

LONDON BOROUGH OF CROYDON

To: All Members of Council
Croydon Council website
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PUBLIC NOTICE OF KEY DECISIONS MADE BY EXECUTIVE DIRECTOR OF PLACE ON 28 OCTOBER 2019

This statement is produced in accordance with Regulation 13 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

In accordance with the Scrutiny and Overview Procedure Rules, the following decisions may be implemented from **1300 hours on 5 November 2019** unless referred to the Scrutiny and Overview Committee (ie after 13.00 hours on the 6th working day following the day on which the decision was taken). The call-in procedure is appended to this notice.

The following apply to the decision below:

Reasons for these decisions: are contained in the attached Part A report

Other options considered and rejected: are contained in the attached Part A report

Details of conflicts of interest declared by the decision maker: None

Note of dispensation granted by the Head of Paid Service in relation to a declared conflict of interest by that decision maker: None

The Leader of the Council has delegated to the decision maker the power to make the Key Decisions noted out below:

Decision Title: SUSTAINABLE CROYDON

Key Decision No: 0619PL

Having carefully read and considered the Part A report and the requirements of the Council's public sector equality duty in relation to the issues detailed in the body of the report, the Executive Director of Place

Details of decision:

RESOLVED: To

1. Approve the Citizen's Assembly methodology; and
2. Note the information about the Sustainable Croydon Commission proposal for a November report.

Signed: Council Solicitor and Monitoring Officer

Notice Date: 29 October 2019

Scrutiny Referral/Call-in Procedure

1. The decisions may be implemented **1300 hours on 5 November 2019** (the 6th working day following the day on which the decision was taken) unless referred to the Scrutiny and Overview Committee.
2. The Council Solicitor shall refer the matter to the Scrutiny and Overview Committee if so requested by:-
 - i) the Chair or Deputy Chair of the Scrutiny and Overview Committee and 4 members of that Committee; or
 - ii) 20% of Council Members (14)
3. The referral shall be made on the approved pro-forma (*attached*) which should be submitted electronically or on paper to Victoria Lower by the deadline stated in this notice. Verification of signatures may be by individual e-mail, fax or by post. A decision may only be subject to the referral process once.
4. The Call-In referral shall be completed giving:
 - i) The grounds for the referral
 - ii) The outcome desired
 - iii) Information required to assist the Scrutiny and Overview Committee to consider the referral
 - iv) The date and the signatures of the Councillors requesting the Call-In
5. The decision taker and the relevant Chief Officer(s) shall be notified of the referral who shall suspend implementation of the decision.
6. The referral shall be considered at the next scheduled meeting of the Scrutiny & Overview Committee unless, in view of the Council Solicitor, this would cause undue delay. In such cases the Council Solicitor will consult with the decision taker and the Chair of Scrutiny and Overview to agree a date for an additional meeting. The Scrutiny & Overview Committee may only decide to consider a maximum of 3 referrals at any one meeting.
7. At the Scrutiny & Overview Committee meeting the referral will be considered by the Committee which shall determine how much time the Committee will give to the call in and how the item will be dealt with including whether or not it wishes to review the decision. If having considered the decision there are still concerns about the decision then the Committee may refer it back to the decision taker for reconsideration, setting out in writing the nature of the concerns.
8. The Scrutiny and Overview Committee may refer the decision to Full Council if it considers that the decision is outside of the budget and policy framework of the Council.
9. If the Scrutiny and Overview Committee decides that no further action is necessary then the decision may be implemented.

10. The Full Council may decide to take no further action in which case the decision may be implemented.
11. If the Council objects to the decision it can nullify the decision if it is outside of the policy framework and/or inconsistent with the budget.
12. If the decision is within the policy framework and consistent with the budget, the Council will refer any decision to which it objects together with its views on the decision. The decision taker shall choose whether to either amend / withdraw or implement the original decision within 10 working days or at the next meeting of the Cabinet of the referral from the Council.
13. The response shall be notified to all Members of the Scrutiny and Overview Committee
14. If either the Council or the Scrutiny and Overview Committee fails to meet in accordance with the Council calendar or in accordance with paragraph 6 above, then the decision may be implemented on the next working day after the meeting was scheduled or arranged to take place.
15. **URGENCY:** The referral procedure shall not apply in respect of urgent decisions. A decision will be urgent if any delay likely to be caused by the referral process would seriously prejudice the Council's or the public's interests. The record of the decision and the notice by which it is made public shall state if the decision is urgent and therefore not subject to the referral process.

