

London Borough of Barking and Dagenham

Notice of Meeting

ASSEMBLY

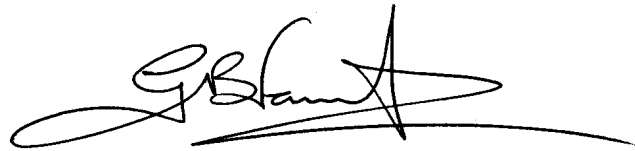
Wednesday, 5 March 2003 - Town Hall, Barking, 7:00 pm

To: Members of the Council of the London Borough of Barking and Dagenham

Chair: Councillor J Davis
Deputy-Chair: Councillor D F Best

Declaration of Members Interest

In accordance with Article 1, paragraph 12 of the Council's Constitution, Members are asked to declare any direct/indirect financial or other interest they may have in any matter, which is to be considered at this meeting



Graham Farrant
Chief Executive

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AGENDA

1. **Apologies for Absence**
2. **To confirm as correct the minutes of the Assembly held on 12 February 2003 (Pages 1 - 3)**
3. **Tribute to the late Councillor Laurie Bunn (Page 5)**
4. **Members Appointments (oral)**
5. **Petition relating to flooding in Church Elm Lane, Dagenham (Pages 7 - 8)**
6. **Local Issues (for discussion) (Pages 9 - 18)**

- (i) Councillor Osborn will introduce a video showing what the Council is doing to take Cleaner, Greener, Safer issues forward in the Borough
- (ii) National Service Framework for Older People's Services - Presentation by Catherine Mitchell, Director of Older People's Services Primary Care Trust/Social Services (background report attached for Members information)

7. Report of the Executive (for decision) (Pages 19 - 48)

8. Leader's Question Time (for response)

The following question has been received from Councillor Jeyes:

'May consideration be given to terminating the use of Hay Consultancy. All employees should be considered with equity. This could be our contribution to stop leapfrogging of salaries throughout England.'

9. General Question Time (for response)

10. Report of the Scrutiny Management Board (for information) (Pages 49 - 51)

11. Report of the Development Control Board (for information) (Page 53)

12. Report of the Personnel Board (for information) (Pages 55 - 56)

13. Report of the Borough Finance Officer (Pages 57 - 63)

The Budget 2003/04

14. Any other public items which the Chair decides are urgent

15. To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.

Private Business

The public and press have a legal right to attend Council meetings such as the Assembly, except where business is confidential or certain other sensitive information is to be discussed. The following shows why the item is in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972).

16. Report of the Chief Executive

Chief Executive's Department - Restructuring (to follow on Friday)

Concerns information about individual Council employees (paragraph 1)

17. Any other confidential or exempt items which the Chair decides are urgent

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ASSEMBLY

Wednesday, 12 February 2003
(7:00 - 7:35 pm)

PRESENT

Councillor J Davis (Chair)
Councillor D F Best (Deputy Chair)

Councillor J L Alexander	Councillor Ms M G Baker
Councillor W F L Barns	Councillor Mrs J E Bruce
Councillor A C Clark	Councillor L A Collins
Councillor B Cook	Councillor A H G Cooper
Councillor Mrs V W Cridland	Councillor R J Curtis
Councillor W C Dale	Councillor C J Fairbrass
Councillor M A R Fani	Councillor D J Felton
Councillor C Geddes	Councillor A Gibbs
Councillor M W Huggins	Councillor I S Jamu
Councillor R J E Jeyes	Councillor T J Justice
Councillor D S Miles	Councillor D O'Brien
Councillor B M Osborn	Councillor J W Porter
Councillor Mrs V M Rush	Councillor L A Smith
Councillor Mrs P A Twomey	Councillor T G W Wade
Councillor J P Wainwright	Councillor L R Waker

APOLOGIES FOR ABSENCE

Councillor Mrs J Blake	Councillor Mrs E E Bradley
Councillor G J Bramley	Councillor H J Collins
Councillor Mrs J Conyard	Councillor Mrs J E Cooper
Councillor J R Denyer	Councillor Mrs K J Flint
Councillor Mrs D Hunt	Councillor F C Jones
Councillor S Kallar	Councillor M A McCarthy
Councillor M E McKenzie	Councillor Mrs C T Osborn
Councillor Mrs J E Rawlinson	Councillor S Summerfield
Councillor A G Thomas	Councillor Mrs M M West

62. Councillor L E Bunn

There was a minute's silence in memory of the late Councillor Laurie Bunn. Tributes will be made at the next meeting.

63. Minutes (8 January 2003)

Agreed.

64. Petitions Calling for Traffic Calming Measures in Lichfield Road, Dagenham

Considered two petitions signed by the residents of Lichfield Road, Dagenham, calling for traffic calming measures. The petitioners expressed concerns regarding the speed of traffic using Lichfield Road as a cut through to avoid the traffic signals at the 'Robin

Hood' junction. Fears were also raised following a slight accident involving a four year old child. These were introduced by one of the lead petitioners, Ms S Connor.

Agreed: the addition of Lichfield Road to the Traffic and Road Safety Programme of Traffic Calming Measures in order to improve road safety in the Borough and reduce casualty numbers and severity in accordance with Government targets.

65. Local Issue : Customer First

Councillor Mrs Rush gave a presentation on, and the Assembly discussed, the Best Value Review of Customer First, which has major implications for the Council's services.

Agreed the recommendations set out in the report in order to deliver improved services to the public.

The Assembly thanked Councillor Mrs Rush for her presentation.

66. Report of the Executive

Received the above report, which included recommendations on the Best Value Review of Special Educational Needs.

Agreed the recommendations of the Best Value Review as set out in the report and the proposed action plan, as the preferred option for future service delivery is in line with the principles of Best Value and the action plan will lead to significant improvement over the next five years.

67. Report of the Community Forums

Received the report summarising the activities of the Community Forums since the last report in November 2002.

Noted the suggestion of the River, Village and Goresbrook Community Forum to increase the level of the minor environmental improvements budget (£10,000) allocated annually to the six Forums.

68. Report of the Scrutiny Management Board

Received the report summarising the business transacted by the Scrutiny Management Board at its meeting on 22 January 2003.

Noted that the Education of Looked after Children Scrutiny Panel has commended the work of the Social Services and Education, Arts and Libraries Departments in this area. They have made a request for an award event to be set up for the young people who are in care to recognise their hard work over the year and asked that this be at a time and place of the young people's choosing.

69. Report of the Standards Committee

Received a report summarising the matters dealt with by the Standards Committee on 9 January 2003.

Agreed to adopt the revised Anti-Fraud and Corruption Policy.

70. Report of the Development Control Board

Noted.

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COUNCILLOR LAWRENCE (LAURIE) BUNN

Councillor Laurie Bunn died on 5 February 2003. He was 69 years old.

Laurie Bunn became involved in Council related work when he led a protest about a dangerous road near his home in Rush Green. He subsequently stood, and was elected, as Councillor for Eastbrook Ward in 1982. He was a member of a number of committees under the old Council structure including, Barking Arts Council, Dagenham Town Show, Technical Services, Building Services, the Romford Post Office Advisory Committee and the Police Sector Working Party.

After restructuring of the Council in May 2000, Laurie Bunn served on the Regulatory and General Matters and Personnel Boards. He also made a major contribution to the East London Waste Authority (ELWA). He served on the Road Safety Council and was Vice Chairman of the London Accident Prevention Council, serving all 32 London Boroughs. In addition, he was a member of the Dagenham Area Contract Panel, the Community Health Council, Barking and Dagenham Sports Council and the Reserve Forces and Cadets Association for Great Britain. He was also on the Eastbrook, Heath and Alibon Community Forum and a Trustee on the Dagenham United Charity. The breadth and variety of committees Laurie Bunn served on reflected his values and enthusiasm as a Councillor.

Laurie Bunn was a printer until he retired in 1991, a member of the Dagenham Labour Party for over 30 years and a life member of the National Society of Operative Printers and Assistants (NATSOPA). Born in Stepney, he lived nearly all his life in this Borough. He is survived by his wife Eileen.

Laurie Bunn was Vice-Chair of both Eastbrook and Hunters Hall School Governors. In 1995/96 he was Mayor of Barking and Dagenham and his chosen charity was Shopmobility, which provides scooters and carers to assist people with disabilities to go shopping. In addition, he was the founder member of the Disabled Access Group for Barking and Dagenham.

He enjoyed horseracing, photography, the arts and classic cars.

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THE ASSEMBLY**5 MARCH 2003****REPORT OF THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

PETITION - CHURCH ELM LANE, DAGENHAM		FOR DECISION	
<p><i>The Constitution requires that petitions containing more than 50 signatures from separate households be reported to the Assembly for consideration.</i></p> <p>Summary To consider a petition organised by the Dagenham Village Residents' Association concerning flooding in Church Elm Lane.</p> <p>Recommendation Members are asked to endorse the actions taken so far by Officers, and to note that there will be on going liaison with Thames Water Utilities regarding this and other flooding issues.</p>			
Contact Officer: Mike Mitchell	Head of Environmental Management	Tel: Fax Email Minicom	020 8227 2677 020 8227 2221 mike.mitchell@lbbd.gov.uk 020 8227 3034

1. Background

- 1.1 Flooding of the carriageway in Church Elm Lane between Vicarage Road and Church Street has been taking place for many years and has been brought to the attention of this Council by Members of Dagenham Village Residents' Association.
- 1.2 On this occasion a petition of some 54 signatures has been submitted asking that the flooding of Church Elm Lane between Rectory Road and Royal Parade be brought to the attention of the responsible body.

