployed to support the COVID response including the Nightingale build. The Assembly has now moved on to recovery work. Casework changed to lots of COVID related issues. Dons Action Group and lots of other volunteers have done amazing work.

Leonie said that a reduction in business rates and council tax as well as fare income for TfL has had huge impact. Fare income has recovered slightly but not enough to finance the network. As a result TfL has negotiated two tranches of financial support from Government. Mayor of London income has dropped by £500m so needs to make significant cuts across budgets. This includes moving out of City Hall as the owner has not agreed to drop the rent. The Mayor and the Assembly will be moving to the 'Crystal' in Royal Docks near the cable car.

The Mayor was planning to spend £50m on green project which has been reduced to £22m. There is still a grant fund available for community energy projects with a 11 January deadline for [applications](#).

Leonie chairs the Economy Committee which has been investigating COVID impact on businesses, high streets and individuals. They have written to Government asking them to support particular sectors including culture, hospitality, and aviation.

Chris Edge asked about polluting diesel buses in outer London. Leonie said there is a £800m upgrade programme to make sure all buses operate at Euro 6 and a programme of replacing older buses. Leonie offered to check with TfL for monitoring data for RP to see if there has been any change. There is a map of [Air Quality Monitoring](#) across London. Leonie pointed out that different boroughs have introduced emissions based charging. ULEZ compliance levels have been quite high and the extension should help. Change is painful but has been brought in gradually, and the impact of Air Quality is serious.

A resident said that the Mayor might be short on cash but still able to find money for Low Traffic Neighbourhoods and cycle infrastructure. There has been opposition to some of these in Wandsworth and around London. Leonie explained that the funding came from Department for Transport through a fund allocated quickly which meant the use of Emergency Traffic Orders and consultation after the installation of schemes. The lack of consultation caused a lot of problems and is not the way the

Mayor or TfL would want to do things. The LTNs in Wandsworth were all in Tooting across 6 wards with insufficient signage and little warning. It is essential to consult people in advance and make sure people know of the plans. Lots of suggestions from residents have been submitted to TfL to adapt changes, and the Tooting ones could have been adapted rather than taken out. Police and Fire Brigade have also been involved in discussions. Important to take residents with any major changes.

Councillor Crowe said that the cause of much of his case work often relates to the development of London and the challenges for services. Leonie said there are very large housing targets from national planning framework, London plan and local plan. Case work also involves a lot on homelessness and people struggling to afford a home. There is an issue of over development of expensive dwellings, for example on Isle of Dogs, Tower Hamlets, but we still need more social rented accommodation to make sure those on low incomes can still live in London. We need the Secretary of State to sign off London Plan as it gives us more controls over issues like environmental impact.

## 6 ANY OTHER BUSINESS (Agenda Item 6)

Cllr Bush said that Wyke Road planning application for 9 dwellings is going to PAC on 10 December and relocating 18 CPZ parking spaces. Officers have recommended approval but Cllr Bush will be speaking against the application.

A resident asked if changes planned to CPZ timings, Cllr Bush confirmed there are no plans currently.

A resident asked if there was an update on the Manuplastics site. Kris will check with Planning and update a future meeting.

Cllr Bush said an application for a 5G mast on Cambridge Road has been submitted. Comments up to 20 December.

A resident said that the appeal for Tesco site begins on 8 December and that there was an application has been submitted for 89 homes Meadow View.

### **Boundary commission changes**

Cllr Crowe said that Local Government Boundary Commission for England reported their [final recommendations](#) in November. There will be significant changes in Raynes Park. Overall there will be 57 councillors instead of 60; Dundonald ward will be abolished, with Apostles joining Raynes Park; and some of the existing Raynes Park ward will join Village ward.

## 7 DATE OF NEXT MEETING (Agenda Item 7)

Councillor Bush thanked everyone for attending and closed the meeting.

The date of next meeting is 30 March 2021, all at 7.15pm in Raynes Park Library, subject to COVID-19 restrictions



# Introducing Emissions based parking charges consultation results

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Raynes Park Community Forum  
3 December 2020

# Overview

- Consultation took place 10 September - 26 October
- 1587 responses to the online survey
- 96% said they owned a car & 67% parked in a CPZ
- 60% made additional comments / representations

# Public Health & Air Quality

Page 39

<b>Statement</b>	<b>Agree</b>	<b>Disagree</b>
Merton has a key role to play in tackling the challenges to Air Quality and Climate Change we are facing	65%	32%
Merton Council should encourage motorists towards more sustainable and active modes of transport such as walking and cycling, which contributes to improved air quality and public health	54%	34%
Merton Council should prioritise lower polluting vehicles by offering a lower parking charge over highly polluting vehicles	35%	61%

# Travelling in Merton: top 5 mode of transport

Page 80

<b>Mode</b>	<b>%</b>
As a driver of a car	42%
Walk	32%
Bicycle	8%
Bus	6%
Train	3%

# Car ownership

<b>Number of cars owned by household</b>	<b>%</b>
0	6%
1	66%
2	23%
3	3%
4+	1%

# Engine type

Page 8

Response	Number of Respondents	Percentage of Respondents
Petrol	931	64%
Diesel	428	29%
Hybrid	79	5%
Full Electric	28	2%

# Frequency of use

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Response	Number of Respondents	Percentage of Respondents
Most days	497	34%
Weekly	506	35%
Occasionally	324	22%
Rarely	123	8%
Never	7	Less than 1%

# Parking at home

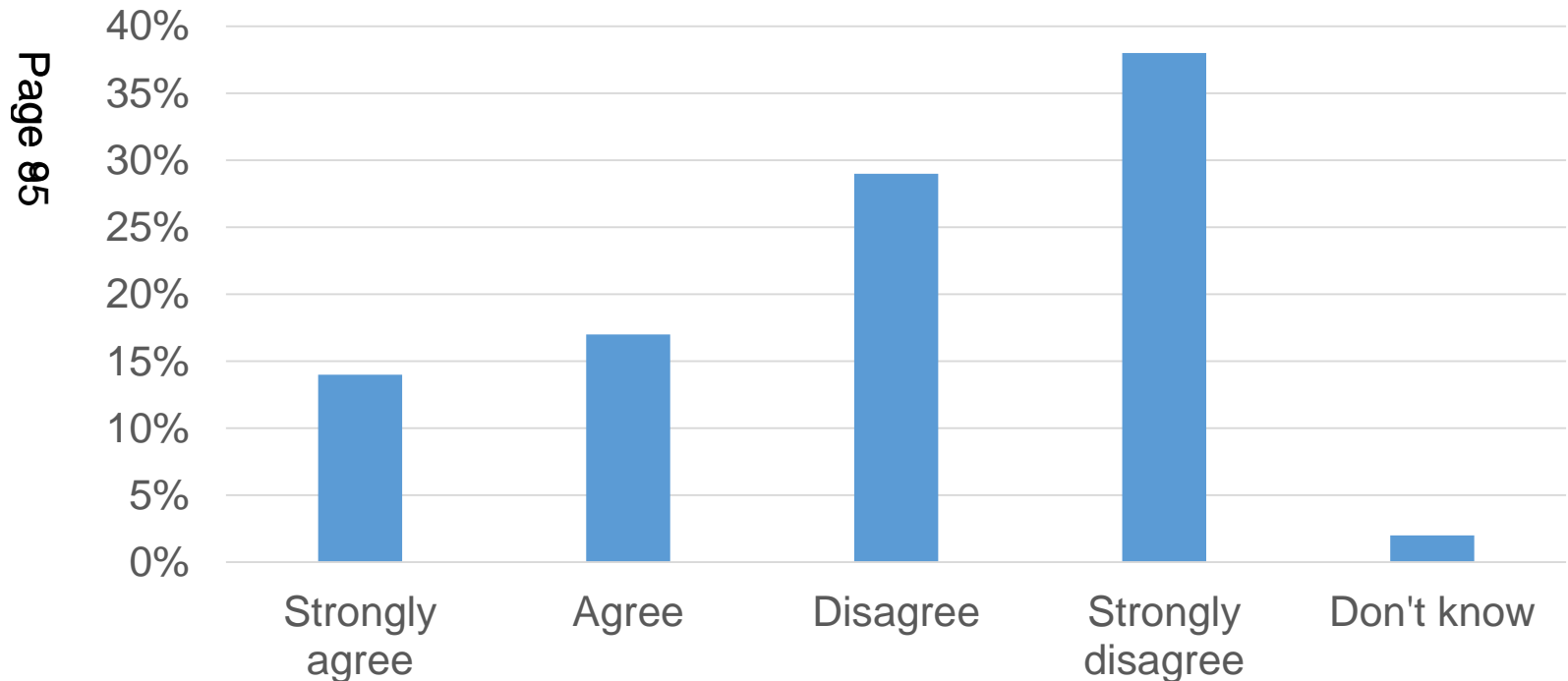
Pages

Response	Number of Respondents	Percentage of Respondents
In a marked on-street bay in a Controlled Parking Zone	929	64%
Privately owned off street parking	415	27%
On street (no parking restrictions)	79	5%
Other	14	1%
Not applicable	10	1%
In a public car park	2	Less than 1%

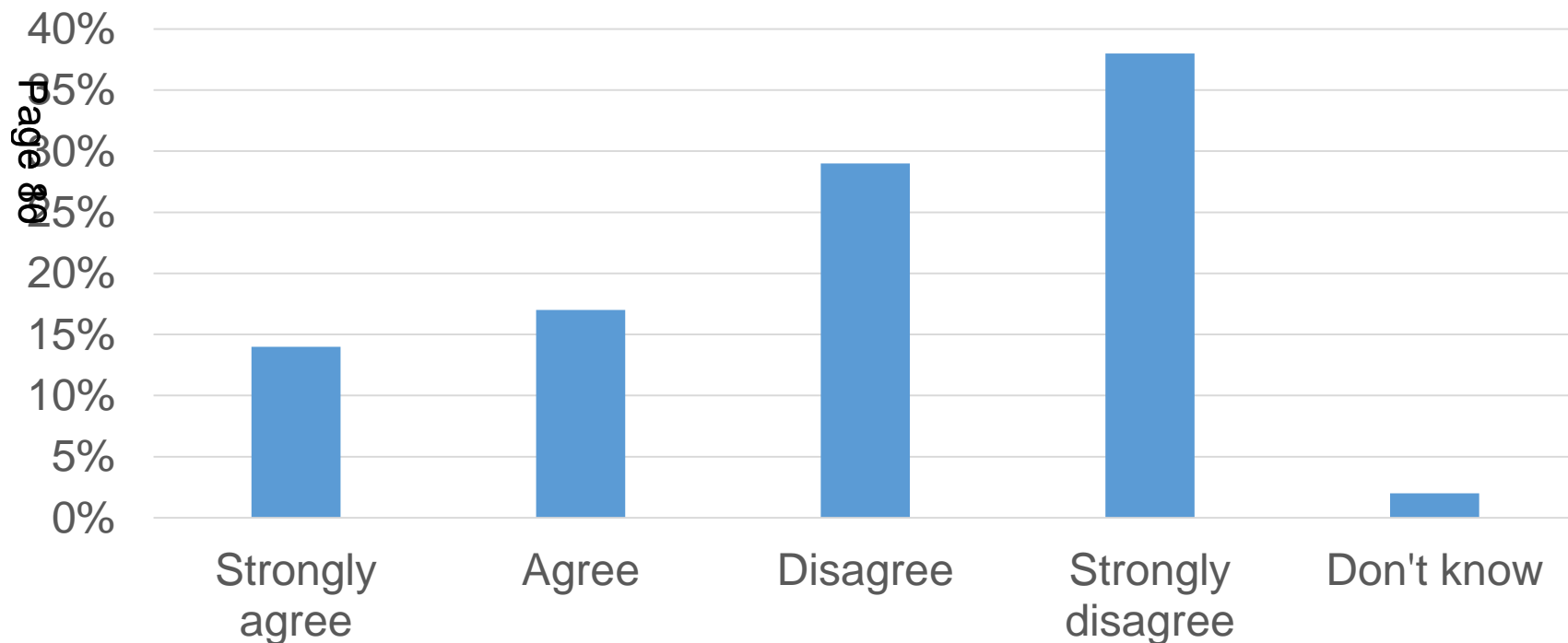


# Emissions based charges

Do you agree parking permit charges in Merton should be linked to CO2 and Nox emissions levels of the vehicle?