Signed: Council Solicitor and Monitoring Officer

Notice Date: 29 October 2019

Contact Officers: victoria.lower@croydon.gov.uk and cliona.may@croydon.gov.uk

PROFORMA

**REFERRAL OF A KEY DECISION TO THE
SCRUTINY AND OVERVIEW COMMITTEE**

For the attention of: Victoria Lower, Democratic Services & Scrutiny
e-mail to
Victoria.lower@croydon.gov.uk and cliona.may@croydon.gov.uk

Meeting:
Meeting Date:
Agenda Item No:

Reasons for referral:

- i) The decision is outside of the Policy Framework
- ii) The decision is inconsistent with the budget
- iii) The decision is inconsistent with another Council Policy
- iv) Other: Please specify:

The outcome desired:

**Information required to assist the Scrutiny and Overview Committee to consider
the referral:**

Signed:

Date:

Member of _____ Committee

REPORT TO:	EXECUTIVE DIRECTOR PLACE
SUBJECT:	A Sustainable Croydon Update - Citizen's Assembly
LEAD OFFICER:	Shifa Mustafa, Executive Director of Place Gavin Handford, Director of Policy & Partnerships
CABINET MEMBER:	Cllr Tony Newman, Leader of the Council All Cabinet Members
WARDS:	All

CORPORATE PRIORITY/POLICY CONTEXT/ AMBITIOUS FOR CROYDON

The recommendations contained in this report aims to deliver against multiple priorities outlined in the Corporate Plan including but not limited to:

- Improved air quality, especially at or near schools
- To increase resident engagement to
- Transport, digital and social infrastructures are effective and support economic growth
- Less reliance on cars, more willingness to use public transport, walk and cycle

[Corporate Plan for Croydon 2018-2022](#)

FINANCIAL IMPACT

The Citizen's Assembly and all costs associated will be funded from within existing revenue budgets.

FORWARD PLAN KEY DECISION REFERENCE NO.: 0619PL

The notice of the decision will specify that the decision may not be implemented until after 13.00 hours on the 6th working day following the day on which the decision was taken unless referred to the Scrutiny and Overview Committee.

The Leader of the Council has delegated to the Executive Director of Place the power to make the decisions set out in the recommendations below

1. RECOMMENDATIONS

The Executive Director is recommended to

- 1.1 To give final approval of the Citizen's Assembly methodology.
- 1.2 Note the information about the Sustainable Croydon Commission proposal for a November report.

2. EXECUTIVE SUMMARY

- 2.1 This report is an update from the Sustainable Croydon Update taken to Cabinet in September. That information only report provided a summary of the Sustainable Croydon Summit 2019 on the 27th June where the Leader announced the intention to take a declaration of Climate and Ecological Emergency to Council. This was unanimously ratified by Full Council on the 15th July.
- 2.2 The proposal for the Citizen's Assembly mentioned in the next steps of the September report is detailed in this report for the approval of the Executive Director Place.