2. Report

- 2.1 Investigations into the drainage system have shown that the road gullies, and the pipework which connects to the main sewer, are in working order.
- 2.2 The gullies are cleared and checked at least once per year in accordance with current performance indicator criteria.
- 2.3 The above investigations have shown that the surface water sewer in Church Elm Lane at this point is of a very small diameter and is possibly damaged, hence restricting the flow capacity.
- 2.4 These facts have been passed to Thames Water Utilities who are responsible for the repair, maintenance and improvement of the sewers. However, it is known that unfortunately Thames Water do not place great importance on remedial measures for road flooding other than cleaning works.

- 2.5 Following recent complaints from a local Ward Councillor, the gullies on this section of Church Elm Lane were cleaned and checked and found to be in working order. Further investigation at the end of January 2003 found that the Thames Water surface water sewer was partially blocked.
- 2.6 Due to a recent reorganisation within Thames Water Utilities all staff responsible for local issues have been relocated from Jenkins Lane Sewage Treatment Works to their head office in Reading.
- 2.7 Because of perceived communication problems it is proposed to set up a regular forum with Thames Water Utilities in order that drainage matters such as maintenance, flooding and improvement can be discussed.
- 2.8 The drainage problems that are being experienced in Church Elm Lane, and other areas within the Borough, will be raised at these meetings.

3. Conclusion

- 3.1 The matter has again been raised with Thames Water and they have programmed work to:
- clean the pipe.
 - undertake investigations to determine the source of the material within the pipe.
- 3.2 This work is to take place during the last week in February 2003.

THE ASSEMBLY**5 MARCH 2003****REPORT OF THE EXECUTIVE DIRECTOR OF HEALTH AND SOCIAL CARE**

NATIONAL SERVICE FRAMEWORK FOR OLDER PEOPLE - LOCAL IMPLEMENTATION PLAN	FOR INFORMATION
<p><i>This report refers to The National Service Framework for Older People (NSF), which sets new national standards in health and social care for all older people whether they live at home, in residential care or are cared for in hospital. The NSF and its associated action plans have (with regard to older people's services) taken forward previous Joint Investment and Community Care Plans. Reports taken to Members for decision both recently and for some years to come are likely to concern actions that are influenced by the NSF standards.</i></p> <p><u>Summary</u></p> <p>The NSF for Older People is issued as guidance under Section 7(1) of the Local Authority Social Services Act 1970 and is part of a national programme of NSFs designed to drive up standards and reduce unacceptable variation in health and social care. The NSF focuses on:</p> <ul style="list-style-type: none"> • Rooting out age discrimination (a key principle underlying the new Fair Access to Care policy). • Providing person - centred care with older people treated as individuals with respect and dignity (an important aspect of the new Intermediate Care Strategy and all new service developments) • Promoting older people's health and independence (which links to the Council Priorities and the Older People's Service Scorecard). <p>These principles underline eight major standards, each with action plans, milestones and targets.</p> <p>This report provides an overview of the NSF standards and local arrangements for managing their implementation, together with work in progress and planned. A more detailed overarching action plan is available on request.</p>	
Rob Tomlinson	Development and Quality Manager 020 8227 2489 (telephone) 020 8227 2423 (fax) 020 8592 5363 (minicom) e-mail: rob.tomlinson@lbbd.gov.uk

1. Background

- 1.1 The NSF published in March 2001 has roots in Modernising Social Services and the NHS Plan. It is a ten-year plan, although the milestones and targets require a rapid pace of change. All new government guidance and priorities for older people's services either flow from the NSF or are closely linked to one or more of the standards. The NSF is led by a National Director, Professor Ian Philp, and on a regional basis by the Social Services Inspectorate and NHS London Region. Progress is monitored through the Performance Assessment Frameworks, Position Statements, specific reports and visits. The NSF is therefore important in respect of the performance of the Older People's Service, Social Services and the Council.

2. The NSF standards and local actions

- 2.1 This section sets out an overview of the standards and corresponding local actions. Each standard has named lead officers (see Appendix 1). In the section that follows the standard is printed in bold.

3. Standard One: Rooting out age discrimination

- 3.1 **NHS services will be provided, regardless of age, on the basis of clinical need alone. Social care services will not use age in their eligibility criteria or policies, to restrict access to available services.**
- 3.2 Early actions included an audit of policies with all agencies and the appointment of NSF leads and champions. No overt or explicit discrimination was identified within key documents. New NHS Continuing Care Criteria and Social Care Fair Access to Care policies have been agreed, by the Strategic Health Authority and by the Council and Primary Care Trust respectively.
- 3.3 The Department of Health has recently published health-benchmarking data, which will help local systems to analyse the local levels and patterns of service for older people. However a local partnership with Barts and the London University has already produced a wealth of information about demand for acute, primary care and social care services by older people.
- 3.4 Although no explicit discrimination was found in policy documents – the key aim of ensuring that older people are never unfairly discriminated against in accessing NHS or social care services as a result of their age – remains as a major driving principle and guide to practice for all agencies and staff. New relevant initiatives include the development of the NSF champion roles, the launch of the PCT Patient Advice and Liaison Service, and the inclusion of equalities and diversity objectives within the Council and Older People Service Balanced Scorecards.

4. Standard Two: Person Centred Care

- 4.1 **NHS and social care services treat older people as individuals and enable them to make choices about their own care. This is achieved through the single assessment process, integrated commissioning arrangements and integrated provision of services, including community equipment and continence services.**

- 4.2 Locally the Single Assessment Process (SAP) is being implemented across the Barking & Dagenham, Havering and Redbridge health and social care community, with input from the Strategic Health Authority and other leading authorities. The SAP aims to ensure that older people are treated as individuals and that they receive appropriate and timely packages of care, which meet their needs as individuals, regardless of health and social services boundaries.
- 4.3 The SAP introduces four levels of assessment: contact, overview, comprehensive and specialist. An agreed assessment “tool” (set of questions) will be used. In practice the first two levels of assessment will often be combined. An important aspect of SAP is that the assessment starts with whichever professional or agency the older person or carer first approaches. SAP therefore requires all staff to work in a much more rounded, trusting and co-operative way. Agencies need to improve the quality of assessments and recording, and develop information sharing policies and IT systems that support SAP. The new Swift client record system is able to support both Fair Access to Care and the SAP.
- 4.4 In order to fully ensure an effective SAP it will be necessary to bring assessment and care management staff together in multi-agency teams similar to the Intermediate Care Assessment and Community Mental Health Team models. The Initial Contact Service (ICS) will also be modernised to take forward both the Best Value Customer Care Review and the integration of health and social care. Currently the ICS performs two main jobs; it provides information advice and simple services, and it acts as a route into more complex assessment and service provision. These two roles may need to be re-designated between generic help access points and multi – agency assessment teams.
- 4.5 The Department of Health’s Public Service Agreement (the PSA) sets new and challenging targets for assessments and the provision of services (70% of assessments completed in 2 weeks and all community equipment delivered in 7 working days) to be achieved by December 2004.
- 4.6 A new local Integrated Equipment Service will be introduced from April 2004 as required by the NHS Plan and NSF. The service will (subject to Executive and PCT board agreement) be based on a partnership agreement, pooled budget and provided by a single supplier subject to a detailed contract and specification. The Service will contribute to the national 50% increase in the number of people benefiting from the provision of equipment.

5. Standard Three: Intermediate care

- 5.1 **Older people will have access to a new range of intermediate care services at home or in designated care settings, to promote their independence by providing enhanced services from the NHS and councils to prevent unnecessary hospital admission and effective rehabilitation services to enable early discharge from hospital and to prevent premature or unnecessary admission to long-term residential care.**
- 5.2 The Intermediate Care Strategy has recently been agreed by the Executive and by the PCT Board. The Intermediate Care Strategy includes:

- The development of the Fanshawe and Galleon as I.C. Centers offering clinical and social care.
- The transfer of resources from St Georges and Barking Hospitals into cost effective community services.
- The provision of new I.C. nursing beds within the borough.
- Implementation of the Performance Fund case finding and intermediate care project.
- Bringing together services such as the Collaborative Care Team, Home Care I.C. Team and Lake Rise under one line of management, one access point and agreed shared care pathways.

5.3 Background information and further initiatives are set out in the Intermediate Care Strategy.

5.4 The Intermediate Care Strategy will link to the Council and NHS LIFT (Local Improvement Finance Trust) Plan and ultimately help change local care culture, making community based services more accessible, varied and effective, thereby reducing dependence on hospitals and long stay homes.

6. **Standard Four: General hospital care**

6.1 **Older people's care in hospital is delivered through appropriate specialist care and by hospital staff who have the right set of skills to meet their needs.**

6.2 This standard aims to ensure that older people receive the specialist help they need in hospital and that they receive maximum benefit from their stay. Barking, Havering and Redbridge Hospitals NHS Trust (BHRT) now has a new nursing structure in place, which includes modern matrons, discharge co-ordinators and A&E community liaison nurses.

