



CROYDON COUNCIL MEETING: MONDAY 28 JANUARY 2013
PUBLIC QUESTION TIME
WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC

Welcome to a meeting of Croydon Council. Attached are the questions from the public and the replies which will be taken at this meeting.

IF YOU HAVE ASKED A QUESTION, PLEASE MAKE YOURSELF KNOWN TO THE MEMBER OF STAFF WHO IS PRESENT IN THE PUBLIC GALLERY, THEN READ THE REPLY TO YOUR QUESTION AND INDICATE WHETHER YOU INTEND TO ASK A SUPPLEMENTARY QUESTION - a roving microphone will be available for that purpose.

Public Question time is usually towards the beginning on the meeting and the process for this item is as follows:

- ◆ The questions will be taken in the order in which they were received by the Council;
- ◆ The question and the reply will be taken as read;
- ◆ The person who asked the question, if present, will then be invited to ask a supplementary question, (if they wish) to clarify a point related to the reply they have been given in the written answer. The **length and detail of such a question should be brief** and at the discretion of the Mayor, allowing for the time available and the number of other questions which need to be dealt with;
- ◆ Public question time is limited strictly to **15 minutes** - if all the questions and answers have not been reached at the end of that time, the other replies will be taken as read and there will be no further opportunity for asking supplementary questions at that meeting; and
- ◆ Questions will not be carried over to the following meeting, but it is of course in order for questioners to ask another question on the same or another topic before the next meeting.

After the public question time you are very welcome to stay for the rest of the meeting

Question Number	Question to Cabinet Member	Question From	Subject
PQ001	Councillor Hoar	Ms Katie Findlaker	Personal Safety
PQ002	Councillor Pollard	Mr Mark Richardson	Libraries
PQ003	Councillor Margaret Mead	Mr James Johnson	Health related driving
PQ004	Councillor Vidhi Mohan	Mr Andrew Pelling	Croydon Business Rate
PQ005	Councillor Phil	Mr Peter Collier	Ash Tree Disease

	Thomas		
PQ006	Councillor Sara Bashford	Mrs Caroline Rendle	Compensation
PQ007	Councillor Mike Fisher	Mr Andrew Rendle	Council decisions
PQ008	Councillor Tim Pollard	Dr Nigel Elliott	National Archives
PQ009	Councillor Mike Fisher	Mr John Cartwright	Economic recovery/elections 2014
PQ010	Councillor Tim Pollard	Mr John Hickman	Libraries staff reductions
PQ011	Councillor Tim Pollard	Mr Tony Martin	NF website blocked on library computers
PQ012	Councillor Mike Fisher	Mr Mark Samuel	ALL I.T. testing BWH
PQ013	Councillor Mike Fisher	Dr Marzia Nicodemi	Meeting charges Gavin Barwell
PQ014	Councillor Mike Fisher	Mr Steven Downes	Parking permits
PQ015	Councillor Mike Fisher	Ms Susan Glinska	The Leader's duty hours
PQ016	Councillor Tim Pollard	Mr Paul W. Sowan	Public access to archives

The attached replies are subject to oral amendment by the Cabinet Member or Committee Chair.

From Ms Katie Findlater

Councillor Simon Hoar

Cabinet Member for Community Safety & Public Protection

Question No.

PQ 001–13

In light of the increasing number of BRIT School students falling victim to muggers, particularly in the area between Selhurst Station, Edith Road and Dagnall Park as they go about their lawful business, what action do the council intend to take to support the school community?

Reply

Muggings are recorded and classified by the Police as Personal Robbery incidents. The Council engaged with police to tackle this problem by tasking Area Enforcement Officers to undertake patrols in the affected area during the times stated, as and when capacity has allowed. To date no incidents have been reported via Community Safety Services. We will continue to provide reassurance as and when required.

The Police tasked pro-active and undercover units to patrol the area every day

The Safer Neighbourhood Teams (Selhurst, Thornton Heath and Bensham Manor) undertook high visibility patrols during the hours of 12 noon till 5pm (as specified by the BRIT school).

The Safer Neighbourhood Teams met regularly with students and parents, attended school assemblies and provided crime prevention advice to students particularly around mobile phone use and crime preventions.