3. CLIMATE EMERGENCY

- 3.1 At the start of the Croydon Sustainable Summit, which was opened by Shirley Rodrigues – Deputy Mayor for Environment and Energy for London – Councillor Tony Newman, Leader of the Council, declared a climate emergency. This was recognition from the Council that the damage to the world's climate had reached a state of crisis requiring urgent, significant action. We are at a critical point in time, where immediate change is necessary at an international, national and local level to ensure the best possible future for our community.
- 3.2 This emergency does not merely severely impact upon the environment but our health, with many individuals hospitalised by the poor air quality resulting from pollution. A radical agenda is therefore needed to create a sustainable borough to protect the people of Croydon. This agenda must be led by young people so that the needs of future generations are embedded into the borough's plans, but all of us have a responsibility.
- 3.3 In recognition of the need for ambitious and effective change the Leader made the commitment to make Croydon Council carbon neutral by 2030 to ensure we take personal responsibility and react appropriately to this severe global issue. Further, the Leader also announced Croydon's ambition to become the leading sustainable green place in London to ensure we are doing all we can at a local level to do our part.
- 3.4 In the weeks after the Summit, Cabinet considered a report which was referred to Full Council and led to the official declaration of a Climate and Ecological Emergency by the Council on July 15 2019. The report also committed to empowering businesses and residents to play their part in making Croydon the most sustainable borough in London.
- 3.5 Already, action has been taken to make Croydon a greener, more sustainable place:
- The Green Croydon Fund of £250k was announced at the summit - this annual fund provides funding support for projects, activities and initiatives that promote environmental protection, green living and a sustainable lifestyle in Croydon and link into the priorities identified in the Council's Corporate Plan. The fund launched on the 1st October 2019.

- An increase in the recycling rate borough-wide by 9%;
- A published five-year Air Quality Action Plan 2017 – 22;
- More than 1,500 new bin installations all across the borough to revamp the system for waste collection;
- The School Street Scheme which prohibits most vehicular transport at the start and end of the school day to improve air quality around schools in the scheme and protect children from the harms of air pollution;
- The award-winning “Don’t Mess with Croydon” campaign
- A commitment to planting at least 3,500 trees between 2018 – 2023;

3.6 However, more must be done to ensure that the Council fulfils its commitment to becoming carbon neutral by 2030 and for Croydon to become a sustainable city. This will also tie into the Mayor of London’s commitment for London to become carbon neutral by 2050.

4. CITIZEN’S ASSEMBLY

4.1 This report is proposing the launch of a Citizen’s Assembly this autumn, of which the first theme discussed will be targeting Climate Change.

4.2 A citizens' assembly is a group of people who are brought together to discuss an issue or issues and reach a conclusion about what they think should happen. Using this method would ensure that the actions the Council takes in regards to climate change would be heavily influenced by the voice of residents.

4.3 Multiple Councils have undertaken Citizen’s Assemblies after declaring climate emergencies to great success including Camden Council.

Recruiting Assembly Members

4.4 The Council will be working with an independent consultant to deliver this Citizen’s Assembly to ensure that the recommendations that result from the assembly will be independent and based solely on resident input.

4.5 In order for an assembly to come to a borough-wide consensus of opinion, members of the community will be recruited and entered into a pool where 70 residents will then be selected by the various aspects of Croydon across wards, and across groups that share protected characteristics to ensure they are representative of our borough’s diverse communities. The aim is to retain as many assembly members for all three sessions; only an average of 50 are expected to attend from the 70 invited.

4.6 Assembly members will be provided with £50 worth of vouchers from a selected retailer for each session they attend to encourage those selected to participate in all three of the meetings that are currently being planned. Members will need to attend all three sessions to receive the vouchers.

Assembly Meeting Management and Results

- 4.7 Once participants have been recruited to take part in the Citizen's Assembly process, they will be provided with pre-meeting briefings before each meeting to ensure that they are clear about what to expect before each session. This should also allow each member to take an active approach over the course of the assembly.
- 4.8 The content of the meetings will be co-designed by the independent consultant with the Council to ensure that the assembly members are:
- Informed of any relevant background information regarding climate change and lowering carbon emissions in Croydon and London for context;
 - Given the opportunity to scope the issue of climate change in Croydon in the first session;
 - Able to take evidence and explore options around what can be done in Croydon to lower our carbon emissions across the borough as well as a Council;
 - Able to form a conclusion based on the scoping they have done and the evidence they have seen to produce a set of recommendations to be taken to Cabinet for the review of Council Members.
- 4.9 The meetings will be scheduled to take place over a 2.5hr slot during either evenings or Saturdays around the borough depending on the availability of assembly members to ensure most are able to attend.
- 4.10 The independent consultant will design deliberative activities to produce focussed outputs and summary reports after each event.
- 4.11 A final report will be produced after the last session which will include details of the whole process as well as summary outputs and a set of recommendations from the assembly members.