6.3 A Better Hospital Care Project Group is working on a range of targets associated with this standard and *Improving the Patient Experience*, covering the five dimensions needed for a good experience:

- Improving access and waiting
- More information and choice
- Building closer relationships
- Safe, High quality, co-ordinated care
- A clean, comfortable, friendly environment

7. **Standard Five: Stroke**

7.1 **The NHS will take action to prevent strokes, working in partnership with other agencies where appropriate. People who are thought to have had a stroke have access to diagnostic services, are treated appropriately by a specialist stroke service, and subsequently, with their carers, participate in a multidisciplinary programme of secondary prevention and rehabilitation.**

7.2 A Stroke Plan has been developed which covers the need to have a specialised stroke service in each acute hospital, PCT procedures for general practice (to identify and treat people at high risk) and benchmarking and audit systems. The Stroke Plan is now being enhanced to cover *Good Practice in Social Care* produced by the Stroke Association. Services offered by Age

Concern and the Council's leisure service (including keep fit activities, guided walks, and Elderberries) all contribute towards reducing the incidence of stroke.

8. Standard Six: Falls

8.1 The NHS, working in partnership with councils, takes action to prevent falls and reduce resultant fractures or other injuries in their populations of older people. Older people who have fallen receive effective treatment and, with their carers, receive advice on prevention through a specialised falls service.

8.2 All local health and social care systems are required to have established an integrated falls service by April 2005. This work has started with the development of a Falls Strategy Group and an audit undertaken within BHRT. This audit noted that over a 32-week period and covering 368 beds at 3 local hospitals, 939 patients had been admitted following a fall. Implications for practice include risk assessment at home, care planning and equipment needs.

8.3 The aim to reduce the number of falls and ensure effective treatment for those who have fallen requires action on a number of fronts, including: prevention and treatment of osteoporosis, home and street safety, exercise, and (as falls are a common symptom of previously unidentified health problems) better access to local health care. The Falls Group includes the University of East London and Leisure Services.

9. Standard Seven: Mental health in older people

9.1 Older people who have mental health problems have access to integrated mental health services, provided by the NHS and councils to ensure effective diagnosis, treatment and support, for them and for their carers.

9.2 Steps taken so far include: the introduction of anti-dementia drugs, a new Memory Lane Café / Share the Care service (for older people and their carers), dementia care information, and the creation of the specialist dementia home care service. Further developments will include the Morland Road Day Centre (a LIFT site), new Housing with Extra Care for people with dementia to replace Saywood Lodge and more effective and co-ordinated use of the Rapid Assessment Unit at Barley Court (King George Hospital).

10. Standard Eight: The promotion of health and active life in older age

10.1 The health and well being of older people is promoted through a co-ordinated programme of action led by the NHS with support from councils.

10.2 This standard covers a wide range of activity, which extends the healthy life expectancy of older people. These activities include:

- Housing Shape Up ensuring that all council housing stock provides warm and dry homes.

- The Community Strategy, which provides a range of key health, housing and social care targets and a focus on the wider determinants of health – environment, security, renewal, responsibilities, respect and social inclusion.
- Leisure programmes linked to CHD prevention
- Smoking cessation programme – 400 “quitters” the majority over 50. 3 clinics in the borough and 12 pharmacies offering free to user sessions (up to 5 per person|).
- Neighbourhood renewal strategy.
- Successful Winter Flu immunisation for staff and vulnerable people
- Prevention programme in Age Concern Active Ageing Centres
- Toenail cutting service planned and funding avenues explored.
- Cancer Information Officer appointed.

The Health Promotion Group helps to co-ordinate Council and NHS health improvement plans and link with the Local Strategic Partnership.

11. Local Arrangements

- 11.1 The NSF Local Implementation Team (LIT) is led by Cathy Mitchell, Director of Older People’s Services for the PCT and for Social Services. The new Member Champion is Councillor Val Rush. The Government champion toolkit describes the role of the Member Champion:
- 11.2 They will be responsible for ensuring that older people become and remain a priority within their organisation and for supporting implementation of the NSF specifically. They will present a progress report to their Board (NHS) or the scrutiny committee responsible for social services every 6 months. They will be a key player in the local programme to modernise health and social services.
- 11.3 In addition to the leads listed in appendix one an NSF co-ordinator funded through the regeneration grant is to be recruited.
- 11.4 The involvement of older people in implementing the NSF is key to its success. BHRT has older people representation on its scrutiny group. The PCT / Social Services, together with BHRT and Age Concern are establishing an Older Persons NSF consultation process; the first event was a well attended conference held at the Fanshawe Hall in October. A newsletter style report of this event was sent to participants and copies are available. Further events will take place in 2003 and the outcomes will feed into the work of the standard groups.

12. Conclusion

- 12.1 Implementation of the NSF is likely to be an important aspect of the SSI inspection of Older People’s Services due in August 2003. To date feed back from the SSI and NHS regarding local progress has been largely positive.

12.2 The NSF for Older People is a comprehensive plan which will over the course of the next ten years transform health and social care services for older people.

Background papers used in the preparation of this report:

- National Service Framework for Older People. Department of Health. There is an Executive Summary of the full NSF, which contains convenient summaries, and lists of milestones and targets.
- Improvement, Expansion and Reform: the next 3 years. Department of Health.
- NSF Plan October Update. Local Plan and record of progress.
- NSF October Conference newsletter.

National Service Framework Leads

Appendix 1

Standard	BHRT Ley Street House 497/499 Ley Street Ilford IG2 7QX	B&D PCT The Clockhouse East Street Barking IG11 8EY 020 8591 9595	LBB&D Civic Centre Dagenham RM10 7BN 020 8592 4500	Vol Sec.
1. Rooting Out Age Discrimination	Brian Devlin Intermediate Care Manager Brian.Devlin@bhrhospitals.nhs.uk Tele. No. 020 8924 6222 Dr. Mary Springham Non Executive Director	Steve Davison Interim Services Development Manager Older People's Services Steve.Davison@bhbchc-tr.nthames.nhs.uk Tele. No. 020 8918 0517	Rob Tomlinson Development & Quality Manager rob.tomlinson@lbbd.gov.uk Tele. No. 020 8227 2489	Samantha Mauger Chief Officer samantha.mauger@ag-econcern.org.uk Tele. No. 020 8270 4946 Role to be agreed with other VS leads
2. Person Centred Care	Brian Devlin Intermediate Care Manager Brian.Devlin@bhrhospitals.nhs.uk Tele. No. 020 8924 6222	Steve Davison Interim Services Development Manager Older People's Services Steve.Davison@bhbchc-tr.nthames.nhs.uk Tele. No. 020 8918 0517	Alan Ayris Manager – Initial Contact Service alan.ayris@lbbd.gov.uk Tele. No. 020 8227 2783	
3. Intermediate Care	Brian Devlin Intermediate Care Manager Brian.Devlin@bhrhospitals.nhs.uk Tele. No. 020 8924 6222	Steve Davison Interim Services Development Manager Older People's Services Steve.Davison@bhbchc-tr.nthames.nhs.uk Tele. No. 020 8918 0517	Joan Hutton General Manager - Localities joan.hutton@lbbd.gov.uk Tele. No. 020 8227 5154	

4. General Hospital Care	<p>Brian Devlin Intermediate Care Manager Brian.Devlin@bhrhospitals.nhs.uk Tele. No. 020 8924 6222 Matrons</p>	<p>Mary Goward Assistant Director – Older People's Service Mary.Goward@bdpct.nhs.uk Tele. No. 020 8532 6316</p>	<p>Belinda Bhatti Case Support Manager belinda.bhatti@lbbd.gov.uk Tele. No. 020 8924 6535</p>	
5. Falls	<p>Dr. J V Mannakkara Medical Director for PCT Gill.Miller@bhbchc-tr.nthames.nhs.uk Tele. 01708 465184 St. George's Hospital 117 Suttons Lane Hornchurch RM12 6RS (also based at Oldchurch Hospital)</p>	<p>Angie McGonnell Associate PCDM lynn.olver@bhbchc-tr.nthames.nhs.uk Tele. No. 020 8276 7200</p> <p>Dr. Robert Fowler Consultant Physician & Geriatrician Robert.Fowler@haveringham-tr.nthames.nhs.uk Tele. No. 01708 807183</p>	<p>Trudy Williams Locality Manager trudy.williams@lbbd.gov.uk Tele. No. 020 8227 5114</p>	
6. Mental Health	<p>Dr N A Ahmad Consultant Geriatrician naeem.ahmad@bhrhospitals.nhs.uk Tel. No. 020 8215 6740 Barking Hospital</p>	<p>Bernard Hannah Mental Health Commissioning Manager Bernard.Hannah@bdpct.nhs.gov Tele. No. 020 8276 7846</p>	<p>Team Mgr' CMHT Older People Joan Hutton joan.hutton@lbbd.gov.uk Tele. No. 020 8227 5154</p> <p>Carolyn Jupiter NEMHT Non Acute Services Manager Carolyn.Jupiter@nel1.nhs.uk Tele. No. 01277 302848</p>	