# Should higher polluting vehicles which do not meet ULEZ standards, should pay a supplement in car parks and at pay and display



## Do you agree that proposed charges have been set at a level which will help achieve the objectives?

<b>Charging area</b>	<b>Agree</b>	<b>Disagree</b>
On-street parking	19%	72%
Car parks	22%	65%
Residents permits	16%	78%
Car park season tickets	21%	59%

## How likely the proposed scheme would be to change their behaviour in the following aspects

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<b>Behaviour</b>	<b>Likely</b>	<b>Unlikely</b>
Reduce the journeys I make by car	11%	84%
Increase the journeys I make by active travel modes (walking and cycling)	13%	81%
Get rid of a vehicle altogether	5%	88%
Change my vehicle for one with lower emissions	14%	77%
Purchase a fully electric vehicle	10%	82%

# How important are other measures to support sustainable travel choices

Page 89

Action	Important	Unimportant
Better cycle lanes and routes	62%	36%
Better pedestrian routes and facilities including footpaths, lighting and crossings	74%	26%
More secure cycle parking	62%	33%
Better public transport	84%	15%
More availability of car clubs	32%	60%
More Electric Vehicle Charging points	57%	37%

# What happens next?

- Sustainable Communities Overview and Scrutiny Panel on Tuesday 8 December 2020 7.15 pm.
- To speak please email Rosie.McKeever@merton.gov.uk by Friday 4 December
- Cabinet Monday 18 January 2021 7.15 pm

# COVID-19 update

## Raynes Park Community Forum

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Barry Causer  
Head of Strategic Commissioning (Public Health)

3rd December 2020

Minute Item 4



# AIMS AND PURPOSE

- Brief overview of the COVID impact on Merton's communities so far
- Brief overview of outbreak control developments
- Overview of the Tier 2 guidance
- Set out some opportunities for action



# Weekly key messages

## Cases (19<sup>th</sup> – 25<sup>th</sup> November):

- 7 day case rate (all ages) was **160.8 cases per 100,000** (down from 185.8 last week).
- 7 day case rate (among 60+) was **113.2 cases per 100,000** (up from 102.1 last week).
- **343** new COVID cases in Merton.

## Deaths:

- **1** new registered Merton COVID death (in hospital) for the week ending 6<sup>th</sup> November.

## Testing (pillar 2 only):

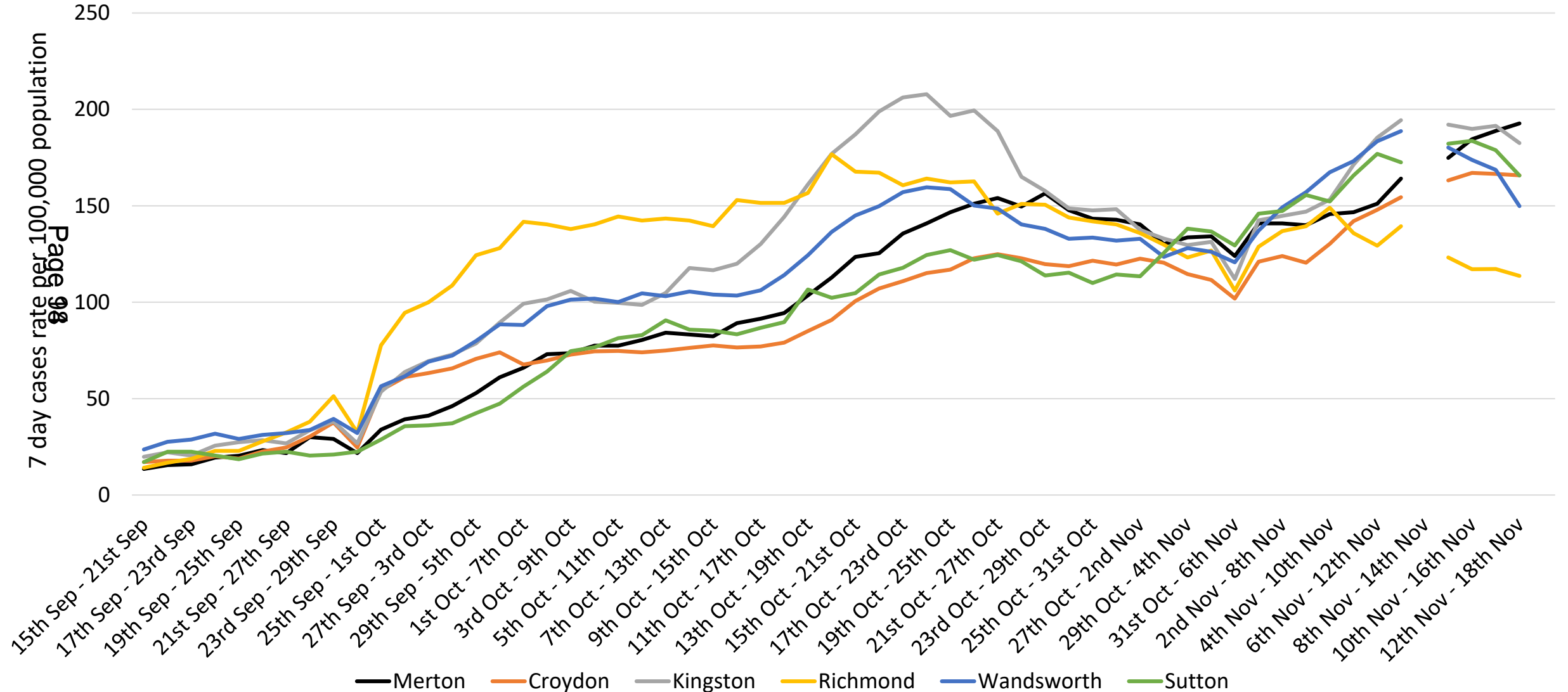
- 7 day testing rate was **218.4 daily tests per 100,000** (up from 215.6 daily tests per 100,000).
- 7 day test positivity decreased to **9.3%** (down from 11.2%).

# Rolling 7-day rate of confirmed positive cases per 100,000 population in Merton compared to South West London boroughs (Pillar 1 & 2)

30th November 2020

Source: PHE/PHEC Daily Report

Reporting frequency: Daily



Due to reporting issues no data was available for 8th-14th November

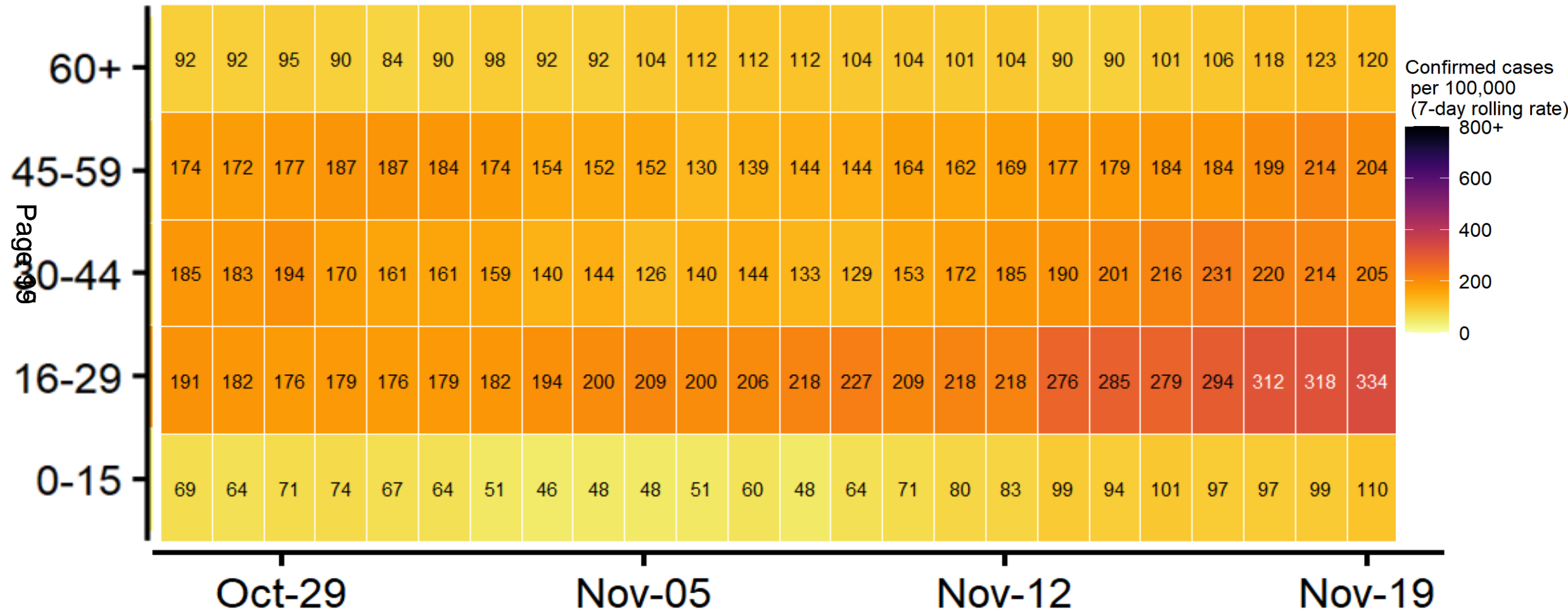
# COVID-19 cases rates in Merton by age group heat map over time