Recently a couple of suspects have been arrested by the police. Patrols continue and local information would indicate and the number of incidents has reduced considerably

From Mr Mark Richardson

Councillor Tim Pollard

Cabinet Member for Children, Families & Learners

Question No.

PQ 002–13

Could you please confirm that libraries will be funded in accordance with Croydon's statutory duties to provided library services?

Is the proposed reduction of funding to a 1/3 i.e. £75K sustainable for Upper Norwood Library?

Reply

The 1964 Public Libraries and Museums Act does not stipulate a set funding regime for public libraries. Nonetheless it can be confirmed that the council has safeguarded the funding and future of the library service by outsourcing the service to an external contractor on a contract of 8 years*.

The funding which has been allocated for Upper Norwood will provide a sustainable service in the proposed community managed model. This funding, alongside that provide by other sources, its income and potential for new funding streams open to community groups, is sufficient to ensure that the library continues to thrive and serve the local community.

* At date of writing the formal status of this process is that the agreement is at preferred bidder status. However, it is expected that the contract is to be signed on 28.1.13.

From Mr James Johnson

Councillor Margaret Mead

Cabinet Member for Adult Services & Health

Question No.

PQ 003–13

Sanderstead Neighbourhood Care provide transport for local residents to medical & hospital appointments and rely on Health Related Driving funding. How do the council propose to help those in the Sanderstead area to get to these appointments if HRD funding is removed?

Reply

Croydon PCT currently funds CNCA to administer the health related driving scheme through its Think Tank budget. I understand that notice that this funding would be withdrawn from 1 April 2013 was given on 29 May 2012. This decision followed a review of all the projects funded through the Think Tank budget. The budget is held by the public health department. Think Tank started in 1994 with the aim of reducing health inequalities and was intended to be targeted at specific wards where there were high levels of deprivation.

The health related driving scheme is clearly valued by those people that use it, but my understanding is that we have limited information about how the service is used, by whom, and the reasons that people use the service. Because public health will become a council responsibility from 2013 I have asked Dr Mike Robinson and his team to review the Think Tank projects where notice has been given that funding will be withdrawn. I have also asked them to work with CNCA to identify if there are other alternative sources of funding. I understand that the review will be complete and any decisions relating to its recommendations made in early February 2013. Any final decision will need to take into account priorities set out in the new joint health and wellbeing strategy. It will also need to have regard to the availability of funding within the public health grant allocation to the council to deliver those priorities.

The council's Supporting Independence Programme already funds a number of local neighbourhood care groups, including Sanderstead Neighbourhood Care, to provide health related driving appointments. Age UK in Croydon and the Red Cross have also recently been awarded additional funding to support clients coming out of hospital for up to 8 weeks and this will include transport to medical appointments.

Free NHS transport can be provided for vulnerable people in Croydon, including

- People who are unable for medical reasons to use private or public transport services for their journey to and from their NHS appointment.

- People who need the care of an ambulance crew during the journey or need the special facilities provided by an ambulance
- People who need the special skills of the ambulance crew to get to and from the vehicle to the clinic, ward or department
- People with other problems which make travelling independently impossible

From Mr Andrew Pelling

Councillor Vidhi Mohan

Cabinet Member for Communities & Economic Development

Question No.

PQ 004–13

Please detail the number of applications received for the Croydon Business Rate Relief Scheme within the originally designated area, along with the number of applications approved to date, providing the names of the successful businesses, if possible.

Reply

4 companies have indicated a strong interest in the scheme, which we expect will materialise into firm applications in 2013. Given the formal contract has not yet been received from GLA, we are limited to the amount of marketing and publicity we can deliver at this stage but expect to increase coverage this quarter.

As a result of the activity to date we have had a number of expressions of interest from companies who do not meet the eligibility criteria but are still interested in moving into Croydon borough. Two examples of this are; a company that has already located to the Purley Way creating 100 logistic jobs and a company interested in a site on Purley Way with a potential for 150-200 jobs. We have also been able to offer advice regarding the Small Business Rate Relief Scheme which is another scheme available to businesses.

At this stage it is not appropriate to name companies who have only indicated an interest in the scheme. However, once we receive successful applications we will use the local media to celebrate the success.

From Mr Peter Collier

Councillor Phil Thomas

Cabinet Member for Highways & Environmental Services

Question No.