7. Promotion of Health & Active Life in Older Age	<p>Brian Devlin Intermediate Care Manager Brian.Devlin@bhrhospitals.nhs.uk Tele No. 020 8924 6222</p>	<p>Mathew Cole Associate Director of Public Health Mathew.Cole@bdpct.nhs.uk Tele: No. 020 8532 6362</p>	<p>Cathy Mitchell Director of Older People's Services cathy.mitchell@lbbd.gov.uk Tele. No. 020 8227 2331</p>	
9. Medicines Management	<p>Brian Devlin Intermediate Care Manager Brian.Devlin@bhrhospitals.nhs.uk Tele. No. 020 8924 6222</p> <p>Elaine Mason Deputy Chief Pharmacist elaine.mason@bhrhospitals.nhs.uk Tele. No. 020 8970 8010</p>	<p>Sharron Morrow Pharmaceutical Advisor Sharron.Morrow@bdpct.nhs.uk Tele. No. 020 8532 6370</p>	<p>Debbie Woodley Home Care Manager debbie.woodley@lbbd.gov.uk Tele. No. 020 8227 2290</p>	
NSF Champions	<p>Julie Lamb Associate Director of Intermediate Care & Rehabilitation julie.lamb@bhrhospitals.nhs.uk Tele. No. 01708 708307</p> <p>Dr. Mary Springham Non Executive Director</p>	<p>Cathy Mitchell Director of Older People's Services cathy.mitchell@lbbd.gov.uk Tele. No. 020 8227 2331</p>	<p>Councillor Val Rush Valerie.rush@lbbd.gov.uk Tele No. 020 8591 1587</p>	

THE ASSEMBLY**5 MARCH 2003****REPORT OF THE EXECUTIVE****THE EXECUTIVE : RECENT BUSINESS****FOR DECISION**

This regular report on the work of the Executive is submitted under Article 2, Paragraph 9.2 of the Constitution.

Summary

This report summarises the work of the Executive on 28 January and 18 February 2003.

It includes recommendations from the Executive on the following matters:

- The Delivery of Housing Services
- The Formation of a Local Housing Company
- The Calendar of Council Meetings for 2003/04
- The JNC Officer Pay Review

It also summarises the decisions taken and the other matters considered by the Executive. Key issues have included:

- Designation and Transfer of Land for Primary School Site, Barking Reach (A3)
- Housing Allocations Policy Review (A4)
- A Charter for Children and Young People in Barking and Dagenham (A5)
- The Naming of the Community Complex at Thames View 'The Sue Bramley Centre' (A12)
- Dealing with Harassment and Bullying at Work Policy and Procedure (A19)

Recommendation/Reasons**Delivery of Housing Services (considered by the Executive on 18 February 2003; revised report attached)**

Attached is a report which sets out a proposed constitution for the Community Housing Partnership (CHP) Boards, a list of issues expected to be discussed and decided at the CHP's under delegated power to the Director of Housing and Health and a new article for the Council's Constitution to enable the Council to formally engage with the CHP's.

In order to enable the CHP's to begin their work in the new financial year, the Assembly is recommended to agree the proposed constitution for CHP's, the scope of delegated authority and the new article for the Constitution.

Formation of Local Housing Company (considered on 18 February 2003; previously circulated to all Members)

The Executive received a report providing an update on recent developments in establishing a Local Housing Company (LHC) in partnership with Anglia Housing Group and for the homes owned and managed by Stort Valley Housing Association within Barking and Dagenham to transfer to the LHC. In order to enhance accountability for housing services in the Borough, develop local diversity of provision and increase tenant involvement, it agreed to confirm support for the establishment of a LHC.

The Assembly is recommended to nominate four Members to join the LHC Board.

Calendar of Meetings (considered on 18 February 2003)

Enclosed with the agenda is the Calendar of Meetings for the coming municipal year.

The Assembly is recommended to approve the Calendar.

JNC Officer Pay Review (considered on 18 February 2003; previously circulated to all Members of the Council)

The Executive received a report outlining a response to the Scrutiny Management Board's Call-In of the Executive's decision regarding the JNC Officer Pay Review report.

The Assembly is recommended to agree:

1. The original recommendations for JNC pay, as set out in sections 4 and 6 of the report;
2. A two phase approach to the implementation of the pay review, as set out in paragraph 2.7 of the report;
3. To implement the pay review for recently appointed JNC Officers using the anniversary of their appointment, as detailed in paragraph 2.10 of the report;
4. To implement the pay review for all future appointments;
5. The timetable for the implementation of the JNC pay review in 2006 as detailed in paragraph 2.8 of the report;
6. The amendments to the pay advice from the Hay Group.

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A : DECISIONS TAKEN BY THE EXECUTIVE

28 January 2003

1 : Executive Members - Job Profile

Received a report outlining a job profile for Members of the Executive as suggested in the external peer review of the Authority by the Improvement and Development Agency (IDeA).

Agreed the job profile in order to enable the Authority to respond to the IDeA comment.

2 : Disposal of Land

Received a report setting out a proposal to dispose of a parcel of land at Ibscott Close and to utilise the land for the construction of private/affordable housing. It is proposed that the finance obtained from the sale of the land be effectively 'ring-fenced' to spend on estate/environmental improvements to properties and the environment at Ibscott Close.

Agreed this proposal, in order to secure improvements at Ibscott Close.

3 : Primary School Site Barking Reach

Received a report seeking authority to designate the area of land set aside under a Section 106 Planning Agreement for the purposes of a community primary school and the transference of the land to the ownership of the Council, in accordance with an agreement dated August 1999.

Agreed, to aid in securing the basic provision of increased school places, specifically for local residents in the Barking Reach area, that the school and community site nominated is required for education and community purposes and that Bellway's should be requested formally to transfer the land to the Council's ownership at no cost.

4 : Allocations Policy Review: Outstanding Matters for Decision, Consultation and Implementation

Received a report outlining a number of outstanding items which require consideration and decision before the final revision and implementation of the new Housing Allocations Policy can proceed. The report also included the outcomes of recent consultation on the new points prioritisation scheme, a provisional timetable for the launch of the policy and proposals for briefing Members on the operation of the policy.

Agreed, in order for the prioritisation scheme to produce a more transparent process:

1. that nominations to Registered Social Landlords count as formal offers;
2. to receive a further report on options for the establishment of an appeal mechanism to determine if offers made to applicants are 'reasonable'. (i.e. in accordance with Council policy). These options are to be based only on appeals to Members or Council officers;

3. enhanced provision within the Housing Allocation Policy for children leaving the Council's care where a need for social housing has been assessed;
4. an annual review of the number of lettings made under the 'children leaving care' provisions alongside the general volume of annual lettings; and
5. to explore choice-based lettings options for the Council.

5 : A Charter for Children and Young People in Barking and Dagenham

Received a report seeking comment on the draft Charter for Children and Young People prior to its presentation to the Local Strategic Partnership.

Agreed to:

1. endorse the principle that a Charter is a required foundation for the establishment of service and strategic developments which are critical to improved outcomes for children; and
2. that the Charter should be redrafted in plain language.

6 : Budget Monitoring

Received a report on the Council's capital and revenue expenditure to the end of November.

Agreed:

1. The supplementary estimates listed at (i) to (iii) below and the budget virement at (iv) below, in order to respond to the current budgetary situation:
 - (i) Education - £358,000
 - (ii) Social Services - £350,000
 - (iii) Housing General Fund - £250,000
 - (iv) Civic Amenity site costs and under recovery of social alarm income - £230,000
2. To receive an update report on the capital scheme for the relocation of Eastbrook Garage.

7 : Creation of Car Parking Bays at Darcy Gardens, Dagenham

Received a report proposing the conversion of two small amenity greens in Darcy Gardens into parking bays to alleviate a parking problem in this area.

Agreed this proposal, on a one-off basis, in view of the benefit to local residents.

The Executive suggested that the Scrutiny Management Board might wish to set up a Scrutiny Panel on Amenity Greens.

8 : Award of Senior Officer Recruitment, Search and Selection Contract

Received a report regarding the current position in regard to the JNC Senior Officer Recruitment Search and Selection Contract, in response to the issues raised by the Scrutiny Management Board on 6 November 2002.

Agreed, in order to allow a direct comparison between each recruitment company in regard to quality and price, that Barlett Scott Edgar, TMP Worldwide, Tribal GWT and Veredus Executive Resourcing are approached with a view to their participation in an "Approved Panel" of Recruitment Consultants for a duration of three recruitments to Council or Council/Primary Care Trust joint posts.

9 : Land at Manor Road Sports Ground, Dagenham

Received a report regarding the disposal of land at the Manor Road Sports Ground, Dagenham.

Agreed, in order to best satisfy the aims of the Council and the concerns of local residents relating to this site, that the Manor Road Sports Ground is let to Dagenham United FC on the terms contained in the report.

10 : Disabled Facilities Grant Application

Received a report seeking approval for an application for a Disabled Facilities Grant exceeding £25,000.

Agreed, as the application represents value for money and will optimise care arrangements, through the provision of facilities in the home of a person who would otherwise require residential care.

11 : John Perry Primary School : Replacement of School Nursery

Received a report outlining the procurement route and tender return for the replacement of the school nursery at John Perry Primary School. A sum of £500,000 has been placed in the Council's capital programme for the construction of a permanent nursery building to replace the existing dismountable accommodation.

Agreed the placing of an order with Forest Gate Construction, for the sum of £429,272.33, to construct the proposed permanent nursery accommodation at John Perry Primary School, as this company's tender is satisfactory in all aspects and represents best value for the Council.