30<sup>th</sup> November 2020

## 7-day rolling total case rates per 100,000

Source: PHE/PHEC Daily Report

Reporting frequency: Daily

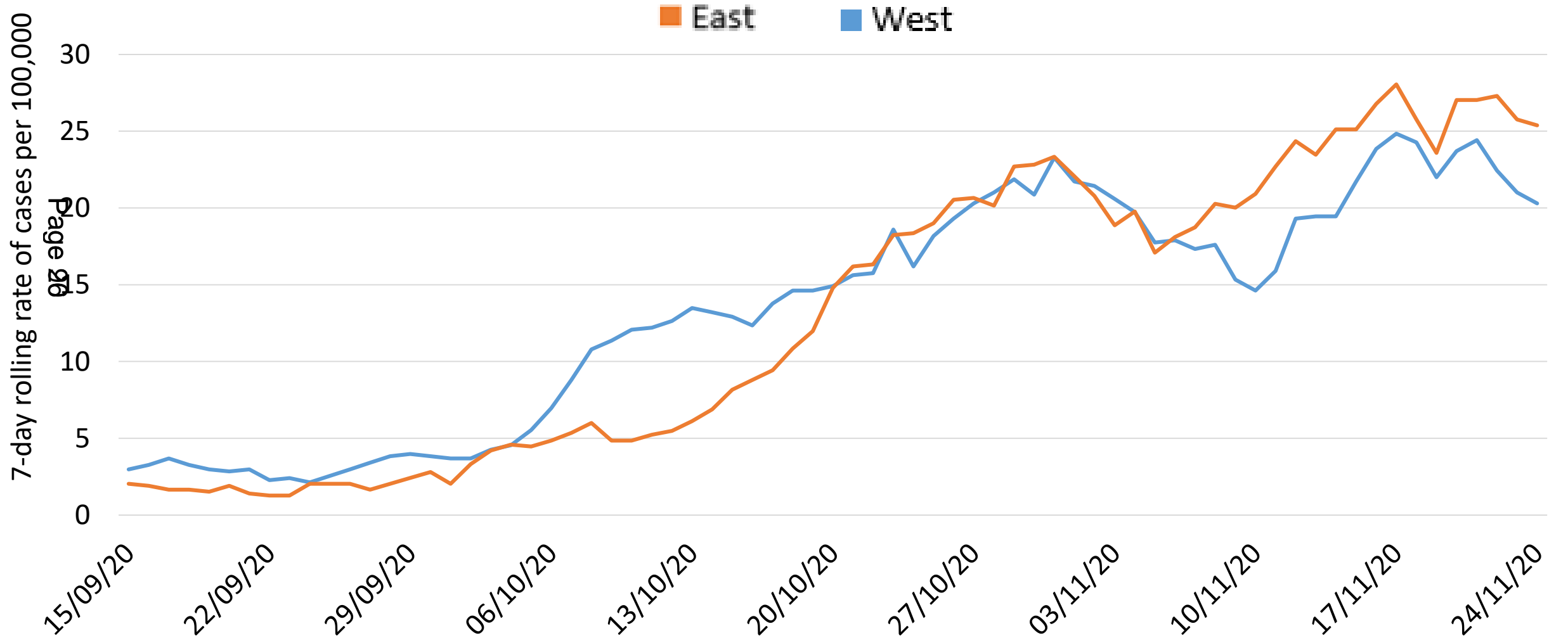


# COVID-19 case rates in East and West Merton

30<sup>th</sup> November 2020

Source: LSAT daily line list  
Reporting frequency: Daily

### 7-day rolling total number of cases in East and West Merton

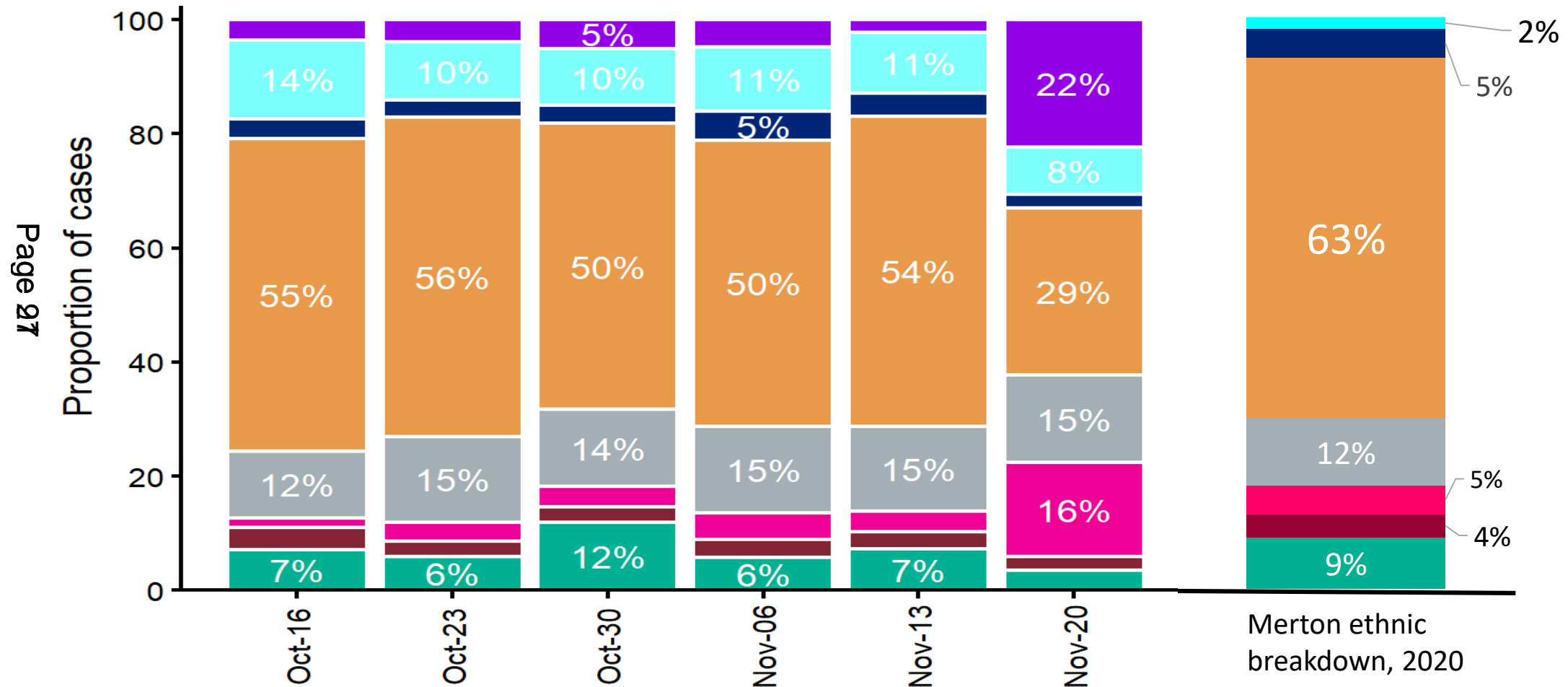


# COVID-19 positive cases in Merton by ethnicity

30<sup>th</sup> November 2020

Weekly distribution of cases by ethnic group in Merton.  
Data over 6 weeks and compared to ethnic breakdown Merton.

Source: PHE Merton LA Report



\*Please note recent week (ending 20<sup>th</sup> November) figures are preliminary.  
Majority of case data still to be reported

Source: 2016 GLA housing-led population projections

Enquiries Ben.bezuidenhout@merton.gov.uk

# Number of deaths registered among Merton residents

30<sup>th</sup> November 2020

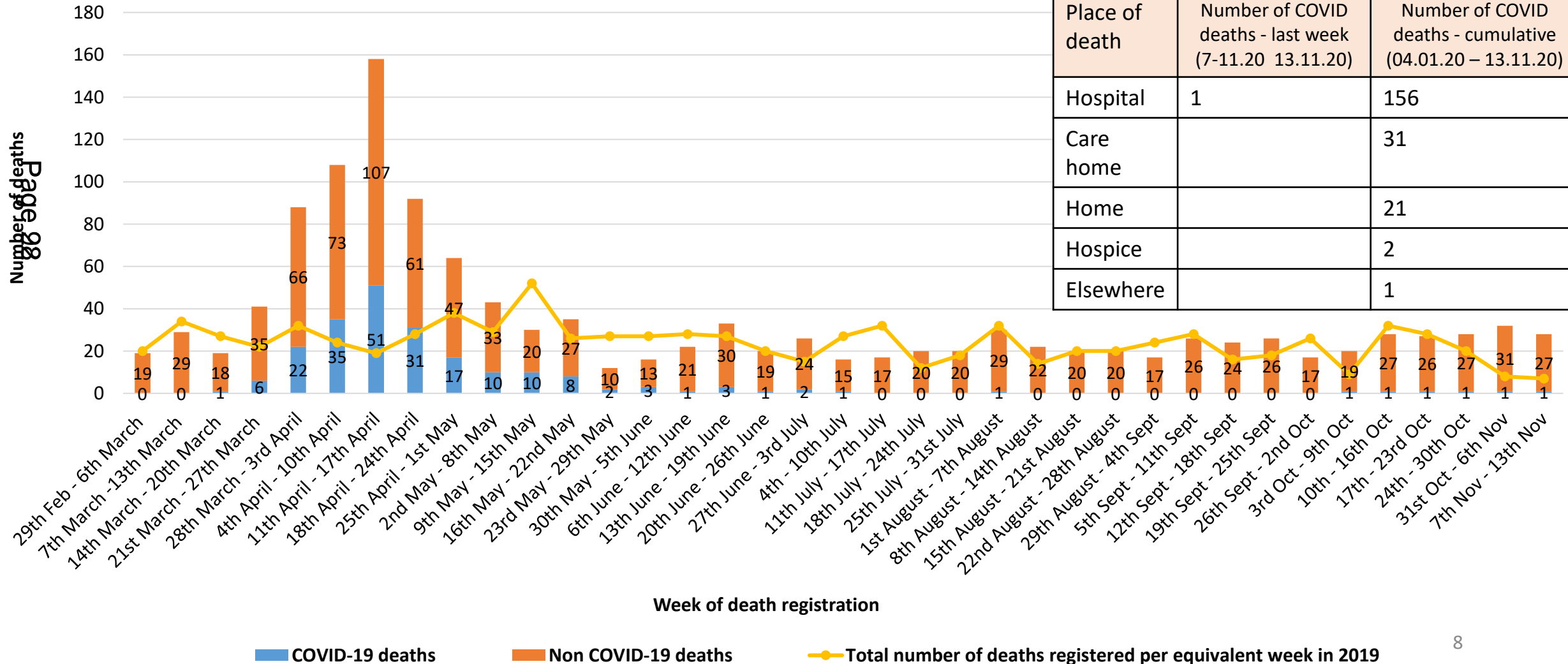
Source: ONS

Reporting frequency: Weekly (most recent 7.11.2020 – 13.11.2020)

**Cumulative number of COVID related deaths registered in Merton**  
(04.01.2020 – 13.11.2020)

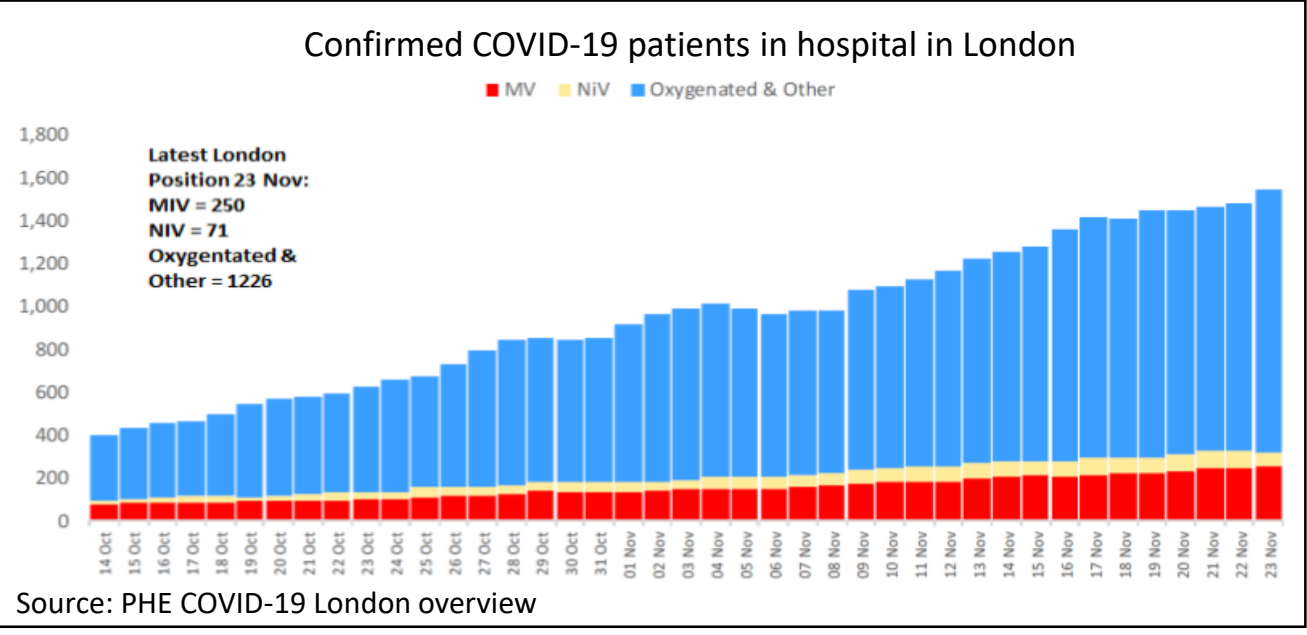
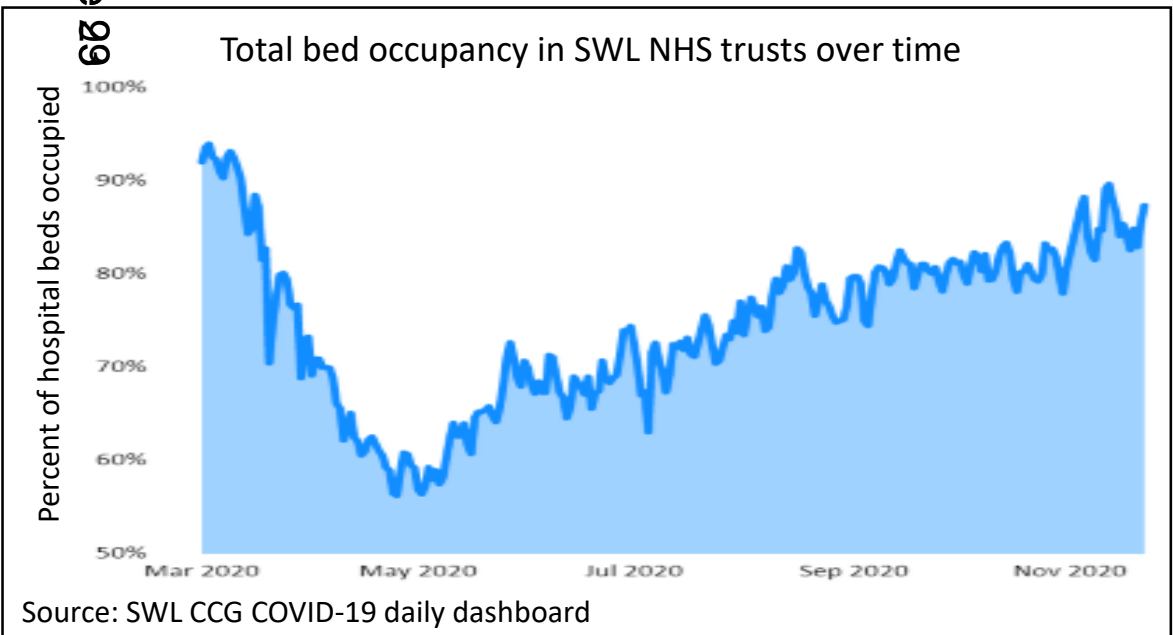
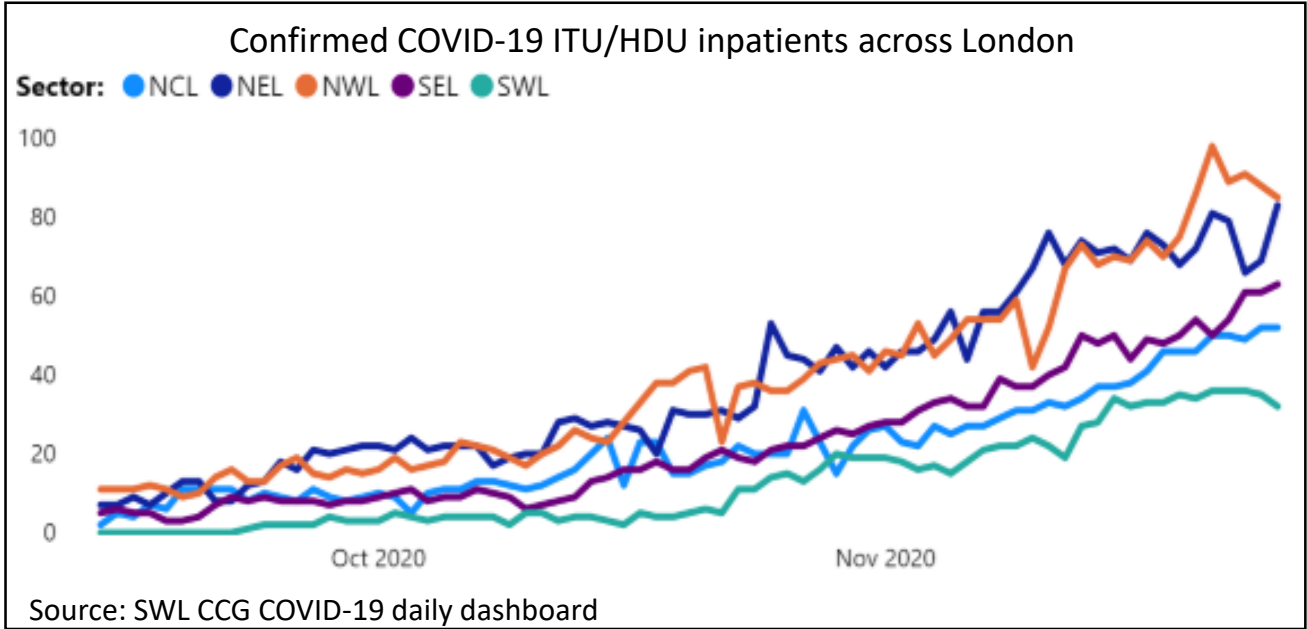
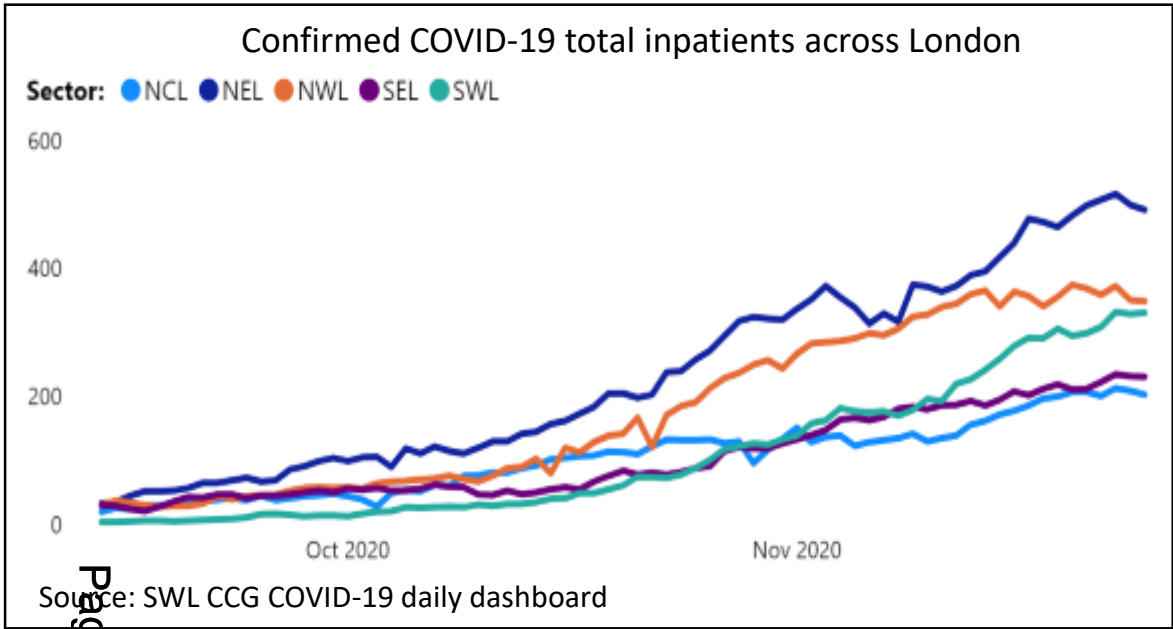
**211**