PQ 005–13

Please can the Council advise me and the residents of Croydon how badly the disease (Calera fraxinea) that is hitting Ash Trees in the country is affecting the Ash Trees in the Borough, and what is the Council doing with Government support in trying to stop the disease spreading?

Reply

Although outbreaks have been confirmed in Kent and Sussex as yet no Chalara has been found in Croydon.

The Forestry Commission have carried out a sample survey of woodlands in Croydon and have not found and signs of Chalara.

The councils Trees and Woodland Section have also as part of their routine work inspected for signs of Chalara.

They have also carried out inspections when residents have had concerns and sent out relevant information. It now will be spring 2013 before any symptoms become apparent.

The Trees and Woodlands section are keeping up to date with current Forestry Commission advice. In the meantime woodland management, which includes areas of Ash, will continue taking into account this advice.

Given the recent nature of the disease it is also very important to establish the extent of the disease all those who have concerns should report any suspected findings to the Forestry Commission at plant.health@forestry.gsi.gov.uk

From Mrs Caroline Rendle

Councillor Sara Bashford

Cabinet Member for Corporate & Voluntary Sector

Question No.

PQ 006–13

In the light of £10K paid out because the council failed to provide adequate support to a young footballer how much has this council paid in compensation since it took office? Please break down into individual cases.

Reply

Centralised records for compensation payments are only held for cases managed by the corporate complaints resolution team who manage the following types and stages of complaints:

1. Corporate stage two
2. Corporate ombudsman
3. Adult statutory stage one
4. Adult statutory ombudsman
5. Child statutory stage two
6. Child statutory stage three
7. Child statutory ombudsman

Other complaints are managed at departmental level and compensation payments are not recorded corporately.

Since March 2010, of the types and stages of complaint that CRT manages, the council has paid out a total of £23,650.00 in compensation.

The table below provides a breakdown of individual cases:

Case Type	Year	Compensation Amount Paid Out (£)	Brief Description
Corporate Stage two	2011	50.00	In relation to how documents are handled and stored safely.
Corporate Stage two	2012	350.00	In relation to resolution of a water leak within a property
Corporate Stage two	2013	100.00	In relation to ongoing service failures from the Council's Waste Management Contractor, Veolia.

Corporate Stage two Ombudsman	2012	10,000.00	In relation to educational provision
Corporate Ombudsman	2010	300.00	In relation to a housing application
Corporate Ombudsman	2012	1,950.00	In relation to educational provision
Corporate Ombudsman	2013	6,500.00	In relation to educational provision
Corporate Ombudsman	2012	3,000.00	In relation to social services
Corporate Ombudsman	2010	500.00	In relation to a housing application
Child Statutory Ombudsman	2012	750.00	In relation to foster care
Child Statutory Ombudsman	2012	150.00	In relation to educational provision

From Mr Andrew Rendle

The Leader

Question No.

PQ 007–13

Recently vital council decisions have been debated and taken in private. This has resulted in many residents and the local press seeing the council as secretive, shady and acting without the best intentions of the public at heart. Is Councillor Fisher concerned and if so what will he be doing to rectify the tarnished image of his administration?

Reply

I am grateful for this question as it gives me a real opportunity to show how effective the Council Constitution is in promoting openness and transparency.

Local government legislation since 1972, contains a presumption of open and public meetings but allows for private meetings in defined circumstances. This is recognition by Parliament that not every discussion can take place in public.

The Constitution creates a partnership between employed officers and elected Councillors and also creates checks and balances which allow Full Council and Scrutiny to consider, review and openly question the work of the cabinet.

This question does not specify any particular issue but may be referring to the Libraries contract. The libraries contract is indeed an example of how the Constitution worked very effectively to ensure that information was brought into the open. The corporate services committee (a cross party committee) after much deliberation made a recommendation to a cabinet Member. The cabinet member after deliberation accepted the recommendation. . The cabinet Member decision was circulated to all Councillors. Nearly 40 Councillors asked for the decision to be reviewed.

A number of conservative Councillors “called in” the decision in such a way as to allow the whole discussion to take place in public. A number of Labour Councillors also “called in” the decision but in such a way that the discussion could only take place in private. I would ask Mr Rendle to consider which of these two “call ins” tarnishes the image of the council – the Conservative call in or the Labour call in?