18 February 2003

12 : Thames View Community Complex - Naming

Received a report proposing that the new community complex being built on the Thames View Estate, which is to provide a new library, Sure Start and a youth facility, be named in the memory of the late Councillor Sue Bramley.

Agreed that the new community complex to be built on the Thames View Estate be known as 'The Sue Bramley Centre'. The official opening ceremony is to take place in May 2003 and is to be conducted by the incoming Mayor.

13 : Customer First Implementation Arrangements

Received a report setting out the next steps in the implementation arrangements arising from the Best Value Review of Customer First.

Agreed the core specification for the development partner, as set out in the report, in order to begin the implementation of Customer First and e-government.

14 : Partnership Arrangements for the Repairs and Maintenance Service

Received a report setting out details of a formal ten-year partnership with Accord Ltd to deliver the Housing and Health Department's Repairs and Maintenance Service.

Agreed, in order to deliver enhancements to the Repairs and Maintenance Service, to award a ten-year partnership contract with Accord Ltd on the basis set out in the report.

15 : Implementation of Best Value Review of Day Services

Received a report setting out the implementation of changes to Day Services for Adults aged under 65, based on the Best Value Review of the service, which is planned to take part in two stages with an interim centre based at the Gascoigne Centre and a long-term purpose built day centre.

Agreed, in order to enhance provision of day services to adults aged under 65 and to take account of the recommendations of the Best Value Review, to:

1. Cease day services for Under 65's at St George's Day Centre from 2003 and move, on an interim basis, to the Gascoigne Centre; and
2. Re-provide day services and close the Gascoigne Centre after 2003/04, ensuring that day service users have individual plans in place.

16 : Regulation of Investigatory Powers Act 2000: Inspection and Proposed Policy

Received a report outlining the obligations on the Council arising from the Regulation of Investigatory Powers Act 2000 when undertaking either direct or covert surveillance. The report also outlined actions taken to date, as well as the outcome of an inspection by the Office of Surveillance Commissioners in relation to how the Council has applied the Regulations.

Agreed, in order to enable the requirements of the Act and recommendations of the Chief Surveillance Commissioner to be met and the Council to work towards its Community Priority of "Making Barking and Dagenham Cleaner, Greener and Safer", to:

1. The proposed policy in relation to the Regulation of Investigatory Powers Act 2000 and Project Plan; and

2. Authorise Officers to:

- (i) Undertake any other necessary action to implement the Project Plan; and
- (ii) Report back to the Commissioner for Surveillance.

17 : Service Roads at Commercial Shopping Parades

Received a report detailing problems associated with Council owned service roads and options for their improvement, repair and the introduction of lockable gates for suitable areas.

Agreed, in order to reduce the possibility of public liability claims against the Authority and to contribute towards the Community Priority of “Making Barking and Dagenham Cleaner, Greener and Safer”, to:

1. The expenditure of £43,000 to return Council owned service roads to a good state of repair. Expenditure, as far as possible, is to be recovered from tenants and neighbouring occupiers; and
2. The introduction of an “Alleygator” gate scheme for the Authority’s service roads on a pilot basis as set out in the report.

18 : Maintenance and Supply of Portable fire Protection Equipment Contract 2003 - 2008

Received a report outlining the contract for the maintenance and supply of portable fire protection equipment to all Council establishments, including schools, libraries and social services buildings, which is due to expire in August 2003. In order to enable preparation and execution of consultation, documentation and the seeking of tenders,

Agreed to the maintenance and supply of portable fire protection equipment being undertaken through an agreed contract.

19 : Dealing with Harassment and Bullying at Work Policy and Procedure

Received a report on a Dealing With Harassment and Bullying at Work Policy and Procedure, which builds on the Council’s current Equal Opportunities in Employment Policy.

Agreed the Dealing With Harassment and Bullying at Work Policy and Procedure, as this will help the Council to support those who feel harassed and help to eradicate harassment and bullying from the work place.

20 : The Victoria Climbié Inquiry - Immediate Actions Required of the Council

Received a report detailing notification from the Secretary of State for Health that the Council is required to conduct a self-audit of its Child Protection arrangements and to implement the 46 recommendations made by the Laming Report into the murder of Victoria Climbié.

Agreed to implement the recommendations and to receive the audit prior to its submission to the Department of Health.

21 : Progress Report - Recruitment of Children's Social Work Staff

Received a report describing the state of fieldwork staffing in the Children and Families Division of the Social Services Department, an assessment of the impact of the salary supplement for these posts agreed last year and a description of the various measures being taken or considered to deal with this problem. In recognising the central importance of filling these posts

Agreed that the Leader, Councillor B Osborn and 2 Councillors to be selected would consider with officers a full range of possible approaches to encourage recruitment and retention of these staff.

22 : Reactive Highway Maintenance Contract 2003 - 2006

Received a report proposing the procurement method for the Reactive Highway Maintenance Term Contract.

Agreed, in order to allow the commencement of a new Highways Maintenance Term contract, that the Reactive Highway Maintenance is undertaken through a term Maintenance Contract for a three-year period with the option of a further two years extension.

23 : Land Disposal: 145 - 207 Bevan Avenue & Ravensfield Close Proposed Housing Office and PCT Community Health Centre at Bevan Avenue

Received a further report regarding proposals to provide hostels for homeless people at Bevan Avenue and Ravensfield Close. The report details financial considerations in relation to capital costs and capital receipts generated from the sale of land.

Agreed, in order to expedite and safeguard the building of the two hostels for homeless people as well as to ensure the delivery of primary care health and local housing services to the community, to:

1. The disposal of part of 145 - 207 Bevan Avenue and Ravensfield Close to Look Ahead Housing & Care for the purpose of the provision of two hostels for homeless people on the terms set out in the report.
2. The capital receipt from the sale of land to be used to finance the construction of the Bevan Avenue Housing Office / Health Centre, subject to the agreement of appropriate terms with the Primary Care Trust to lease part of the building for their use. Terms for the lease to be in a form to be agreed by the Director of Leisure and Environmental Services under delegated powers.
3. Waive the tender process for the construction of the Bevan Avenue Housing Office / Health Centre in order that a contract may be entered into with Kind & Co. on negotiated terms, with Appleyard & Trew as project managers and Petch & Fermaud as architect.

24 : Provision of Signs for Parks and Open Spaces

Received a report detailing the tendering process undertaken for the provision of signs for the Council's parks and open spaces.

Agreed, in order to provide improved signage within the Borough's parks and open spaces and to assist in achieving the Community Priorities, to award the contract to Display Signs Ltd for the sum of £104,788, which was not the lowest tender, in accordance with paragraph 10.1 (b) of Part D Contract Rules, as the lowest tenderer's submission is not felt to be sufficiently robust.

25 : Award of Tender for Taxi Services

Received a report detailing the tendering process undertaken for the Taxi Services Contract.

Agreed the accreditation of the specified providers listed in the report for a period of one year from 1 April 2003.

26 : Award of Citizen's Panel Contract

Received a report detailing the tendering process undertaken in respect of the contract for the Citizens' Panel.

Agreed to award the Citizen's Panel contract to Martin Hamblin GFK for the period 1 April 2003 to 31 March 2006. This company was selected as it meets the specification requirements and represents best value for money of those who submitted tenders.

27 : St Anns: Housing Development

Received a report concerning the proposed housing development on the footprint of the former tower blocks in St Anns, on the Gascoigne estate. The report outlined the need for the stopping up of public highways within the identified site.

Agreed, in order to safeguard the development of 125 new homes, including 88 affordable homes, which were planned with the active involvement of the local community, to:

1. Accept a surrender of the building leases for the St Anns site at the disposal price; and
2. Meet any abortive fee costs in the event that the roads within the site are not stopped up.

B : INFORMATION AND OTHER ITEMS

28 January 2003

1 : National Service Framework for Older People - Local Implementation Plan

Noted a report on the National Service Framework for Older People (NSF). This outlines new standards in health and social care for older people and the local arrangements for managing the implementation of these standards.

2 : A Presentation on Police Operations on the Gascoigne Estate

Received a presentation on the above from Detective Chief Inspector Myles O'Reilly and his colleagues from Barking and Dagenham C I D.

18 February 2003

3 : Environmental Sustainability

Noted first annual progress report on the Environmental Action Plan 2001 to 2006, which sets out progress on the delivery of environmental sustainability in Barking and Dagenham and the Environmental Policy.

4 : Urgent Action Mainframe Replacement and Additional Disc Space

Noted the following urgent action taken by the Borough Finance Officer under Paragraph 17, Article 1 of the Constitution:

Mainframe Replacement and Additional Disc Space

Action taken to secure a substantial discount offered by IBM on the disc system on the basis that it was purchased together with the mainframe package.

Background papers used in the preparation of this report:

Minutes, agenda and public reports for Executive meetings on 28 January and 18 February 2003.