Number of deaths in Merton by week of registration



# COVID-19 and NHS-related indicators

30<sup>th</sup> November 2020



Page 29

## Local contact tracing

- Launched on 18<sup>th</sup> Nov, in first 3 days – 24 successfully contacted.
- All contacted signposted to local support services

## Testing

- Symptomatic:
  - Pillar 1 testing – responsibility of NHS
  - Pillar 2 testing – responsibility of DHSC, local testing sites in collaboration with LA
- Asymptomatic:
  - PCR (polymerise chain reaction) testing for care homes, being rolled out to homecare
  - LFT (lateral flow test) – responsibility devolved to health care providers, universities, future plans for care homes, schools, and LAs
    - Positive results require confirmation with PCR
    - Currently nose/throat but saliva version expected soon

## COVID-19 vaccination

- Led by NHS, supported by LA and partners
- Mass testing sites (approx. 1/LA), PCN (Primary Care Network) testing sites for primary care delivery (PCNs can share sites, but expected to be not more than 2-3 per shared site and some have their own site)
- Priority groups – identified by JCVI (national Joint Committee on vaccination and immunisation) based on risk; feasibility also needs to be considered for delivery, ie Pfizer vaccine requires storage -80C. Front line health and care workers are high priority; and then age is used as other main determinant.



# TIER 2

# HIGH ALERT

FROM 2 DEC

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<b>MEETING FRIENDS AND FAMILY</b> No mixing of households indoors, apart from support bubbles. Maximum of six outdoors.	<b>BARS, PUBS AND RESTAURANTS</b> Pubs and bars must close, unless operating as restaurants. Hospitality venues can only serve alcohol with substantial meals. Venues must stop taking orders at 10pm and must close by 11pm.	<b>RETAIL</b> Open.	<b>WORK AND BUSINESS</b> Everyone who can work from home should do so.
<b>EDUCATION</b> Early years settings, schools, colleges and universities open. Childcare, other supervised activities for children, and childcare bubbles permitted.	<b>INDOOR LEISURE</b> Open.	<b>ACCOMMODATION</b> Open.	<b>PERSONAL CARE</b> Open.
<b>OVERNIGHT STAYS</b> Permitted with household or support bubble.	<b>WEDDINGS AND FUNERALS</b> 15 guests for weddings, civil partnerships, wedding receptions and wakes; 30 for funerals.	<b>ENTERTAINMENT</b> Open.	<b>PLACES OF WORSHIP</b> Open, but cannot interact with anyone outside household or support bubble.
<b>TRAVELLING</b> Reduce the number of journeys you make and walk or cycle if possible. Avoid busy times and routes on public transport. Avoid car sharing with those outside of your household or support bubble. Avoid entering a Tier 3 area, other than where necessary such as for work or education. Further exemptions apply.	<b>EXERCISE</b> Classes and organised adult sport can take place outdoors, but cannot take place indoors if there is any interaction between people from different households. Organised activities for elite athletes, under-18s and disabled people can continue.	<b>RESIDENTIAL CARE</b> COVID-secure arrangements such as substantial screens, visiting pods, and window visits. Outdoor/airtight visits only (rollout of rapid testing will enable indoor visits including contact).	<b>LARGE EVENTS</b> Sport, live performances and business meetings limited to 50% capacity or 2000 people outdoors (whichever is lower) and 50% capacity or 1000 people indoors (whichever is lower)

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# TIER 2 RESTRICTIONS

As of 00.01 Wednesday 2<sup>nd</sup> December the local restriction tier system applies to England

## What does this mean?

London and Merton has been placed in **Tier 2: High Alert**. This is for areas with a higher or rapidly rising level of infections, where some additional restrictions need to be in place.

- ✓ you must not socialise with anyone you do not live with or who is not in your support bubble in any indoor setting, whether at home or in a public place
- ✓ you must not socialise in a group of more than 6 people outside, including in a garden or a public space – this is called the ‘rule of 6’
- ✓ pubs and bars must close, unless operating as restaurants. Hospitality venues can only serve alcohol with substantial meals
- ✓ places of worship remain open but you must not socialise with people from outside of your household or support bubble while you are indoors there
- ✓ organised outdoor sport, and physical activity and exercise classes can continue
- ✓ you can continue to travel to venues or amenities which are open, but should aim to reduce the number of journeys you make where possible



# WHAT HAS NOT CHANGED?

## Hands, Face, Space.

- ✓ Washing your hands with soap and water, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing it on.
- ✓ You must [wear a face covering](#) in most indoor public settings, unless you have an exemption
- ✓ Social Distancing: Stay 2 meters apart from those who you do not live with or who are not in your support bubble.
- ✓ Where you cannot stay 2 metres apart you should stay more than 1 metre apart, and take additional steps to stay safe. For example:
  - Wear a face covering: on public transport and in many indoor spaces, you must wear a face covering by law, unless you are exempt
  - move outdoors, where it is safer and there is more space
  - if indoors, make sure rooms are well ventilated by keeping windows and doors open

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# OPPORTUNITIES FOR ACTION

- Join our network of over **115** COVID-19 Community Champions; a key part of our approach to preventing and managing outbreaks in Merton.
- Drop-in sessions take place every Wednesday (12pm-1pm and 7pm-8pm) - last weeks topic was 'winter wellness' and this week we are exploring the 'tier 2 restrictions'.

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Sign up for our 'Celebrating Safely' workshops on Monday 14<sup>th</sup> December 2020 (12 noon to 1pm and 6pm to 7pm) – to hear practical tips on reducing the risk of COVID-19 during the holiday season.

- Sign up for Merton COVID-19 newsletter – [www.merton.gov.uk/newsletter](http://www.merton.gov.uk/newsletter)
- For more information contact [public.health@merton.gov.uk](mailto:public.health@merton.gov.uk)



**ANY QUESTIONS?**

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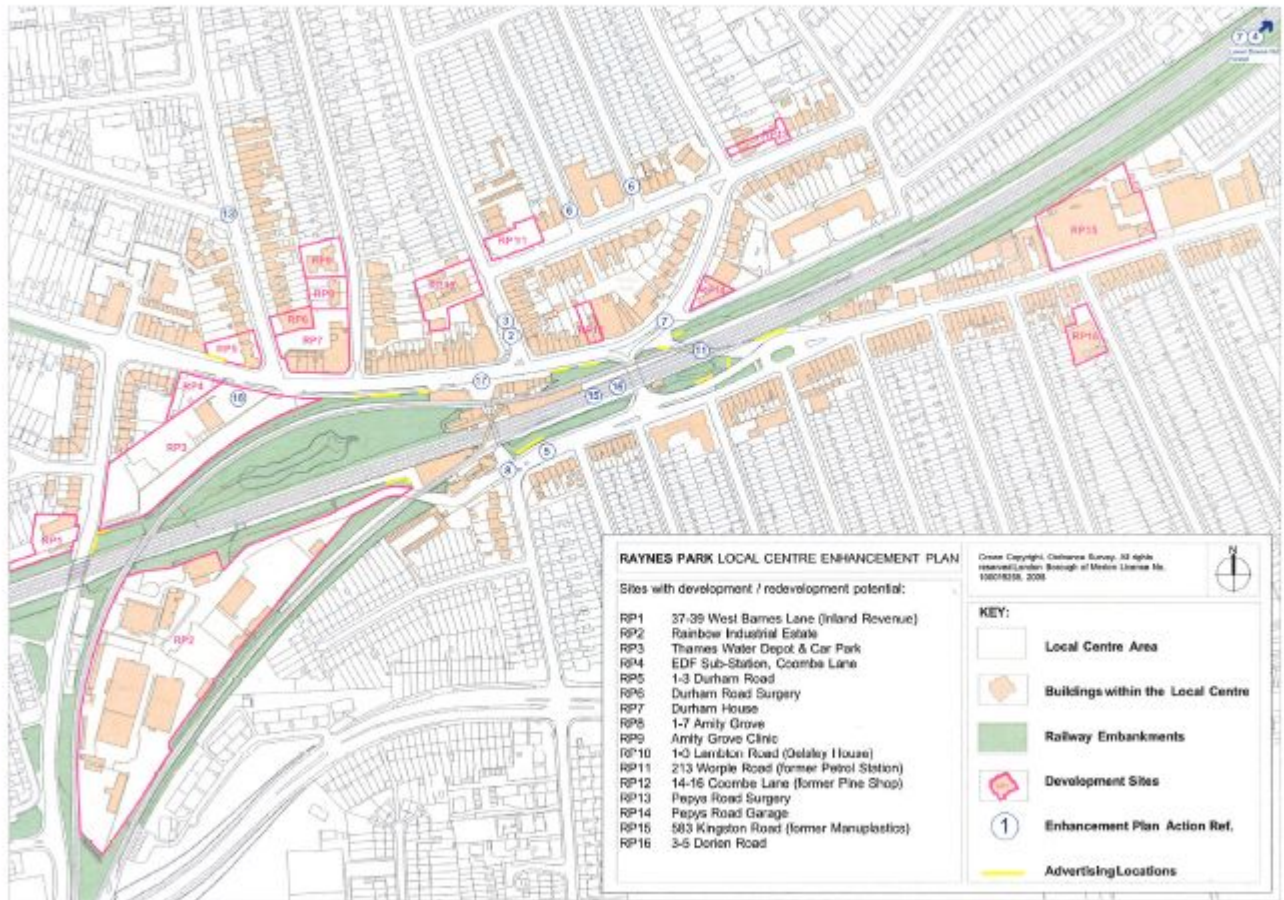


View of market area as existing with railings, concrete planters without



View as proposed with reduced carriage way width and enlarged market space. New tree planting replaces trees lost to seating and space for market and community activities.

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COUNCIL MEETING – 3 FEBRUARY 2021

NOTICE OF MOTION – End our cladding scandal

Council notes:

1. The Government's inadequate response to the Grenfell tragedy has failed to address the legitimate health & safety concerns of occupiers in blocks of flats causing genuine stress and risking residents' mental health. Many owners, in buildings of all heights, have been left in limbo, unable to remortgage/mortgage, buy or sell (without an EWS1 form) and understandably concerned about the cost of remedial work.
2. Despite the Government's focus on blocks of flats above 18m, the Richmond House fire in Sutton demonstrates the need for residential developments below this height to be covered by legislation relating to fire safety risks.
3. The Government has largely adopted a 'hands-off' approach, insisting that making properties safe is the responsibility of building owners and failing to hold developers to account.

Council commends Merton officers for undertaking an audit of all residential blocks in Merton above 18m.