In answer to Mr Rendle’s further question. Yes, I am concerned that even though this administration did everything to ensure cross party debate and discussion the perception of secrecy still persists, fanned I would add by the labour opposition whose own “call in” did not allow public discussion..

The fact is that the library decision was made public by the Council. The decision was

widely published in the local press. Over 40 Councillors asked for the decision to be reviewed. It was reviewed. Even now weeks after the event members of the public still have the opportunity to ask questions about it. I would hardly call this “secretive and shady”

However, following scrutiny review I can report that the Council’s Director of Democratic and Legal Services has been working with internal officers and with relevant committee chairmen to ensure that much more information is put into the public domain. We are always striving to ensure continuous improvement in everything that we do and that includes the level of information placed in the public domain.

Another example of how the Constitution creates checks and balances is the opportunity given to Members of the public to ask questions in an open public meeting. I applaud Mr Rendle’s vigilance, as it is the vigilance of the public which protects our democratic institutions.

From Dr Nigel Elliott

The Leader

Question No.

PQ 008–13

In what ways has the Council incorporated the action plan recommended in the National Archives policy 'Archives for the 21st Century in action: refreshed 2012-15' into its proposed strategy for the Croydon Archive Service contained in Budget Options 2013-15, namely to reduce 'the archive service to a statutory minimum?

Reply

The introduction to 'Archives for the 21st Century in action: refreshed 2012-15' says that the document "takes a fresh look at how, even in a challenging economic climate, those who care about our archival heritage can continue to help their communities get more out of their archives".

The advice and guidance provided in this publication is therefore welcome and is one of several sources of relevant information that is being taken into account in shaping the future of Croydon's Archive Service. The document does not, however, set out the statutory requirements of archive services so does not assist the Council in defining the minimum requirements.

From Mr John Cartwright

The Leader

Question No.

PQ 009–13

What will the council do over the next few years to contribute to a general economic recovery and to prevent the ultimate catastrophe of a Labour victory in the local elections in 2014?

Reply

Thank you for your question and you are right to say that a Labour victory in 2014 would be a catastrophe for Croydon.

Unfortunately my colleagues from the other side of the chamber don't really understand how the economy works or how important it is to attract investment and jobs into Croydon. This administration has worked hard to keep regeneration moving in Croydon, particularly following the August 2011 riots. You will no doubt have heard the excellent news regarding the joint partnership between Hammersons and Westfield that will not just revitalise the North End, but will make Croydon one of the most prestigious destinations in the Croydon.

You may have also heard that the Local Government Chronicle announced this week that our innovative regeneration vehicle has been shortlisted for one of their prestigious national awards. That success builds on our many investments in the Croydon economy. To name but a few, the new railway bridge at East Croydon station is improving access; the extra trams we have bought are helping people to get in and around the Borough; the new leisure centre at Waddon, Thornton Heath Library and investment in our Parks to be Proud of scheme are all making the borough a more competitive and attractive destination.

Of course, we don't rest on our laurels, we recently developed a new five year Economic Development Plan that sets out the priorities and actions to ensure that the borough is well placed to work towards economic recovery. The Plan is backed up by a strong working partnership with colleagues from the private, public and voluntary sectors. The priorities for action are:

- Creating the right town centre mix
- Proactive inward investment service
- Retain existing business and grow the business base
- Positively promote Croydon and
- Improve skills and employability of local residents.

Under each priority a set of actions will be delivered with clear measurable outcomes.

At the same time a number of projects funded from the London Mayor's Regeneration Fund will be delivered in the areas affected by the public disorder. In addition to the £18m investment in infrastructure and public realm, a £5m business support package will be delivered in the next two/three years. This package includes the following projects:

- New Innovation Centre in central Croydon
- Business rate relief scheme covering Croydon New Town (the area between West and East Croydon stations)
- Retail support (for the businesses in the high streets affected by the disorder)
- West Croydon Investment programme consisting of 6 projects namely
 - o Enterprise hub
 - o Safer-cleaner co-ordinator
 - o Community audit and community connectors
 - o Root and Branch projects (young people particularly NEETs)
 - o Local employment creation and
 - o Entrepreneurs of the future.

All these projects will also bring a substantial amount of match funding from the public, private and community sectors and add to an already large volume of activity and projects to ensure the economy recovers.