THE EXECUTIVE

18 FEBRUARY 2003

REPORT OF THE DIRECTOR OF HOUSING & HEALTH

DELIVERY OF HOUSING SERVICES		FOR DECISION
<p><i>This report includes recommendations on issues, which are the Executive's responsibility.</i></p> <p><u>Summary</u></p> <p>This report sets out a proposed Constitution for the Community Housing Partnership Boards, a list of issues expected to be discussed and decided at the Community Housing Partnership Meetings under the Authority delegated to the Director of Housing by the Executive and a new Article which updates the Council's own Constitution to enable the Council to formally engage with the Community Housing Partnerships.</p> <p><u>Recommendation</u></p> <p>That the Executive approve the proposed Constitution, the scope of delegated authorities and the proposed new Article and recommends that the Assembly receive a report at its meeting on the 5th of March 2003 in order to formally adopt these proposals to enable the Community Housing Partnerships to begin their work in the new financial year.</p> <p><u>Reason</u></p> <p>These decisions will have a major impact on the way in which the Council consults with it's tenants and residents in the future and will help the Council to meet the Government's expectations on Tenant Empowerment in time for the Inspectorate's best Value Review.</p>		
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1. Introduction

- 1.1 On the 27th of August 2002 Members agreed to the introduction of Community Housing Partnerships as its preferred method of consultation and empowerment of the local community in matters relating to the Council's housing services.
- 1.2 This report sets out the proposed Constitution at Appendix A which will be employed as the governing process for all the CHP Boards at start up, proposals for the scope of delegation to the CHP Boards under the delegated authority of the Director of Housing and the proposed Article to enable the CHP Boards to be adopted as part of the Council's overall Constitution.

2. The Proposed Constitution of the Community Housing Partnerships

- 2.1 Attached at Appendix A is a copy of the proposed Constitution. Over the past seven months a great deal of effort has been put into extensive consultation over this document. Members of the Council, officers from various departments and a Focus group made up of tenants and residents have been involved in the production of every aspect of this document.
- 2.2 In addition, the Residents were encouraged to appoint an independent advisor who was an expert in the field of social housing management to ensure that their interests were independently represented at all times. Officers also carried out extensive research into the work of other housing authorities and the result is a document that comprehensively covers the proposed work of the CHP Boards, seeks to promote Equality and Diversity throughout and sets high standards of behaviour and accountability for all of the members of the Board.
- 2.3 In order to ensure that all aspects are appropriately covered the document is by necessity detailed in parts. Below the key areas are highlighted for Members attention:

Section 1 – sets out name of the CHP and which office will be managing the local stock.

Section 2 – these paragraphs highlight the aims and objectives of the CHPs.

Section 3 – describes the types of tenancy, lease and ownership that can be held.

Section 4 – this section details the rights and responsibilities of Board Members and the key areas of function for the Board.

Section 5 – sets out issues around Equality and Diversity and commits the Board to ensure that it considers these issues in the work that it does.

Section 6 – deals with the Code of Conduct – this is identical to the Council's recently adopted Code of Conduct for Members of the Public and the section deals briefly with other possible clashes of interest.

Section 7 – this section sets out in detail the numbers and composition of the Boards and takes into account the decisions made by the Executive on the 27th of August 2002 with regard to Freeholder voting. Issues related to the fixed sum for attendance, the future selection of Board members and Co-opting are also covered here.

Section 8 – details the involvement and support of officers.

Section 9 – this section deals with the removal of Board reps if they are held to be in breach of the Code of Conduct or if they fail to qualify by virtue of moving from the ward/CHP area.

Section 10 – this sets out the process for the election of the Chair and Vice and again takes on Board the Executives view from the 27th August 2002.

Section 11 – addresses the meetings themselves and the process to be used for agenda setting.

Sections 12 and 13 address the AGM and any need for special meetings.

Section 14 – deals with voting procedures.

Section 15 – sets a quorum for the meeting.

Section 16 – deals with the dissolution of the CHP Boards by the Council.

Section 17 – addresses publicity for the meetings

And finally:-

Section 18 – sets out the process in the event of a grievance or complaint.

- 2.4 Once the Constitution has been agreed by the Council it will need to be formally adopted by each of the CHP Boards at their first meeting. It has always been understood that in their first year of operation the CHP Boards will undoubtedly identify the need for changes and improvements to the Constitution but members are asked to agree the current document as a sound basis for the growth of the CHP Partnerships.

3. Areas of Delegated Authority

- 3.1 The CHP's are too large to be treated as Local Area Committees under the terms of the 2000 Local Government Act which requires that Area Committees considering local authority housing matters that allow non Councillor members of the Community to vote should be either a quarter of the Councils housing stock or 1500 dwellings, whichever is the smaller.
- 3.2 As a key aim of the CHP's is to empower the local community and its residents, delegating the authority for the decision making process to the CHP's from the Director of Housing and making those decisions subject to the Directors approval and the Council's call in and scrutiny process enables the CHP's to

proceed as intended. The delegated powers will be in accordance with the Council's scheme of delegation which is currently under review and will be put before members in the near future.

In essence it is expected that the CHP's will consider, monitor and make decisions and recommendations around :-

Estate Management Issues and the quality of local service delivery.

Estate Cleaning, Crime and Anti Social Behaviour and Policing

The repairs service, consultation and prioritisation of the Capital and Revenue Improvement Expenditure Programmes.

Advice and re-housing services.

Rent Collection and Arrears management.

The CHP's will also form the main consultative body in relation to:

Housing Strategy.

Shaping housing policy

Tenant Participation Compacts

HRA Business Plan and Rent Level consultation

Tenancy and Leaseholder matters.

3.3 In practise this means that a poorly performing contractor can be summoned to the meeting and challenged on their performance. If they fail to improve, the CHP can ask that action is taken as appropriate. It is not intended that the CHP can "hire and fire" contractors etc across the Council, but that they can seek improvements in performance.

3.4 On consultation issues, the CHP's will be consulted on the new Conditions of tenancy along side other TA's and organisations and their comments will be taken on board in shaping that and other policies.

In the case of expenditure, again full consultation will take place with the CHP and their views will shape the selected work programme. It is not intended again that the CHP will let the contract or appoint the contractor – these functions remain with the Council but with a much higher degree of input.

4. New Article and Changes to the Constitution of the Council

4.1 Set out below in Para 4.2 is the proposed content of a new Article which establishes the Community Housing Partnership's relationship with the Council's Constitutions and which is similar to the document produced for the Community Forums when they were established in 2000.

ARTICLE

COMMUNITY HOUSING PARTNERSHIPS

1. Role

- 1.1 Community Housing Partnerships are geographical groupings of electoral wards brought together to involve all dwellers in consultation and decision making around the spending of allocated funds and the assessment and shaping of service delivery within a defined area under the delegated authority of the Director of Housing.
- 1.2 Decisions made by the CHP Boards are subject to the approval of the Director of Housing and Health and may be called into the scrutiny and overview process by Members of the Council.

2. Legal Status

- 2.1 Community Housing Partnerships are consultative and deliberative bodies with any decisions making carried out under the delegated authority of the Director of Housing. Consequently the provisions of the Local Government (Access to Information) Act 1985 do not apply to the Partnerships because they are not formal committees nor do the political balance requirements of Section 15 of the Local Government and Housing Act 1989.

3. Purpose

- 3.1 To provide the opportunity for Residents living in and around the housing stock owned by the Council to have a powerful influence and input to the way in which services are delivered, to set the priorities for each of the CHP Communities with regard to the spend of allocated resources and to enable increased dialogue on a range of key local issues.
- 3.2 To provide the opportunity for tenants, leaseholders and freeholders in the Borough to participate in the decision-making process with regard to Housing related matters within the defined area.
- 3.3 To enable the Partnership and where appropriate, other agencies, the opportunity to discuss housing related issues of local importance with members of the local community.

4. Terms of Reference

- (a) To enable greater participation and involvement in decision-making processes from residents living within the designated CHP Areas.
- (b) To foster good relations with local people, interest groups and businesses within the boundaries of a Community Housing Partnership and promote increased dialogue on local issues.

- (c) To consider local representations, both in writing and at meetings, and make recommendations to the Director of Housing.
- (d) To receive reports on local issues and projects, and where appropriate, make recommendations to the Assembly.
- (e) To review expenditure and performance on a key range of Housing service delivery issues specific to the area of a Community Housing Partnership.
- (f) To receive, consider and comment upon strategic plans for the Borough.

5. Structure/Membership

- 5.1 The Boards are formally made up of Ward Councillors and selected residents within the geographical boundaries of each partnership and will accord with the Constitution.

They cover the following areas:

Abbey, Gascoigne and Thames, Chadwell Heath, and Whalebone, Eastbrook, Heath and Albion, Eastbury, Mayesbrook and Longbridge, Parsloes, Becontree and Valence, River, Village and Goresbrook

- 5.2 It is the Board members involvement, attendance and participation which is key to the success of the Partnerships.
- 5.3 All meetings are public meetings and open to all members of the community.

6. Appointment and Accountability

- 6.1 Councillors will be selected for the Partnership by the Assembly. Resident Board members will be selected by nomination and interviewed by an independent panel made up of Councillors and Community leaders from outside each of the partnership areas.

7. Chair and Deputy Chair

- 7.1 Appointed annually by the Partnership Board.
- 7.2 The Chair, or in his/her absence the Deputy Chair, will agree a list of items for meetings.

8. Frequency of Meetings

- 8.1 At least 6 times a year subject to review.

9. Venue

- 9.1 Appropriate venues within the area of each Partnership.

10. Names of Partnerships –

- 10.1 To be nominated by the Partnerships and agreed by the Executive.