Council requests that Cabinet:

1. Signs up to the End our Cladding Scandal Campaign, which makes the following 10 demands:

- The government must lead an urgent national effort to remove all dangerous cladding from buildings by June 2022.
- The Building Safety Fund must cover all buildings, regardless of height, and a range of internal and external fire safety defects, not just cladding.
- The government should provide the money up front and then seek to recover it from any responsible parties or via a temporary levy on development.
- Social housing providers must have full and equal access to the fund.
- The government must compel building owners or managers to be honest with residents about fire safety defects.
- The government should cover the cost of interim safety measures.
- The government should act as an insurer of last resort and underwrite insurance where premiums have soared.
- A fairer, faster process is needed to replace the EWS form and funding is necessary to ensure all buildings requiring a form are surveyed within 12 months.

- Mental health support must be offered to affected residents.
  - Protecting residents from historic and future costs must be a key commitment of new building safety legislation.
2. Request officers to include low rise blocks of flats under 18m in their audit.
  3. Publish the audit to establish the scale of cladding issues in Merton, and report back to Cabinet and full Council.
  4. Create an online 'hub' for residents, tenants and long leaseholders in both the private and social housing sectors to access relevant support to deal with issues including financial problems and mental health concerns, as well other useful relevant information (eg support concerning rogue landlords, ASB etc

Councillor Paul Kohler Councillor Hina Bokhari Councillor Anthony Fairclough

Full Council 3<sup>rd</sup> February

## NOTICE OF MOTION

This council is deeply concerned by the ongoing failure of the Labour administration to progress Morden regeneration. In 2008-2009 the public showed its support for Morden regeneration in the moreMorden consultation, since then they have failed to deliver on the aspiration of local residents.

Furthermore, council notes that:

- The administration has failed to bid for money for Morden regeneration from the Future High Streets Fund which gave over £1 million to Wandsworth Council, and over £11 million to Sutton Council for regeneration projects;
- Due to Labour's inaction an opportunity for £54.5 million from the GLA Land fund was missed;
- The Labour administration wasted thousands of pounds of taxpayers' money attending the MIPIM conference in 2019.

Council therefore accepts that the administration has failed to progress Morden regeneration and calls upon the cabinet to:

- Report progress made by the Morden Regeneration Steering Committee to the April council meeting and subsequent full council meetings after each meeting of the steering committee;
- Review membership of the Morden Regeneration Steering Committee;
- Convene a meeting with TfL and other stakeholders to plot a way forward;
- Create a role of Morden Champion to drive forward the regeneration programme.

Cllr Nick McLean

Cllr Daniel Holden

Cllr Stephen Crowe

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## **Committee: Council**

**Date: 3 February 2021**

Wards: All

### **Subject: Approval of the pay policy statement and of the Members' allowances scheme**

Lead officers: Liz Hammond, Interim Head of HR; Louise Round, Managing Director of the South London Legal Partnership

Lead member: Councillor Tobin Byers, Cabinet Member for Finance

Contact officers: Peter Andrews, Employee Relations, Pay and Rewards Manager; Andrew Robertson, Head of Democracy and Electoral Services

#### **Recommendations:**

- 
1. That Council approves publication of the Pay Policy Statement attached as Appendix A for 2021/22 and authorises the Monitoring Officer to make any consequential changes needed to the Constitution.
  2. That Council approves the Members' Allowance Scheme attached as Appendix D for 2021/22, noting that there will be no increase in allowances in 21/22 ;
  3. That Council notes that The Restriction of Public Sector Exit Payments Regulations 2020 are currently subject to legal challenge and that the Pay Policy Statement may need to be amended once the outcome of that challenge is known.
- 

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

- 1.1 The Localism Act 2011 requires the Council to agree and publish a pay policy statement each year.
- 1.2 The existing pay policy statement for 2020/21 was approved by Council on 5 February 2020. The only amendments from the last year's version are updates to the pay ratios to reflect the current position.
- 1.3 The report also recommends re-adopting the existing Members' Allowances Scheme and schedule of rates, with no annual uplift in those rates.

## **2 DETAILS – PAY POLICY**

- 2.1. The pay policy statement for the year 2020/2021, approved by Council, is currently published on the Council's website.
- 2.2. Council is required to re-approve the pay policy statement each year.
- 2.3. There has been no substantive change in the council's pay policy although the pay ratios and statutory gender pay gap information have been updated to reflect the current position, and to report on the ethnicity pay gap for the first

time. The ethnicity pay gap has been determined using a similar methodology to that for the statutory gender pay gap, for those employees who have declared their ethnicity.

- 2.4. The statement has been updated to remove reference to decisions on pay being made by a Senior Remuneration Panel comprising the leaders of all the political groups as in practice that group has rarely met and has no formal status in the Council's constitution . Its role will now be carried out by the Appointments Committee or a subcommittee of it. This will not require any changes to the terms of reference of that Committee.
- 2.5. The draft statement also seeks to clarify the position in relation to termination payments in light of the provisions of The Restriction of Public Sector Exit Payments Regulations 2020 (the Regulations) which came into effect on 14 October 2020. In essence these regulations prevent payments being made to employees on the termination of their employment which exceed the cap which has been fixed at £95,000. Although on the face of it this seems to be a fairly high threshold, as drafted, the Regulations would appear to include the cost to the pension fund of the early release of pension for employees over 55, which is a separate statutory requirement when someone is made redundant. This means that relatively low paid employees with long service who are only just over 55 and therefore maybe receiving their pension up to 12 years before the normal retirement age, can get caught. The Regulations do allow councils to exceed the cap in exceptional circumstances but this must be agreed by a meeting of the full Council.
- 2.6. The pay policy statement currently requires all severance packages over £100,000 to be approved by full Council in any event so it would make sense to reduce this to £95,000 to reflect the Regulations. In addition, where it is proposed to pay a severance payment to a Chief Officer in addition to anything they may be contractually or statutorily entitled to, where the total package does not exceed £95,000, approval of the Appointments Committee will be required. The Standards and General Purposes Committee will continue to receive reports on termination payments made to chief officers for information.
- 2.7. Members' attention is drawn to the fact that the High Court has given permission for judicial review of the Regulations on a number of grounds, including the fact that they are inconsistent with the statutory provisions governing the early release of pensions and in effect have retrospective impact on some elements of contractual entitlements. The hearing of the case is expected to take place in late March and depending on the outcome of the challenge, it may be necessary to make some further changes to the pay policy statement.
- 2.8. Salary packages in excess of £100,000 will, in line with Government Guidance continue to require the approval of full Council before an offer of appointment is made although the updated statement gives the Chief Executive the authority to make temporary arrangements without the need for recourse to full Council.

- 2.9. The A draft Pay Policy Statement for 2021/22 is attached at Appendix A, along with the publication figures for 2019/20 at Appendices B and C.

### **3 DETAILS – MEMBER ALLOWANCES**

- 3.1. 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 2021/22 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 2018.
- 3.2. The Independent Panel found that the workload and responsibilities of councillors continue to increase and that their role has become more complex. The Panel advised that allowances should be set at a level that enables people to undertake the role of councillor, whilst not acting as an incentive to do so. Furthermore, the Panel advised that there should not be a financial disincentive and that service as a councillor should not be confined to those with independent means.
- 3.3. The Independent Panel fully accepted that in the current financial climate, it would be inappropriate to recommend a general increase in members' allowances. It recommended that members' allowances be pegged to the annual local government pay settlement, as is already the case in Merton. The scheme therefore allows for these annual increases to be made but in the last few years Council has agreed not to implement such an uplift. For 21/22 it also proposed that the rates remain at the current levels, with no uplift. The Scheme and schedule of existing rates are attached as appendix D.
- 3.4. The Independent Panel recommended that the dependent carers allowance should be set at the London living wage but that, on presentation of proof of expense, payment should be made at a higher rate when specialist nursing skills are required.
- 3.5. The Independent Panel also recommended that Member allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave under the same terms as the council's employees.
- 3.6. These recommendations were incorporated into the current scheme which it is proposed be readopted. The Independent Panel is due to report again in 2022 and it will be necessary to carry out a fuller review once that report has been published.

### **4 ALTERNATIVE OPTIONS**

- 4.1. Publication of a Pay Policy Statement and member allowances are statutory requirements.
- 4.2. The Council can seek to adopt any reasonable scheme of Member Allowances or can agree to retain the present scheme for 2021/22. The Regulations allow

for amendments to come into effect from the beginning of the year in which the amendment was made.

## **5 CONSULTATION UNDERTAKEN OR PROPOSED**

- 5.1. The pay policy statement has been circulated to the Member Constitution Working Group for comment. As at the date of publication

## **6 TIMETABLE**

- 6.1. The Pay Policy Statement must be approved by Council for publication from 1 April 2021 on the Council's website.

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

- 7.1. There has been no change in the council's pay policy, and the council is currently awaiting the outcome of national negotiation. The only amendments from last year's version are to update the pay ratios to reflect the current position or where indicated earlier in the report.
- 7.2. There is provision in the draft MTFS for 2021-25 for an increase in the budgeted cost of salaries and Members' Allowances. These provisions will be kept under review each year.
- 7.3. The London living wage is currently set at £10.75 and will be the new rate for dependent carer allowances. No claims have been made by Merton Members in the past eight years.

## **8 LEGAL AND STATUTORY IMPLICATIONS**

- 8.1. 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.
- 8.2. 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 2013/14 Pay Policy Statement and in subsequent years.
- 8.3. 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.

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

- 9.1. 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.

**10 CRIME AND DISORDER IMPLICATIONS**

10.1. None

**11 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**

11.1. None

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

- Appendix A – draft pay policy statement for 2020/21.
- Appendix B – statutory gender pay gap publication figures for 2018/19
- Appendix C – statutory BAME pay gap publication figures for 2018/19
- Appendix D – Members’ Allowances Scheme and Schedule of Rates

**13 BACKGROUND PAPERS**

13.1. None

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LONDON BOROUGH OF MERTON  
2021/2022  
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.
- 1.3 For the purposes of statement, "chief officers" includes statutory and non-statutory chief officers and deputy chief officers as defined by section 2 of the Local Government and Housing Act 1989.

## 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 lower quartiles for senior pay for the 32 boroughs. 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 1:10 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.
- 3.2 The Council uses job evaluation to determine an employee's grade and the rates within the grade are determined through national and London-level pay bargaining. The minimum rate of pay for NJC employees from 1 April 2020 of £20,658 per annum is based on the nationally determined minimum spine point rate. Apprentices receive the London Living Wage. At the time of

preparing this statement national pay negotiations have not yet started for the year from 1 April 2021. The Council operates a London Living Wage guarantee, which ensures staff on our pay scales receive at least the London Living Wage from 1 April each year, the only exception is for 6 month placements under the government's Kickstart scheme where the national minimum wage applies. The minimum NJC rate of pay at 1 April 2020 exceeded the London Living Wage. See paragraph 4.1 below for more detail on how we determine grades.

- 3.3 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 1:6. The Hutton report suggested the ratio for the FTSE top 250 private sector companies was 1:38.
- 3.5 The average (median) full-time basic salary for males employed by the Council is £36,708 a year, and the average full-time basic salary for females is £34,209 a year. The basic pay gap between male and female pay is £2,499 i.e. males earn on average more than females a slight reduction on last year.

A number of factors have caused this gap in basic pay, notably the TUPE transfer of staff both in and out of the organisation had an impact on the basic gender pay gap. In March 2017, 185 mainly male relatively lower paid staff transferred out with Street Scene and Waste. In February 2017, 62 were transferred from Sustainable Communities. Meanwhile, 65 Regulatory Services employees transferred to Merton from LB Wandsworth in November 2017. These mainly higher paid staff who were employed by Wandsworth include a large number of men.

The statutory gender pay gap figures for 2018/19 were published, as required by legislation, by 31 March 2020. The pay gap figures for 2019/20 will be published with this Pay Statement and are attached as Appendix A. The figures, which include allowances and bonuses, show a similar gap to that for basic pay with men earning more than women both in terms of mean and of median earnings. There has been a reduction in the gap since March 2018 with the gap reducing from a mean of 10.5% to 7.9%, and from a median of 8.2% to 4.3%. Men also receive higher bonuses on average (mean), this being mainly due to a high proportion of pay consisting of bonuses in the small mainly male Bailiffs service. Bailiffs are the only staff group who earn true bonuses which make up a large proportion of their pay, and where the amount earned is based upon performance and not on gender or ethnicity.

Pending any introduction of statutory pay gap monitoring by ethnicity, the pay gap between White and BAME employees has been established and is shown



as Appendix B. This shows a wider pay gap than for gender, due to the much higher proportion of BAME employees in lower graded roles. The bonus gap in favour of BAME employees is due to a relatively high proportion of BAME Bailiffs. It should be noted that declaration of ethnicity is optional and the figures will therefore only cover those employees were they have declared their ethnicity.

#### 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.
- 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 a biannual 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 do not receive bonuses. They contribute from 8.5% up to 12.5% of their salary to the local government pension scheme and Merton's employer contribution to the pension fund for all contributing members is 17.06% from April 2021. In some years the Chief Executive in his capacity as Acting Returning Officer, Returning Officer, or Local Returning Officer also receives election expenses when general or local elections occur. Annual cost of living increases are determined nationally.
- 4.5 All matters relating to Chief Officer pay, including the chief executive's appraisal setting and assessment are dealt with by the Council's Appointments Committee. Salary packages over £100,000 are also reported to full Council for approval prior to any offer of appointment being made to the relevant post.
- 4.6 The Council applies the NJC and Chief Officers pay awards. No national agreement has been reached at the time of writing for 1 April 2021, with any national discussions with the trade unions likely to commence in early 2021.