Come June 2014, the people of Croydon will have the straightforward choice between a party that cares about jobs and investment and has a track record of delivering on them, or a party whose specialist subject is sending the public coffers bust.

From Mr John Hickman

Councillor Tim Pollard

Question No.

PQ 010–13

As a regular user of the Local Studies Library and Archives, I am aware there are only three members of staff (not all full time). If there are further reductions to the service as presented in the recent budget proposals, how do you envisage that an open door service be maintained?

Reply

We are committed to retaining as much of this valued service as possible and we are in the process of considering a number of options that may be able to keep the local archives as accessible including some open access for the public.

From Mr Tony Martin

Councillor Tim Pollard

Question No.

PQ 011–13

Why is the National Front website blocked by Croydon Library computers? Who is responsible for blocking websites? And when will Croydon residents be able to view the websites of all legally registered political parties on Library computers?

Reply

Croydon Libraries' public access internet is provided via the London Grid for Learning (LGfL) network and is subject to their acceptable use policy and filtering software. This filtering software checks a large database of website addresses (URLs) which have been categorised according to their content. A large number of websites, too numerous to list, are blocked because their content is violent, sexually explicit, racist, terrorist, or inappropriate for use in a public space.

It is possible to re-categorise a website at a local level but any decision must be made against the criteria above and not contravene the LGfL acceptable use policy.

The request to unblock the National Front website has been considered. The site falls under the LGfL category of "racism and hatred" which is why it is blocked.

From Mr Mark Samuel

The Leader

Question No.

PQ 012–13

Will the leader please detail by every department, the times and dates of the on-going testing of ALL I.T. systems, BEFORE they are either decanted from Taberner House and elsewhere (or newly provided) into Bernard Wetherill House, in order to ensure a fully-functional service to tax-payers from the word go?

Reply

Thank you for your question.

All IT network infrastructure in Bernard Weatherill House will be tested during the 3 month fit out period from June to August 2013 before the decant starts in September 2013.

All communication lines to be transferred from Taberner House to Bernard Weatherill House will also be tested during this 3 month fit out period.

There will be no move of servers as these will remain in our London City Data Centre and therefore it will not be necessary to test these systems prior to decant because they are not moving.

The actual move and reconnection of desktop IT equipment including PC's, phones and printers will be scheduled at weekends to avoid disruption. All desktop IT equipment will be tested following installation, and there will be IT staff on site on the Monday after each decant should any problems arise.

From Dr Marzia Nicodemi

The Leader

Question No.

PQ 013–13

What is the financial charge being paid by Gavin Barwell MP for his public meeting about benefits in the Town Hall on 19 February?

What is the standard rate for hiring rooms in the Town Hall for members of the public?

Reply

As this meeting has not yet taken place we are not able to give a full list of charges for this booking. An invoice will be raised after the event so that any additional requirements such as refreshments, IT equipment etc that may be required can be added to the booking costs.

The charge for the use of the Council Chamber will be £125 for a half day.

Members of the public are not able to hire rooms in the Town Hall.

From Mr Steven Downes

The Leader

Question No.

PQ 014–13

Which individuals among officers, councillors, Freemen, Aldermen and MPs receive

- a) free street parking permits
- b) free Members' Car Park permits
- c) free Members' Car Park permits (restricted use)

and how is HMRC advised of the value of this benefit?

Please notate number of permits per individual.

Reply

Street Parking permits are issued to Councillors for use on Council business. Each Councillor is permitted two permits. MPs are also permitted 2 permits again for constituency work only. Each of the Mayoral cars is allocated a permit for use when on official business. The total number of permits issued is 95.

With regard to the Members Car Park,

Councillors have access to this area, permits are not required although can be requested.

Freeman and Honorary Alderman are able to park in the Members Car Park, 22 permits have been issued. Use is restricted to attendance at meetings or after 5.30pm unless a Council meeting is being held.

Any permits required by staff are paid for by their departments and are allocated against strict criteria.

As this is for business use only this is not a taxable benefit.