11. Democratic Process

11.1 Meetings are held in public.

11.2 There is provision for public question and answer sessions in accordance with guidelines determined from time to time by the Partnership concerned.

11.3 Widespread publicity is given to meetings through use of the Council's Citizen Magazine and Web Site, local newspapers, poster campaigns etc.

12. Times

12.1 To commence at 7.00 pm unless otherwise agreed by the Board members.

13. Employee Support

13.1 The Community Housing Manager will attend each meeting within the geographical area of their responsibility and a CHP Support Worker will service the administration of each meeting.

APPENDIX 1

CONSTITUTION FORCOMMUNITY HOUSING PARTNERSHIP

Community Housing Partnerships are designed to put tenants and residents at the heart of everything that Barking and Dagenham Council do and to make sure that people have the opportunity and the processes to bring about real change and improvement in the way that their homes are managed and the way that the Council and its partners deliver local services.

They also seek to bring on board expertise and experiences from the wider community to ensure that the challenge of best practice and new initiatives are always on the agenda.

1 Name and Area Covered

1.1 The Community Housing Partnership will be called
Community Housing Partnership.

1.2 The area covered is the area covered by the
Housing Office.

2 Aims and Objectives.

Community Housing Partnerships provide a base for Council Tenants, Leaseholders and Residents of Barking and Dagenham Council to:

- Work for the benefit of all tenants, leaseholders and residents in the Community Housing Partnership.
- Modernise the way in which the Council communicates with its residents and partners.
- Bring decision making closer to the community.
- Enable the community to decide on local priorities and target resources to meet these needs.
- Positively promote equal opportunities and work towards the elimination of discrimination against individuals or groups on the basis of ethnicity, gender, disability, sexual orientation, age, class, income, employment status or religious belief.
- Develop and build upon the strong “community spirit” and better quality of life for all tenants, leaseholders and residents.

3. Definitions of terms in the context of their relationship with the Council’s Community Housing Partnerships.

3.1 **Secure Tenant** – a secure tenant within the requirements of the Housing Act 1985 or an introductory tenant within the meaning of the Housing Act 1996.

- 3.2 **Licensee** – someone who has permission to occupy a Council property or who has permission to reside with a leaseholder. An example would be a non-dependent child who lives with their parents.
- 3.3 **Tied tenant** – someone whose housing is provided as part of his or her employment contract with the Council. Examples are, school caretaker, resident caretaker sheltered housing wardens.
- 3.4 **Leaseholder** – someone who has purchased their former Council home which they occupied as a secure tenant and who still remains in the home.
- 3.5 **Freeholder** – a person who has bought a property in which the Council has no interest but which may be included within the boundaries of an area predominantly managed by the Council.
- 3.6 **Others** – private tenants – assured shortholds as outlined in the Housing Act 1996, tenants of resident landlords are examples of other types of tenants/licensees.

4. Rights, Responsibilities and Terms of Reference.

- 4.1 To make decisions in line with powers delegated to the Board in Appendix 2
- 4.2 To draw up, publicise and monitor an annual C.H.P. Business Plan to address the priorities for the area and to work with local service providers and community leaders to deliver the plan.
- 4.3 To ensure that residents are well informed and consulted on issues affecting the services provided by the Community Housing Management Team. The CHP should also function as the main consultative group for local housing issues e.g. planning.
- 4.4 To monitor the effectiveness and quality of all local housing services and to discuss options and alternatives where performance is not satisfactory.
- 4.5 To agree priorities for the Community Safety Budget in line with pre-set budget allocations and to investigate and support fundraising from other sources to resource local community initiatives.
- 4.6 To participate in consultation on proposed changes and improvements to housing and community policies across the Borough.
- 4.7 To prioritise the spend of resources allocated to the CHP by the Council and to make any such decisions within a framework set by the Council (i.e., within the budget set and in line with guidance provided). Decisions prioritising the capital programme will be made under the Director of Housing's delegated authority and will not be passed onto any other bodies for ratification.
- 4.8 To monitor progress on all the local housing improvement and maintenance programmes and in particular the quality of the repairs service.

- 4.9 To monitor the effectiveness of resident consultation and involvement.
- 4.10 To receive and discuss any issues or reports from Residents, Residents' Groups or the Tenants' & Residents' Federation.
- 4.11 To publicise the work of the Board to the community in a quarterly newsletter sent to all residents.
- 4.12 To ensure that the Board accurately reflects local residents views.
- 4.13 To feed the C.H.P.'s views to the Council.
- 4.14 To actively promote opportunities for involvement in the Partnership and the Borough.
- 4.15 To build partnerships with other agencies to benefit the area.
- 4.16 The Council will respect the integrity of decisions made by the C.H.P. Boards. However, decisions of the Community Housing Partnership Boards are subject to the Council's call in procedure (this is set out in Article 5c of the Council's Constitution.) Therefore, Board minutes will be circulated to all Members of the Council and Board Members within 7 working days of the meeting.

5. Equal Opportunities

- 5.1 The Board will positively promote equal opportunities and celebrate diversity within the community and within its membership and will treat all people with dignity and respect, recognising the value of each individual. The Board will work for the elimination of all forms discrimination against persons on grounds of race, gender, age, sexuality, disability, religion, colour, language, political or other opinion, national or social origin, association with a national minority, property, birth or other social status (Human Rights Act 1998 – article 14). The board will uphold the principles of equal opportunities and work for good relations among all members of the community, specifically prohibiting conduct, which discriminates or harasses on the grounds of race, gender, age, sexuality, disability, religion and groups covered in the Human Rights Act 1998, article 14.
- 5.2 In this respect members of the Board will be accountable to all members of their community in carrying out their role and will be required to undertake training on equalities and diversity.

5.3 All members of the C.H.P. Board will be given a copy of and abide by the Equal Opportunities objectives and policies of Barking and Dagenham Council.

5.4 The Board will include in its C.H.P. Business Plan a series of practical steps to make sure that everyone in the community is represented and has an equal opportunity to get involved.

6. Code of conduct

(Board Members' Appointments and interests)

6.1 Everyone taking part in the C.H.P. Board will be given a copy of and abide by the Council's "Standards for Members of the Public (Volunteers)" undertaking Council Activities as set out in Appendix A.

6.2 A Board Member must disclose all financial interests as set out in Appendix A.

6.3 Each Board Member shall ensure that the relevant officer who services the CHP has at all times an up to date list of:

- (1) All bodies trading in which he or she has an interest as:
 - (a) A director or senior employee.
 - (b) A member of a firm,
 - (c) The owner or controller of more than 2% of the issued share capital in a company
- (2) All interest as an official or elected member of any statutory body;
- (3) All interests as the occupier of any property owned or managed by the Organisation;
- (4) Any other significant or material interest.

7. Membership

7.1 The formal, voting membership of the CHP Board will be made up of:

- Up to 5 tenants from across the three wards within the CHP area
- A minimum of 1 leaseholder (flexible depending on proportion of leaseholders to Council tenants in the neighbourhood. i.e. up to 15% leaseholders entitles the Board to 1 rep, 15% - 30% entitles the Board to 2 reps etc)
- A maximum of 6 elected Councillors (to be determined by the Council)
- 1 freeholder

Non-Voting Membership of the Board:

2 independent co-opted board members to be selected by the Board.

7.2 Method of selection & election of Board Members

- Tenant, Leaseholder and Freeholder members of the Board will be selected in the first term of the CHPs (2 years duration) by an interview selection process.

- After an initial period of two years each CHP Board may decide on how it wishes to run the selection process, either by nomination and interview or by a ballot process.
- Councillor members of the Board will be nominated by the Authority.
- Private sector non-voting members of the Board may be nominated and selected by the CHP Board employing an interview process at the beginning of each life cycle of the Board.

7.3 Membership will be open to

- Secure tenants who live in the CHP Area.
- Leaseholders who live in the CHP area either in a home bought from the Council under the Right to Buy or in an ex Right to Buy property obtained through resale or reassignment.
- Elected Councillors who have been appointed by the Council.
- The minimum age for resident membership will be 16 years.
Additional freeholders may stand if selected/elected as co-opted board members but will not have voting rights.
Other members of the Community with a specific interest or skills that would assist the Board in their work such as local Police Officers, officers or residents from other Social Housing Providers or members of the community with specialist skills in Community Development. These Board members (up to 3) will not have voting rights.
- Licensees of secure tenants, tied tenants, private tenants as outlined in the definition section 3. as co-opted members.
- Housing associations and independent experts as co-opted members.

The following shall not be eligible to stand as Board member: -

- (i) A tenant/licensee or tied tenant who is subject to investigation by the Council for breach of any of the Council's Conditions of Tenancy.
- (ii) A leaseholder against whom the Council has commenced proceedings for recovery of service charge arrears or any other breach of leasehold condition.
- (iii) Existing members shall have their membership suspended immediately on proceedings being issued by the Council for rent arrears or service charge arrears. In the case of any other breach of tenancy/lease condition, the membership shall be suspended immediately on the Council commencing an investigation. A Board Member may be reinstated on the CHP Board passing the appropriate resolution to reinstate him/her.

7.4 Voting Rights

- All secure tenants, leaseholders and the selected freeholder will have the same full membership & voting rights as Councillors.
- Co-opted members will have no voting rights.
- Non board members can attend and address CHP meetings but will not have voting rights.