- 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.

## 5. Transparency arrangements

- 5.1 The Council via its Internet site:
- publishes all senior employee salaries with: names (where not withheld below £100k), title, salary band and information including job descriptions that will cover span of control and managerial responsibilities.
  - publishes on an annual basis via its website a schedule of all council employees earning £50,000, or more, in accordance with the recommended code of practice for data transparency.
  - publishes structure charts on the Council's website as recommended by the government code of practice for data transparency.
  - publishes this policy via the Council's website
- 5.1 In the event that there is a permanent increase (including the addition of or increase in any market supplement but not including any annual cost of living increase) in an existing employee's salary to more than £100k this must be considered by the Appointments Committee and approved by full Council. The Chief Executive shall have authority to agree temporary increases in salary for periods of up to one year.
- 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 (Senior Employee's Salaries) on the Council's website. Other salary and budget information is published in the annual statement of accounts, also available from the Council's website. The Chief Executive's priorities are also published on the website here: <https://www.merton.gov.uk/council-and-local-democracy/chief-executive>.
- 5.3 For any new appointment where the salary is more than £100k per annum 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 but this is not an absolute requirement so long as the remuneration package is agreed before the offer of employment is made.).

## 6. Termination payments

- 6.1 In accordance with The Restriction of Public Sector Exit Payments Regulations 2020, termination payments, except in certain circumstances, are limited to by the Government's exit pay cap regulations to £95,000.

- 6.2 For Chief Officers, termination payments are reported to the Standards and General Purposes Committee for information on a regular basis. Payments which are in excess of a chief officer's contractual or statutory entitlement shall require the approval of the Appointments Committee. In any event, all termination payments over £95,000 shall 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.

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**MERTON GENDER PAY GAP FOR PUBLICATION AS AT 31/03/2020**

**Hourly Rate**

Women's hourly rate is

7.9 % lower (mean)	4.3 % lower (median)
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**Pay quartiles**

How many men and women are in each quarter of the employer's payroll

Top quartile

37% men	63% women
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Upper quartile

36% men	64% women
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Lower middle quartile

27% men	73% women
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Lower quartile

26% men	74% women
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**Bonus Pay**

Women's bonus pay is

83.1% lower* (mean)	150.0% higher (median)
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*\* Caused in Merton by a few mainly male bailiffs amongst a small data set earning high levels of bonus*

Who received bonus pay

7.9%* of men	8.9%* of women
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*\* Noting bonus includes retention payments, merit pay, and long service awards.*

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**MERTON BAME PAY GAP FOR PUBLICATION AS AT 31/03/2020**

**Hourly Rate**

BAME employee's hourly rate is

12.1 % lower (mean)	11.2 % lower (median)
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**Pay quartiles**

How many BAME and White employees are in each quarter of the employer's payroll

Top quartile

73% White	27% BAME
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Upper quartile

70% White	30% BAME
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Lower middle quartile

64% White	36% BAME
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Lower quartile

52% White	48% BAME
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**Bonus Pay**

BAME employee's bonus pay is

53.8% higher* (mean)	400.0% higher* (median)
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*\* Caused in Merton by a number of BAME bailiffs amongst a small data set earning high levels of bonus*

Who received bonus pay

9.6%* of White employees	7.1%* of BAME employees
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*\* Noting bonus includes retention payments, merit pay, and long service awards as well as Bailiff's commission.*



## PART 6

### MEMBERS' ALLOWANCE SCHEME

#### 1. BACKGROUND AND GENERAL INFORMATION

- 1.1 The current scheme for paying allowances to members was approved by Council on 24 September 2003 and it was made under powers conferred by the Local Authorities (Member's Allowances) (England)(Amendments) Regulations, 2003, which came into force on 31 July 2003. It replaces the scheme agreed in February 2003.
- 1.2 The scheme provides for the payment of a Basic Allowance to each member (**section 3**) and a Special Responsibility Allowance to be paid to those Councillors who hold special responsibilities in relation to the Council (**section 4**). Wherever in these Regulations there is reference to the annual up-rating of an allowance, responsibility for the calculation of allowances payable under the scheme shall be made by the Payroll Manager acting on behalf of the Director of Corporate Services.
- 1.3 The scheme provides for the payment of some travel expenses (**section 5**). These payments can only be claimed by members in respect of Approved Duties (**section 8**). The Council resolved that normal travel expenses and other subsistence payments would be subsidised within the enhanced Basic Allowance and there would be no payment for intra-borough expenses.
- 1.4 Claims must be made on the appropriate forms and with the necessary supporting documentation, where appropriate. Payment will only be authorised when the claims rules (**section 9**) are fully complied with.
- 1.5 National Insurance (**section 10**) and Income Tax (**section 11**) liabilities may arise as a result of payment of some of these allowances and there may also be implications as regards Statutory Sick Pay (**section 12**).
- 1.6 Members are able to join the Pension Scheme (**section 13**).
- 1.7 The Council is required to re-adopt its scheme of members allowances on an annual basis, giving due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors in London, which takes place every four years. The allowances payable in any one year following the calculation of any increase resulting from the annual local government pay settlement shall be identified in a schedule to be prepared by the Payroll Manager and published to accompany the Constitution.

#### 2. RENUNCIATION & WITHDRAWAL

- 2.1 A councillor may, by notice in writing given to the Director of Corporate Services, elect to forego any part of his/her entitlement to an allowance under this scheme. Payment of the Basic Allowance and Special Responsibility

Allowance will be made automatically unless such written notice is given.

- 2.2 Councillors should note that if they do renunciate their right to receive an allowance they will no longer be entitled to claim a deduction against tax for expenses incurred but not reimbursed.

### 3. BASIC ALLOWANCE

- 3.1 The current rates are set out in Part 6 Addendum. It is paid in monthly instalments and there is no need to claim payment.
- 3.2 The allowance is updated annually in October with reference to the annual local government pay settlement unless reviewed earlier by an independent panel.

### 4. SPECIAL RESPONSIBILITY ALLOWANCE

- 4.1 The Special Responsibility Allowance is paid at the rates set out below.
- 4.2 If a person is entitled to more than one special responsibility allowances, only one (the highest) is paid. Unless the Member elects to receive the lower one.
- 4.3 The holders of the offices listed in the second column of the table below shall be entitled to receive Special Responsibility Allowances calculated by the multiplication of the rate of the Basic Allowance per councillor as prescribed in section 3 above by the factor set out for that office in the third column.

Office	Factor
Leader of the Council	4
Deputy Leader	2
Leader of the Opposition (7 or more members)	2
Leader of a Minority Group (Less than 7 members)	0.66
Members of the Cabinet	1
Chair, Overview and Scrutiny Commission	1
Chair – Planning Applications Committee	1
Chair – Licensing Committee	1
Chair - General Purposes committee	0.33
Chair - Scrutiny Panel	0.33
Chair Borough Development Plan panel	0.33
Assistant Cabinet Members	0.33
Member of Adoption and Fostering Panel	0.25

- 4.4 A Special Responsibility Allowance of £246 will be paid to the Chairs of Licensing Sub-Committees and the Chair of the Standard Committee in respect of each meeting chaired by them.
- 4.5 The allowance to be automatically up-rated annually with reference to the annual local Government pay settlement for the next four years unless reviewed earlier by an Independent Panel. (Part 6 Addendum for uplifted

allowances in accordance with paragraph 4.5.)

#### **4.6 Statutory co-opted members, co-opted members of the Standards Committee and Independent Persons (Code of Conduct)**

4.6.1 An allowance will be paid to the statutory co-opted members, co-opted members of the Standards Committee and Independent Persons (Code of Conduct). The Council will set an annual allowance for these members based upon a sum of £100 per meeting, multiplied by the total number of meetings expected in each year.

4.6.2 This allowance is not subject to indexation.

### **5. SICKNESS AND PARENTAL LEAVE**

5.1 Members on sickness, maternity, paternity and adoption leave may continue to claim both their basic allowance and any special responsibility allowance for which they are eligible. A pro-rate special responsibility allowance will be paid to a member covering an eligible post during such a period of absence.

### **6. TRAVEL EXPENSES**

6.1 Travel expenses for travel outside the Borough are payable to members, in addition to any other allowance to which they may be entitled, where expense on travel is incurred in respect of the performance of an approved duty defined in section 9.

6.2 Members are permitted to reclaim travel expenses in relation to attendance at any meeting or function at which they are accompanied by a council officer who is permitted to make such a claim.

#### **6.2 PUBLIC TRANSPORT**

6.2.1 The rate of travel by public transport should not exceed the amount of the ordinary fare, or any available discounted fare. Where more than one class of fare is available the rate shall be determined by reference to standard class fares unless the Council specifies that a higher class fare will be paid.

6.2.2 The rate specified in this section may be increased to include expenditure actually incurred on sleeping accommodation engaged by the member for an overnight journey. This is subject to a reduction of one-third in any subsistence payable in respect of that night.

#### **6.3 MEMBERS' OWN TRANSPORT**

6.3.1 For the purposes of this section the vehicle's cylinder capacity will be that shown on the vehicle registration document.

6.3.2 The rates of reimbursement are as follows:-

### **Motor Cars 451-999cc, Motor Cycles**

Nationally agreed lowest car mileage band (up to 999cc band)

### **Motor Cars 1000cc+**

Nationally agreed middle car mileage band (1000-1199cc band)

## **6.4 TRAVEL BY HIRED MOTOR VEHICLE**

6.4.1 Reimbursement of hired motor vehicle fares shall not exceed the amount of the fare for travel by appropriate public transport except in cases of urgency or where no public transport is reasonably available, in which case the fare actually incurred plus any reasonable gratuity paid may be reimbursed.

## **7. SUBSISTENCE ALLOWANCE**

7.1 The Council resolved on 24 September 2003 not to pay subsistence allowances under this scheme.

## **8. CARERS / DEPENDANTS ALLOWANCES**

8.1 The Dependent Carers Allowance (DCA) is open to all Members who are the main carers of dependent relatives. This entitlement includes the statutory co-opted members, co-opted members of the Standards Committee and the Independent Persons (Code of Conduct). The Allowance will be paid where a member requires care provision for a dependent relative or co-habitee to enable the councillor to perform an Approved Duty.

8.2 The member is responsible for making the care arrangements and the Council can accept no responsibility for anything that might happen as a result of those arrangements.

**8.3 Dependants** are defined as:

- Children aged fifteen or less;
- Relatives and co-habitees requiring full time care; and
- other dependants where there is medical or social work evidence that care is required.

**8.4 An Approved Duty** is defined as;

1. A meeting of the Council, Cabinet, Overview and Scrutiny Commission or any committee, or sub-committee of the Authority or of any other scrutiny panel or body to which the Authority makes appointments or nominations, or of any committee or sub-committee of such a body.
2. Any other meeting the holding of which is authorised by the Council, Cabinet, Overview and Scrutiny Commission or any committee, sub-

committee or scrutiny panel of the Authority or a joint committee of the Authority and one or more other authorities, or a sub-committee of such a joint committee.

3. A meeting of any association or authorities of which the Authority is a member.
4. Duties undertaken on behalf of the Authority in the pursuance of any Standing Order requiring members to be present.
5. Duties undertaken in connection with the discharge of any function of the Authority conferred by, or under, any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises. This includes visits by members to residential establishments controlled by the Council.
6. Duties undertaken in connection with the arrangements made by the Authority for the attendance of pupils at special schools.
7. Any other duty approved by the body, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the body, or any of its' committees or sub-committees.

#### **8.5 The Allowance is payable;**

1. For the length of the qualifying duty, plus up to half an hour each side to cater for care during the councillor's travel to and from the duty.
2. The Allowance is to reimburse actual costs incurred up to a the London Living Wage maximum rate per hour, subject to a maximum weekly payment of seven and a half hours equivalent care.
3. The Allowance is paid as a reimbursement of incurred expenditure against receipts. Payments made under this scheme may be liable to Income Tax and National Insurance contributions.
4. The Allowance will not be paid in respect of other family members who cover the Member's caring duties.
5. The carer must be over the age of sixteen (and not a spouse or partner / co-habitee of the member or a relative living at the same address.
6. Councillors wishing to claim the Allowance will need to complete a Dependent Carers Allowance claim form and sign a declaration that states:

*"I declare that the above named provided a babysitting/carer service to me as detailed above in order that I could attend the meetings listed. I also certify that the carer is over the age of sixteen and not a close relative or resident of my household."*

7. All claims for Dependant Carers Allowance must be submitted to the Head of Democracy Services within two calendar months of the date on which the duty qualifying for the payment is carried out. Late applications can be accepted at that officer's discretion.
8. The rate will be uplifted annually in line with [Retail Price Index] for April of each year.
9. Disputes on entitlement or allegations of abuse to be adjudicated by the Standards Committee.