5. SUSTAINABLE CROYDON COMMISSION

- 5.1 The Council is working with the New Economics Foundation to draft a terms of reference for a Sustainable Croydon Commission to be brought to November 2019 Cabinet for approval.
- 5.2 This commission is to identify long term goals in order to dramatically reduce the Council's carbon emissions as well as recommend realistic actions in order for Croydon as a borough to become a sustainable city.
- 5.3 As has been said from the beginning with the Sustainable Croydon Summit, the Council intends to work closely with residents, including young people, and businesses to become more sustainable. To this end, the New Economics Foundation is currently consulting with stakeholders around the borough to form the proposal for a commission independent from the Council.
- 5.4 More information will be provided in the November report.

6. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 6.1 The costs associated with the Citizen's Assembly will be funded from within existing revenue budgets.
- 6.2 The allocation of funding and the outcomes of the Citizen's Assembly will be monitored regularly.

Approved by: Lisa Taylor, Director of Finance, Investment and Risk (s151 Officer)

7. LEGAL CONSIDERATIONS

- 7.1 The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the report recommendations raise no specific legal implications requiring comment. The recommendations identify further work to be carried out and as this progresses it is likely that legal issues will need to be considered in more detail and the Legal Team will assist with this as required.

Approved by: Sandra Herbert Head of Litigation and Corporate Law on behalf of the Director of Law and Governance & Monitoring Officer.

8. HUMAN RESOURCES IMPACT

- 8.1 There are no immediate HR implications arising for the recommendation but further assessments will be undertaken over the course of the assembly.

Approved by: Sue Moorman, Director of Human Resources

9. EQUALITIES IMPACT

- 9.1 The Citizen's Assembly members will be recruited to form a representative sample of Croydon's diverse population to ensure we take on board the views of and hear the voices of all our residents.

Approved by: Yvonne Okiyo, Equalities Manager

10. ENVIRONMENTAL IMPACT

- 10.1 There will be no direct environmental impacts from the Citizen's Assembly however, the meetings will encourage residents to think and act on ways to become more sustainable and lower their carbon footprint.
- 10.2 The recommendations that come out of the assembly and the actions taken as a result will lower our carbon emissions as a Council and a borough with direct input from Croydon residents.

10.3 This project should ensure that the Council identifies what is necessary to achieve Croydon's aim to be carbon neutral by 2030 and London's commitment of 2050 with resident input.

11. CRIME AND DISORDER REDUCTION IMPACT

11.1 No expected impact.

12. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION

12.1 The assembly has been recommended as a course of action to immediately affect climate change with resident input.

13. OPTIONS CONSIDERED AND REJECTED

13.1 No other options beyond the Sustainable Croydon Commission have been considered at this stage.

14. DATA PROTECTION IMPLICATIONS

14.1 **WILL THE SUBJECT OF THE REPORT INVOLVE THE PROCESSING OF 'PERSONAL DATA'?**

YES

The Citizen's Assembly recruitment process will require personal details for each assembly member including but not limited to:

- Name
- Address
- Date of birth
- Ethnicity
- Email address
- Contact number

14.2 **HAS A DATA PROTECTION IMPACT ASSESSMENT (DPIA) BEEN COMPLETED?**

YES

All personal information that will be captured, transferred and stored over the course of the Citizen's Assembly by both the independent consultant and Croydon will be kept in line with GDPR requirements. Participants will be informed of this at the recruitment stage.

Approved by: Gavin Handford, Director of Policy and Partnerships

CONTACT OFFICER:

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Ext 62545

APPENDICES TO THIS REPORT:

None

BACKGROUND DOCUMENTS:

None