Member Permit 2012-2013

Councillor

ARRAM	2
AVIS	
AYRES	2
BAINS	2
BASHFORD	2
BASS	2
BEE	
BONNER	
BUTLER	
BUTTINGER	2
CHATTERJEE	2
CHOWDHURY	
CLOUDER	
COLLINS	
CROMIE	
CUMMINGS	
FISHER	
FITZE	2
FITZSIMONS	
FLEMMING	
GATLAND	
GEORGE-HILLEY	2
GODFREY	
GRAY	
HALE	2
HALL	
HARRIS	
HAY-JUSTICE	
HOAR	
HOLLANDS	
HOPLEY	
JEWITT	
KABIR	2
KELLETT	
KHAN B	2
KHAN S	
KYEREMEH	
LAWLOR	
LENTON	
LETTS	2
MANSELL	
MARSHALL	
MEAD M	
MEAD D	2
MOHAN	
NEAL	
NEWMAN	
O'CONNELL	2
OSLAND	2
PARKER	
PEARSON	2
PERRY	2
POLLARD H	

POLLARD T	2
QUADIR	2
RAJENDRAN	
RYAN G	
RYAN P	
SCOTT	
SELVA	
SHAHUL-HAMEED	2
SLIPPER	
SMITH	
SPEAKMAN	
THOMAS	2
WATSON	
WENTWORTH	2
WINBORN	2
WOODLEY	
WRIGHT	

BARWELL MP
OTTAWAY MP 2

Dick Adamson	Alderman
Gee Bernard	Alderwoman
Richard Billington	Alderman
Peter Bowness	Alderman
David Congdon	Alderman
Maurice Fowler	Alderman
Wally Garratt	Alderman
Elaine Gibbon	Alderwoman
Pat Hecks	Alderman
Ian Croft	Alderman
Ron Bowker	Alderman
Geraint Davies	Alderman
Chris Allen	Alderman
Marilyn Allen	Alderwoman
Peter Campbell	Alderman
Peter Champion	Alderman
Adrian Dennis	Freeman
Anna Hawkins	Alderwoman
Peter Hopson	Alderman
Mick Jewitt	Alderman
Raj Chandarana	Alderman
Brenda Kirby	Alderman

From Ms Susan Glinska

The Leader

Question No.

PQ 015–13

In December, I asked Council Leader Mike Fisher to detail the hours he has spent on duty in his Town Hall office and list the committee and other council meetings attended since May 2010.

We understand that he is an elected official.

Will he now please answer the question?

Reply

Rather than being on duty, I can assure the questioner that I spend many hours each week working on Council business, whether that be in meetings at the Town Hall, speaking with residents and businesses across the Borough, reading papers and answering correspondence at home or visiting other organisations across London fighting for a better deal for Croydon.

The duration of those events naturally varies depending on their nature – the life of a Council Leader is very diverse. There is no such thing as an average week but my work typically contains numerous meetings, telephone conversations and e-mail discussions with officers, residents' groups, business groups, Croydon Police, the Health Service, voluntary organisations, and other organisations.

To give two examples from recent weeks:

Councillor Dudley Mead and I together with Gavin Barwell MP and the Chief Executive met with the Housing Minister, Mark Prisk MP and Lord Freud, Minister for Welfare Reform to discuss the issue of homelessness in Croydon and the implications of the introduction of a benefit cap. This meeting was not in my office, but in Whitehall.

I chaired the press conference at the Fairfield Halls when the news was announced that Westfield and Hammerson are joining forces to invest a billion pounds in the development of Croydon's Town Centre. This was the successful culmination of a great deal of hard work by Councillors, Council officers, the GLA and the Mayor of London committed to delivering the best for the borough, its residents and its visitors.

I'm sorry that I don't hold the exact information that you have asked for, but please be assured that I am passionate about the services this Council provides and am working tirelessly with my colleagues to give people that live and work in Croydon the best chance and the best services that local government can offer.

In terms of formal Council meetings, this information is a matter of public record in the form of minutes and the table below brings together that information:

Meeting	Date	Present
Full Council	13 May 10	Yes
Cabinet	14 Jun 10	Yes
Traffic Management Cabinet Committee	21 Jun 10	Yes
Mayoralty & Honorary Freedom Selection Sub	28 Jun 10	Yes
Cabinet	12 Jul 10	Yes
Extraordinary Council Meeting	19 Jul 10	Yes
Full Council	19 Jul 10	Yes
Full Council - Special Meeting	19 Jul 10	Yes
Cabinet	20 Sep 10	Yes
Cabinet	11 Oct 10	Yes
Traffic Management Cabinet Committee	12 Oct 10	Yes
Full Council	18 Oct 10	Yes
Cabinet	15 Nov 10	Yes
Traffic Management Cabinet Committee	23 Nov 10	Yes
Full Council	06 Dec 10	Yes
Cabinet	13 Dec 10	Yes
Cabinet	24 Jan 11	Yes
Full Council	31 Jan 11	Yes
Mayoralty & Honorary Freedom Selection Sub	31 Jan 11	Yes
Traffic Management Cabinet Committee	09 Feb 11	Yes
Cabinet	21 Feb 11	Yes
Full Council	28 Feb 11	Yes
Cabinet	21 Mar 11	Yes
Shadow Health & Wellbeing Board	07 Apr 11	No
Full Council	11 Apr 11	Yes
Cabinet	16 May 11	No
Full Council	23 May 11	Yes
Cabinet	13 Jun 11	Yes
Traffic Management Cabinet Committee	20 Jun 11	Yes
Shadow Health & Wellbeing Board	23 Jun 11	Yes
Appointments Sub	11 Jul 11	Yes
Cabinet	11 Jul 11	Yes
Full Council	18 Jul 11	Yes
Extraordinary Council Meeting	07 Sep 11	Yes
Shadow Health & Wellbeing Board	15 Sep 11	No
Cabinet	19 Sep 11	Yes
Cabinet	10 Oct 11	Yes
Shadow Health & Wellbeing Board	13 Oct 11	No
Full Council	17 Oct 11	Yes
Cabinet	14 Nov 11	Yes
Full Council	05 Dec 11	Yes
Cabinet	12 Dec 11	Yes
Cabinet	23 Jan 12	Yes
Full Council	30 Jan 12	Yes

Mayoralty & Honorary Freedom Selection Sub	30 Jan 12	Yes
Cabinet	20 Feb 12	Yes
Full Council	27 Feb 12	Yes
Cabinet	19 Mar 12	Yes
Extraordinary Council Meeting	19 Mar 12	Yes
Traffic Management Cabinet Committee	18 Apr 12	Yes
Cabinet	23 Apr 12	Yes
Full Council	30 Apr 12	Yes
Full Council	21 May 12	Yes
Cabinet	11 Jun 12	Yes
Extraordinary Council Meeting (1)	02 Jul 12	Yes
Extraordinary Council Meeting (2)	02 Jul 12	Yes
Full Council	02 Jul 12	Yes
Cabinet	09 Jul 12	Yes
Cabinet	17 Sep 12	No
Traffic Management Cabinet Committee	24 Sep 12	Yes
Full Council	15 Oct 12	Yes
Cabinet	16 Oct 12	Yes
Cabinet	12 Nov 12	Yes
Traffic Management Cabinet Committee	19 Nov 12	Yes
Cabinet	10 Dec 12	Yes

From Mr Paul W. Sowan

Councillor Tim Pollard

Question No.

PQ 016–13

Can you confirm that you are familiar with the Government's published Guidance on the interpretation of those parts of the Local Government Act 1972 that refer to public access to archives deposited with the Council, and with the linked requirement for appropriate professional staffing?

Reply

I can confirm that I am familiar with the government's published guidance of the interpretation of the parts of the Local Government Act 1972 that refer to public access to archives deposited with the Council and with the linked requirement for appropriate professional staffing.

The Local Government Act, 1972 section 224 requires local authorities to 'make proper arrangements with respect to any documents that belong to or are in the custody of the council of any of their officers. In 1999 the Department for the Environment, Transport and the Regions (now the Department for Communities and Local Government) issued guidance on 'proper arrangements' including records with historical value and which should be kept by an established archive service.

This guidance covers the following areas

- Preservation and Access
- Records management
- Management of electronic records
- Archives
- Proper arrangements for archives
- Legislative framework and standards

Under Proper Arrangements for archives the guidance says the following:

Authorities will need to consider what staffing is required in terms of number, qualifications and experience in order to keep the records safe and make them available for public inspection; to ensure that proper advice is made available to the authority and to other owners of records on their care; to prepare adequate finding aids; and to take necessary practical steps for the preservation and conservation of the records. Staffing should include suitably trained people which may include professionally qualified archivists and records managers, professionally qualified conservators and non-professional archives or records assistants. It should also include clerical and support.