## **9. APPROVED DUTIES**

- 9.1 Approved duties for the purposes of claiming travelling or subsistence allowances scheme are defined below.
  - 9.1.1 Representing the Council outside the borough in response to a formal invitation for member attendance.
  - 9.1.2 Attendance at meetings outside the Borough, of committees, outside bodies and consultative groups to which Members are appointed annually by Council

## **10. CLAIMS AND PAYMENTS**

- 10.1 Claims must be submitted on the appropriate form within three months of the date of the meeting attended or duty carried out.
- 10.2 All relevant sections of the claim forms must be completed in full. Failure to comply will result in delay while forms are returned to members for completion.
- 10.3 Payments will be made on the 15th of each month in respect of Basic and Special Responsibility Allowances and claims for other allowances/expenses properly completed and received up to the first day of that month.
- 10.4 A copy of the claim will be returned when payment is made together with a supply of new forms for future use.
- 10.5 Payment will be made by credit transfer direct to the account specified by the member on the Credit Transfer form and returned to the Payroll Manager. If no details are provided by the member payment will be made by cheque sent to the home address.

## **11. NATIONAL INSURANCE CONTRIBUTIONS**

- 11.1 Basic and Special Responsibility Allowances, together with Child Care / Dependents allowances, are subject to deduction of Class I contributions to the extent that they fall within the statutory range of earnings levels. Members who are over the state retirement age are not liable to this deduction.

- 11.2 Contributions will be assessed on the basis of monthly earnings and at the current non-contracted out Class I rate, excepting certain married women and widows who are liable only for reduced rate contributions.
- 11.3 In order that contributions are properly allocated to members' credit by the DSS the Payroll Manager will require the date of birth and National Insurance number of each member to whom payments are made.
- 11.4 All members who are over the state retirement age and female members liable to reduced rate contributions should complete the appropriate exemption certificate and send this to the Payroll Manager.
- 11.5 Each employment is dealt with separately as regards National Insurance Contributions. If the effect of this is that the annual maximum contribution is exceeded a refund will be made by the DSS.
- 11.6 If a member is aware that their contributions from other employment already reach the annual maximum he/she may apply to be exempted from having deductions made by obtaining form RD950 from their local DSS office.

## **12. INCOME TAX**

- 12.1 Basic and Special Responsibility Allowances, are taxable and the Council is required to deduct Income Tax at the basic rate on these payments.
- 12.2 Members may be entitled to relief from Income Tax on any part of their allowances which is recognised by the Inspector of Taxes as the necessary expenses of office and, to claim such relief, should complete form P15 and send it direct to the Inspector.
- 12.3 Newly elected members should complete form P46 and return it to the Payroll Manager. Alternatively, form P15 should be returned direct to the Inspector of Taxes by Members not wishing to complete a form P46.
  - 12.3.1 Members with no other employment should pass their P45 to the Payroll Manager or, if this is not available, apply to the Inspector of Taxes for a Tax Coding on forms P46 or P15 both of which are available from the Director of Financial Services.
- 12.4 The Inspector of Taxes responsible for the Tax affairs of council members is:

HM Inspector of Taxes  
London Provincial 6  
Rede House  
71 Corporation Road  
Middlesborough  
Cleveland  
TS1 1TW  
Quote Ref. LP6/996/B22

### **13. STATUTORY SICK PAY**

- 13.1 Members who pay National Insurance Contributions on their allowances have a potential entitlement to Statutory Sick Pay in respect of any sickness which prevents him/her from carrying out members' duties for four or more days.
- 13.2 The exact position will be different in respect of each member and will depend on the amount of contributions paid over the preceding eight weeks. There will be further complications in respect of members with other employment should one entitlement be exhausted before the other.
- 13.3 Members who find themselves in this situation should contact the Payroll Manager for further advice.

### **14. PENSIONS**

- 14.1 All elected members under the age of 70 are entitled to apply for inclusion in the Pension Scheme. There is no period of qualification required.
- 14.2 Councillors cannot join or remain in the scheme after their 70th birthday.
- 14.3 Both basic allowances will be treated as "pay" for pensions purposes.
- 14.4 Each eligible councillor must decide for themselves whether to join the pension scheme. Officers of the Council are not able to advise councillors whether or not it is in their interest to join.

### **15. SUBSISTENCE ALLOWANCE**

- 15.1 Members may claim reimbursement of subsistence costs when they are obliged to incur expense in connection with the performance of an approved duty outside the boundaries of Greater London.
- 15.2 The current schedule of approved duties in Merton for which members can claim subsistence is set out in Section 8 of this part of the Constitution ('Approved Duties').
- 15.3 The Council can reimburse subsistence to the limits given in the schedule below when the meeting attended or duty carried out is on the list of approved duties. These are only payable when the expense has been incurred. Where a member attends an event, (for example a conference) where a meal is provided, subsistence cannot be claimed, unless it is in addition to that which has been provided.
- 15.4 Where an event has accommodation associated with it as part of the booking arrangements (common to longer distance conferences and learning events) members are expected to make use of this facility, as subsidised rates often apply.



## 15.5 Schedule of Subsistence Rates

Type of Expenditure	Available Allowance and Eligibility Criteria
<b>Out of Pocket Expenses (Meals)</b>	<p>Members may claim reasonable out of pocket expenses to cover all meals taken whilst on approved duties. The level of reimbursement will be the actual cost of the meals (excluding alcohol) up to a maximum daily rate of £28.00.</p> <p>Out of pocket expenses will not be paid where time spent on the approved duty is less than 4 hours.</p>
<b>Overnight absence (Accommodation)</b>	<p>Members may claim reasonable out of pocket expenses to cover hotel costs whilst on approved duties. The level of reimbursement will be the actual cost of the hotel accommodation to a maximum rate of £112.00p per night. This upper limit may be relaxed if the average cost of available hotel accommodation available in the area is higher. Where the member is part of a council delegation staying in the same hotel, the actual cost of the accommodation will be reimbursed.</p> <p>Accommodation costs will not be paid where time spent on the approved duty is less than 15 hours unless return travel to home is not available or unreasonable.</p>

15.6 The above rates will be reviewed from time to time in line with best practice and cost changes.

### How to Claim for Subsistence Allowance

15.7 This allowance is based on the principle that expenditure on meals/accommodation has actually taken place. Members will be reimbursed the actual expenditure incurred up to the maximum rates set in the above schedule. All claims must be supported by receipts or third party documentation.

15.8 Members are asked to submit their fully completed claims monthly. They should be sent to the Head of Democracy Services. The responsibility for the accuracy of any claims rests upon each individual claimant. A record of all payments made can be subject to inspection by the public and press under access to information legislation.

15.9 Claims must be made within 6 months of the expenditure being incurred. Payment will normally be made by cheque to the Member.

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## **PART 6 ADDENDUM**

### **MEMBERS' ALLOWANCE – CURRENT RATES**

#### **1 MEMBERS' ALLOWANCES – CURRENT RATES**

1.1 The following allowances will be paid to members in pursuant to the scheme set out in accordance with Part 6 of the Constitution

1.2 Basic Allowance

- £8694

1.3 Special responsibility allowances (February 2021)

- Executive Leader £34776
- Deputy Leader £17388
- Leader of the Opposition £17388
- Leader of Minority Group £5737
- Cabinet Member £8694
- Chair, Scrutiny Commission £8694
- Chair, Planning Committee £8694
- Chair, Licensing Committee £8694
- Chair, General Purposes Committee £2868
- Scrutiny Panel Chairs £2868
- Assistant Cabinet Members £2868
- Adoption & Fostering Panel £2172
- Licensing sub-committee chairs £246 per meeting attended

1.4 Special responsibility allowances are not cumulative. If more than one position attracting an SRA is held only the highest applicable allowance will be paid.

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## **Committee: Council**

**Date: 3 February 2021**

Wards: n/a

## **Subject: Calendar of meetings 2021/22**

Lead officer: Caroline Holland, Director of Corporate Services

Lead member: Councillor Tobin Byers, Cabinet Member for Finance

Contact officer: Louise Fleming, Democratic Services

### **Recommendations:**

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1. That the Calendar of meetings for the 2021/22 municipal year, attached at Appendix A, be agreed.
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## **1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1. To propose a calendar of meetings for Council bodies for 2021/22.

## **2 DETAILS**

- 2.1. The details are set out in Appendix A.

## **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 Leader of the Council has been consulted in respect of the Cabinet meeting schedule. The chairs of the Overview and Scrutiny Commission and scrutiny panels have 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 2021 Annual meeting up to and including the Annual meeting 2022.

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

- 6.1. None for the purposes of this report.

## **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, however this requirement was temporarily suspended by s78 of the Coronavirus Act 2020 until 7 May 2021.
- 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 for the purposes of this report.

**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 2021/22

**12 BACKGROUND PAPERS**

- 12.1. None

2021-22	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
<b>COUNCIL</b>													
Annual (2)	19												25
Ordinary (5)			7		15		17			2			
Council budget (1)											2		
<b>EXECUTIVE (inc LSG)</b>													
Cabinet (11)	19	14	12		6	11	8	6	17	7	21		25
LSG (9)		7 & 28		23	27	25	22		4&24		7		
Merantun Development Ltd Sub-Committee (4)			12			11			17		21		
<b>SCRUTINY</b>													
Overview and Scrutiny Commission (6)			14		8		10		19		16		
Healthier Communities and Older People OSP (6)		21			1		2		10	8			
Children and Young People OSP (6)		23			29		3		12	9			
Sustainable Communities OSP (6)		24			2		1		18	22			
Overview and Scrutiny Topic Workshops		7 & 9											
<b>NON-EXEC &amp; ADVISORY</b>													
Standards and General Purposes Committee (4)			22		9		4				10		
Borough Plan Advisory Committee (4)		10			2		25				3		
Licensing Committee (3)		8				14			27				
Planning Applications Committee (12) Thurs	13	17	15	19	23	21	11	9	20	10	17	28	
Pension Fund Investment Advisory Panel (4)		24			23		24				9		
<b>OTHER</b>													
Wimbledon Forum (4)		16			22			1			23		
Raynes Park Forum (4)		10			16			2			22		
Morden Forum (2)						13				23			
Mitcham Forum (2)						6				22			
Colliers Wood Forum (1)						20							
JCC (4)		9			7			1			23		
<b>JOINT COMMITTEES</b>													
Health and Well-Being Board (5) (6.15pm) Tues		22			28		23		25		22		
Health And Wellbeing Board - Community Sub Group													
South London Waste Partnership Joint Committee 6.30pm* (4)		8			tbc			tbc					
North East Surrey Crematorium Board** (10.00am) (4)		22			7			13			tbc		
Merton and Sutton Joint Cemetery Board 2.00pm*** (3)		22								22			
Joint Regulatory Services Committee 10am**** (3)			6			12				8			
<b>Final budget round meetings in bold</b>													

\* TBC with joint Boroughs

\*\*TBC with Sutton and LBW

\*\*\* TBC with Sutton

\*\*\*\*TBC with LBR and LBW

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## Committee: Council

**Date: 3 February 2021**

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

Lead officer: Ged Curran, Chief Executive

Contact officer: Louise Fleming, Democracy Services Manager

Democratic Services 020 8545 3616 - [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk)

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### Recommendations:

1. That the Council notes the changes to the membership of Committees that were approved under delegated authority since the last meeting of the Council.
- 

## 1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. This report seeks Council's approval for appointments to committee places and asks Council to note the changes made to committee membership under delegated authority since the publication of the agenda for the last ordinary Council meeting on 18 November 2020.

## 2 DETAILS

- 2.1. The following membership changes have been made by the Chief Executive under his delegated authority in accordance with section 1.4 of part 3F of the Constitution:

Committee	Member resigning	Replaced by	Date
Merantun Development Ltd Sub-Committee	Stephen Alambritis	Tobin Byers	7 December 2020
Children and Young People Overview and Scrutiny Panel	Stan Anderson	Stephen Alambritis	13 January 2021
Children and Young People Overview and Scrutiny Panel	Stephen Alambritis	Stan Anderson	25 January 2021

## 3 CONSULTATION UNDERTAKEN OR PROPOSED

- 3.1 None for the purposes of this report.

## 4 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 4.1. None for the purposes of this report.

## 5 LEGAL AND STATUTORY IMPLICATIONS

- 5.1. The information regarding membership changes in this report complies with legal and statutory requirements. Council is required to accept nominations made by political groups.
- 5.2. The Housing and Local Government Act 1989 contains provisions relating to the political balance on committees, the duty to allocate seats to political groups and the duty to give effect to allocations.
- 5.3. The Council has a statutory duty to review the representations of different political groups on the Council in order to ensure that a political balance is secured on council committees so as to reflect the overall political composition of the council.
- 5.4. Once the review has been completed there is a second statutory duty to make a determination as to political representation. The requirement to allocate seats must be made in accordance with the following statutory principles:
  - a) All of the seats are not to be allocated to the same political group.
  - b) The majority of the seats must be allocated to the political group with a majority on the Council.
  - c) Subject to the two principles listed above, the number of seats on the total of all the ordinary committees of the Council allocated to each political group must bear the same proportion to that on full Council.
  - d) Subject to the above three principles, the number of seats on each ordinary committee of the Council allocated to each political group must bear the same proportion to their proportion on the full Council.

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

- 6.1. None for the purposes of this report.

## **7 CRIME AND DISORDER IMPLICATIONS**

- 7.1. None for the purposes of this report.

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

- 8.1. N/A

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

- 9.1 None.

## **10 BACKGROUND PAPERS**

Documents from the authorised officer confirming approval of the membership changes agreed under delegated authority.

## Committee: Council

Date: 3 February 2021

## Subject: Petitions

Lead officer: Louise Round, Managing Director South London Legal Partnership

Lead member: Leader of the Council, Councillor Mark Allison

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

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### Recommendation:

1. That Council receive petitions (if any) in accordance with Part 4A, paragraph 18.1 of the Council's Constitution.
  2. That Council notes the responses provided to the petitions submitted at the meeting held on 18 November 2020.
- 

## 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. At the meeting held on 18 November 2020, the petition listed below was submitted and the response is set out below. Any petitions received by Council are referred to respective departments with responsible officers asked to advise the presenting member in each case of the way in which the petition is to be progressed.

- 2.2. A petition was submitted by the Conservative group on the Emission Based Parking Charges

### Officer Response

- 2.3. *"The Emission based charging report, to which your petition refers, will be put before Security on 8<sup>th</sup> December 2020 and at Cabinet in January 2021 and will make reference to the petition. Members will take the petition into consideration in any decision made. Officers and Cabinet Members will be presenting the report and we be able to be held to account at these forthcoming meetings. The council has engaged in an extensive statutory consultation process during September/October to seek the views of residents the wider community on the Emission based Charging proposals."*

- 2.6. Members are invited to present petitions at this meeting, and a response will be provided to the next ordinary Council meeting in April 2021.

## 3 ALTERNATIVE OPTIONS

- 3.1. None for the purposes 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.

**Committee:** Full Council

**Date:** 3rd February 2021

**Agenda item:**

**Wards:** All

**Subject:** Chief Officer Recruitment

**Lead officer:**

**Lead member:** Mark Allison, Leader of the Council

**Contact officer:** Liz Hammond, Head of HR

## **Exempt or confidential report**

The following paragraph of [Part 4b Section 10 of the constitution](#) applies in respect of information given in appendix 2 of this report and it is therefore exempt from publication:

Information relating to the financial or business affairs of any particular person (including the Authority holding that information).

Members and officers are advised not to disclose the contents of this appendix.

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## **Recommendations:**

- A To note and approve the commencement of the recruitment process for a replacement Chief Executive in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 as the current post holder will be retiring in July 2021.
  - B To note and approve the recruitment salary package of £181,332 to £201,741 per annum for the post of Chief Executive as required by the Council's pay policy statement.
- 

## **Purpose of report and executive summary**

- 1.1 The post of Chief Executive covers a statutory role as defined by the Local Authorities (Standing Orders) (England) Regulations 2001 which require every local authority to appoint a Head of Paid Service, usually referred to as the Chief Executive. The Chief Executive has professional responsibility for the leadership, strategy and effectiveness of the local authority. The Chief Executive is responsible for leading, inspiring and managing the Corporate Management Team to deliver the Council's vision, values and objectives, ensuring that all resources are used effectively in a co-ordinated approach to delivering excellent customer services to residents.
- 1.2 The role is a challenging one whereby the post holder is required to have complex specialist skills and be able to lead in an ever-changing environment such as local government.

- 1.3 The Council's pay policy statement requires that recruitment packages over £100k have approval of full council.
- 1.4 The current (2020) Merton Chief Executive pay scales range from £181,332 to £201,741 per annum. Recruitment advice is that we would be able to appoint a suitably qualified candidate within this salary band. Salaries will normally increase from 1 April each year following a nationally determined pay award.

## **2. Details**

- 2.1 The post of Chief Executive will become vacant in July 2021 as the current post holder is taking retirement.
- 2.2 A permanent replacement is to be recruited.
- 2.3 The Chief Executive grade, has the current salary range of £181,332 to £201,741 per annum.
- 2.4 As the whole salary range is in excess of £100k, approval is sought to pay the within that range. .
- 2.5 The required approval is in line with the requirements of the Council's pay policy statement.
- 2.6 The Appointments Committee met on 21<sup>st</sup> January 2021 and agreed the approach to be taken, the executive search agent to use for the campaign and the process to follow.
- 2.7 The recruitment campaign for the post of Chief Executive will be handled by the supplier at Appendix 2 as agreed by the Appointments Committee. This decision was taken based on evidence of their strong track record of successfully recruiting to Chief Executive roles within London, and their strong commitment to equality and diversity.
- 2.8 The Chief Executive role is a challenging one, and requires the post holder to have certain specialist skills and experience to enable them to provide leadership to the Council to provide high quality services to the residents of the borough. The job description and person specification are attached at Appendix 1. This was approved by the Appointments Committee with an agreement that further work will be done with the chosen supplier to modernise the requirements.

## **3. Alternative options**

- 3.1 The Chief Executive is the Council's Head of Paid Service, and as such is a statutory role and the Council has a duty to appoint to this post; therefore, there is no alternative option other than to recruit a replacement.
- 3.2 The Appointments Committee considered whether the possibility of appointing a shared service Chief Executive should be explored. However, it was agreed that given the significance of the role in terms of leadership and accountability, especially at the present time, the preference would be for Merton to continue to have its own Chief Executive.

## **4. Consultation undertaken or proposed**

- 4.1 The Appointments Committee met on 21<sup>st</sup> January 2021 and agreed the process to follow. The Committee agreed to appoint a subcommittee to form the final

interview panel. Key stakeholders will be involved in the assessment of the shortlisted candidates.

## **5. Timetable**

- 5.1 If approval is given, then the recruitment campaign will commence. An interim arrangement may be considered.

## **6. Financial, Resource and Property Implications**

- 6.1 The 2020/21 salary budget allocation including on-costs for the Chief Executive post is £236,082 to £262,781 per annum.
- 6.2 The chosen executive search agents' fee can be found in their proposal at Appendix 2. Additional costs will be for advertising, technical assessor fee and psychometric assessment costs, which will be dependent on the number of shortlisted candidates and assessments, will be used. These costs will be paid from the Chief Executive budget.

## **7. Legal and statutory implications**

- 7.1 The Council's pay policy statement requires that recruitment packages over £100k have approval of full council.
- 7.2 This post is covered by the Employee Procedure Rules set out in part 4H of the constitution. The Appointments Subcommittee will recommend the appointment of the new Chief Executive to full Council as that decision is one that is required by law to be taken by the Council as a whole.
- 7.3 In all other respects, the process must comply with the Council's recruitment procedure.
- 7.4 As with all appointments of officers and staff, the appointment must be made on merit in accordance with section 7 of the Local Government and Housing Act 1989.

## **8. Human rights, equalities and community cohesion implications**

- 8.1 The contents of this report are designed to ensure that the Council's processes are human rights and equalities compliant.

It is unlawful to discriminate on grounds of gender, race, disability, age, religion and belief and sexual orientation. This refers to both direct and indirect discrimination. In effect, the process has to be evaluated against three tests (1) intention (2) method (3) effect. Where there is an **intention** to discriminate on any of the prohibited grounds, this would be unlawful. Where there is no such intention but the recruitment **methods** used are discriminatory, then the outcome may be open to challenge. Where the intention and method are sound but the **effect** is shown to have disproportionate effect on a particular category of applicant then the outcome may be open to challenge.

## **9. Crime and Disorder Implications**

- 9.1 None

**10. Risk management and health and safety implications**

10.1 The Appointments Committee will be invited to satisfy itself that the procedures operate as designed.

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

11.1 Appendix 1 – Job Description and Person Specification

11.2 Appendix 2 – Chosen Executive Search agent proposal (exempt from disclosure)



## **Appendix One – job description and person specification**

### **LONDON BOROUGH OF MERTON**

#### **JOB DESCRIPTION**

#### **CHIEF EXECUTIVE**

**Responsible to** – Leader of the Council

#### **ROLE**

1. To work in partnership with Members to provide leadership, vision and strategic direction to the Council.
2. To lead, inspire and manage the Corporate Management Team to deliver the Council's vision, values and objectives, ensuring that all resources are used effectively in a co-ordinated approach to delivering excellent customer services to residents.
3. To be an ambassador for the Council and to represent and negotiate on behalf of the Council with external bodies.
4. To be the Council's Head of Paid Service.

#### **KEY ACCOUNTABILITIES**

##### **1. Leadership and Vision**

- 1.1 Work in partnership with Members to determine the corporate culture of the Council and guide, support and advise Members on the development and implementation of Council's policy.
- 1.2 Provide decisive leadership for the organisation, establishing a clear model of leadership, pursuing the vision, strategic goals and priorities of the Council.

- 1.3 Inspire a culture of continuous development and act as a role model to inspire all employees to promote the values of the Council and present a positive image to the community.
- 1.4 Drive commercialism and an entrepreneurial and effective commissioning culture, with effective systems and processes across the whole Council.
- 1.5 Act as an ambassador for the Council, building external relationships, including partnership working within the Borough (e.g. police, voluntary sector, health) to enhance our reputation, ensuring that the organisation is well regarded, contributing fully to local, sub-regional, regional and national partnerships to best effect.
- 1.6 To deliver efficiency and value for money and sound financial management.
- 1.7 Undertake the lead role in the Council's emergency planning arrangements and the London Wide Local Authority Gold arrangements.

## 2. **Management**

- 2.1 Inspire and shape the organisation to deliver effective and efficient services through a framework of performance management.
- 2.2 Promote learning and development and support a performance management culture.
- 2.3 Lead and develop the Corporate Management Team to ensure that all resources are deployed effectively to deliver on the Council's vision and objectives.
- 2.4 Promote the development of effective policies in response to the changing demands imposed by legislation, government intervention and service demands.

## 3. **Partnership**

- 3.1 Foster effective partnership arrangements with both internal and external stakeholders.
- 3.2 Establish effective working relationships with the Leader of the Council and all Members.

#### **4. Member Relations**

- 4.1 Act as principal adviser on policy and ensure Members are able to formulate and determine policy in a way consistent with the effective, financially prudent and legal administration of the Council.

#### **5. Service Delivery**

- 5.1 Ensure that all service delivery is customer focused and delivered within a framework that supports valuing diversity, inclusion and access.
- 5.2 Provide a framework within which to challenge service provision ensuring that effective and efficient services are delivered to the community.
- 5.3 Provide good value for the community with efficient and effective cost effective services, through maximising resources, incorporating best practice and utilising new technology and innovation.
- 5.4 Ensure that service delivery is supported by a comprehensive performance management system that tracks the implementation of corporate priorities and objectives.

#### **6. Valuing Diversity**

- 6.1 Champion valuing diversity and equal opportunities ensuring that Merton embraces a culture that promotes full and equal access to learning, employment services and cultural life.
- 6.2 Promote the Council's commitment to valuing diversity and providing equal access to service delivery, ensuring that all residents and service users are treated with fairness, equity and respect.
- 6.3 To provide the leadership, communication and action, which will exemplify the Council's values, sense of purpose and commitment to ensure equality of opportunity and strengthen cohesion in the local community.
- 6.4 Ensure the Council's commitment to equality of opportunity for all employees within a culture of fairness, equity and respect is achieved through the effective implementation of policies.

7. **Political Management**

- 7.1 Work with political understanding and sensitivity. Promotes a culture of political awareness that helps translate political will into appropriate future strategies.

8. **Marketing**

- 8.1 Act as a pro-active ambassador for the Council, creating the mind set for identifying, anticipating and satisfying customer requirements, promoting and marketing a positive image of the Council and the Borough as an attractive business partner and as a place within which to live and work.

9. **Other**

- 9.1 Carry out duties as may be reasonably required.
- 9.2 Undertake all duties in accordance with Council policies and statutory obligations.

## **CHIEF EXECUTIVE**

### **PERSON SPECIFICATION**

#### **Qualifications**

1. Educated to degree level with evidence of continuing personal development.

#### **Background and Experience**

1. A proven track record of success at senior management level (although not necessarily as Chief Executive) within a local authority or a large organisation.
2. Sound knowledge and experience of financial management and information systems within a large, complex organisation.
3. A track record of demonstrable success in change management, managing a diverse range of services and translating organisational ambitions into real achievements and service delivery improvements.
4. Successful track record of establishing a strong performance culture, effective performance and service quality evaluation that involves users and driving up standards and performance.
5. Proven experience of establishing effective working relationships with multi-cultural communities and dealing with issues of diversity.
6. A successful track record in resolving internal conflict within a complex environment.
7. A proven track record of implementing effective, innovative strategy in a large, multi-disciplinary environment.
8. Proven experience of promoting positive images, both internally and externally, of a large organisation.

9. A successful track record of building effective, sustainable and meaningful relationships across diverse sectors and interests and successfully bringing together coalitions of diverse interests to agree and deliver a clear vision and strategies.

### **Personal Qualities**

1. Highly motivated, enthusiastic and an excellent communicator.
2. An effective manager with an approachable style.
3. Committed, robust and resilient enough to work within a challenging and complex environment.
4. A team worker who can build partnerships, work effectively across boundaries and achieve performance and results through others.

### **Personal Style and Behaviour**

1. Well developed leadership skills.
2. Personal and professional credibility.
3. Open-minded adaptable.
4. Resilient and persuasive.
5. High levels of energy and commitment.
6. A high level of political judgement.
7. A high degree of probity and integrity.
8. An innovator and forward thinker.
9. An excellent communicator.
10. Objective and outcome focused.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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