7.5 Reimbursement

- The non-Councillor members of the board will be reimbursed for a fixed sum of £35.00 for each meeting that they attend. This amount is designed to reimburse Board members for child care, travelling arrangements, communication costs and out of pocket expenses and is non negotiable but subject to annual review.

7.6 Composition

- The composition of the CHP Board should aim, wherever possible, to reflect the make up of the community for the particular area with regard to ethnic origin, gender, age etc. The CHP Board will consider these issues during the selection process.

7.7 Selection boards

The selection board will consist a mixture of:

- At least 2 Councillors
- 1, non voting Officer to Chair the Panel
- At least 3 Tenant association/Tenants' & Residents' Federation representatives

7.8 Co-opting

The C.H.P. Board members may co-opt non-voting Board members to become associate members of the Board. These may take the form of for example locally well-known and respected community workers, experts in a particular field or representatives from local Registered Social landlords and their tenants.

8. Council Support

- The CHP Housing Manager will attend, as lead officer, in a non-voting capacity. The Council will service the Board.
- A named CHP Support Worker based at the local Housing Office will support each Board and service the democratic process.

9. Removal of Board Reps

A board member can be removed from the board entirely or from a position of office on the board at any time between the bi annual elections if:

- (i) The CHP Board pass resolutions to remove him or her at two separate meetings, one of which should be a special general meeting
- (ii) Seven days' clear notice is given of each meeting
- (iii) Removing the Board member is a specific item on the agenda for both meetings
- (iv) There are at least 14 days between each meeting

- (v) There are at least two thirds of the Board members in attendance at both meetings
- (vi) Before the vote at the second meeting the person proposing the removal of the Board member states reasons for the proposal and the member concerned is given an opportunity to make a statement in reply
- (vii) Any elected CHP Board representative who fails to attend two consecutive meetings of the Board without giving apologies will be assumed to have resigned. The CHP housing manager will contact them to ask if they are still interested and give them the opportunity to attend the next meeting, failing which they will be removed from the Board.
- (viii) Is or becomes a person disqualified from elected membership of local authority.
- (ix) Resigns his/ her office by notice of the board.
- (x) In the case that a resident board member moves out of the CHP area.
- (xi) In the case of a lessee board member who ceases to reside within the CHP area.
- (xii) Is a tenant or lessee board member who becomes an elected Councillor.
- (xiii) Is a co opted board member who becomes a LBBB tenant or LBBB elected Councillor.)

10. Election of Chair and Vice Chair

- 10.1 The Chair will be selected at the first meeting of the CHP by all CHP board members. Selection will take place by nomination and a secret ballot will be conducted if requested by any of the candidates. The position will be open to reselection every 12 months. (See appendix three for role of chair and vice chair.)
- 10.2 The Vice Chair will be selected by all Board members. Selection will take place by nomination and a secret ballot will be conducted if requested by any of the candidates. The position will be open to reselection every 12 months.
- 10.3 The Chair and Vice Chair positions are to be split equally between the Councillor and Resident members of the Board. If the Chair's position falls to a Councillor then the Vice Chair should only be selected from the Resident members of the Board and vice versa if a Resident takes the Chair's position.

11. Meetings

- 11.1 The C.H.P. Board will meet at least 6 times per year, but may meet as many times as required/necessary in the initial set up phases.
- 11.2 Board meetings will be open to the public.
- 11.3 The Chair, Vice Chair and CHP Housing Manager will meet in between meetings to deal with outstanding domestic matters. These matters however will be reported to the next CHP meeting.
- 11.4 Board meeting agendas will include time for representatives to give reports back.

- 11.5 The CHP Board will decide the process for agenda setting. They can opt to do this either with a meeting of
- The Chair/Vice Chair and the CHP Housing Manager or
 - All Board members, vice Chair and CHP Housing Manager.

12. Annual General Meeting

12.1 The Board will hold an Annual General Meeting (AGM).

12.2 At the AGM:

- People will receive the Annual Report of the officers of the Board including progress on the CHP Action Plan
- There will be a report on budgets –CHP Budgets update/Board expenses/fun events budget etc
- Ideas for the next CHP Action Plan will be discussed.
- Board members will step down at the close of the meeting after which the selection process will be re-run taking into account self re-nomination and new expressions of interest in Board membership from the Community.

13. Special General meetings of CHPs.

13.1 The Chair of the CHP Board can call a special general meeting of the Board either for the purpose of dealing with urgent business or for considering any matter that should be referred to members in general. At least 2 weeks written (10 working days) notice should be given.

13.2 They shall call such a meeting at the request of at least half of the Board members.

13.3 The C.H.P. Board chair must give the Council adequate notice to enable a Special C.H.P. Board meeting unless the matter to be tackled is very urgent, in which case, **less notice can be given.**

14. Voting

14.1 When a decision needs to take place by a vote each Board member will have one vote. The Chair will have a second, or casting, vote in the event of a tie.

14.2 Voting will be by a show of hands.

14.3 A secret ballot will be held where more than 3 Board members request it.

15. Quorum

15.1 For a decision to be made by the Board at least any seven members of those eligible to vote must be present (or five in the case of Wellgate CHP).

15.2 If 2 consecutive meetings are inquorate, a letter will go to all Board members and all Ward Councillors explaining the situation. The next meeting will plan remedial action.

16. Dissolution and Amending the Constitution

- 16.1 The Council can by calling a meeting of the Assembly consider dissolving the CHP Board system.
- 16.2 Amending the constitution can be done by calling a special general meeting called for this purpose or at an Annual General Meeting but only after extensive consultation with all CHP Boards as the nature of amendment/s, which if passed would apply to all CHP boards.
- 16.3 All CHP members and residents should have 21 working days written notice of a meeting to dissolve the CHPs or amend the constitution of the CHPs.
- 16.4 Proposed changes to be made to standing orders, codes of conduct or the Constitution and appendixes referred to in this constitution can be agreed at CHP meetings but will apply to all CHPs in the London Borough of Barking and Dagenham subject to the approval of the Council's Assembly.

17. Publicity for Meetings

- 17.1 Board Meetings - At least 2 weeks (10 working days) notice of all CHP Board Meetings will be given. Notice of Board meetings will be
 - Displayed in the local Office
 - Advertised in local press listings
 - Displayed in other local community venues as decided by the Board
 - Advertised in local C.H.P. Newsletters when possible
 - Translations will be provided on request.
- 17.2 Minutes of the meetings will be sent to everyone who attended the meeting. Minutes will also be displayed at the local Office. Minutes will be written up and displayed/mailed out within 14 working days after the meeting. Minutes will also be included in the local Newsletter.

18. Complaints/ Grievance/ Disciplinary Procedures

Any complaints or grievances on how the board operates will be monitored by the CHP Development Team. Specific complaints will be addressed to the CHP Development Manager.

This constitution was adopted by the CHP Board: -

on (date)

at (place)

Chair.....

Vice Chair.....

APPENDIX A

STANDARDS FOR MEMBERS OF THE PUBLIC (VOLUNTEERS) UNDERTAKING COUNCIL ACTIVITIES

This document sets out the standards the Council would like members of the public, acting as volunteers, to comply with when they are undertaking voluntary activities on behalf of the Council. Voluntary activities include, for example, acting as Deputy Chair at Community Forums, or acting as a member of an Education Appeal Panel.

The standards themselves are not legally enforceable, but it is hoped that volunteers will be willing to comply with them. Some voluntary activities do have legal implications - for example the Data Protection Act and the Human Rights Act control the use of personal information.

Courtesy

1. Volunteers should:
 - (a) promote equality and not discriminate against any person;
 - (b) treat others fairly and with respect;
 - (c) facilitate and encourage wide discussion where appropriate
 - (d) represent the views of the wider community

Use of information

2. Volunteers should not:
 - (a) disclose private or confidential information given to them in the course of their duties.
 - (b) use information against any person; or
 - (c) use information to gain any personal advantage.

Volunteers should

- (a) make sure that family and friends/colleagues do not see private and confidential information.
- (b) return all private and confidential information to the relevant Council officer at the end of a meeting

Interests

- 3(a). Volunteers should make known to the relevant Council officer any interest they have in the matters being discussed during Council activities. These interests may include:
- (i) financial interests (direct or indirect, for example as an employee of a company) and/or;
 - (ii) any relationship or friendship that a volunteer may have to any person or organisation that is the subject of discussion at the Council activity.
- 3(b) Where there is a conflict of interest, the volunteer must leave the meeting whilst the matter is being discussed.

General Behaviour

4. At all times, appropriate standards of behaviour should be displayed.
- In particular, volunteers should not:
- (a) be rude or cause offence;
 - (b) use inappropriate language (e.g. swearing, discriminatory comments); or
 - (c) be under the influence of alcohol or other substances when involved with Council activities

Appendix 2 – Good Practise Guide for CHP

The aim of the CHP is to encourage diversity, promote participation, extend democratic accountability and bring more rational and informed debate on housing services and management to the local communities. It is recognised that CHP are a completely new way of working for the Council and as such they will take time to "grow". However the CHP will build upon and be consistent with the good practises already established by the Community Forums for how meetings should operate.

- (i) What does the Council wish to achieve?
 - gaining the trust of local community by being honest
 - better communications
 - greater public involvement

- (ii) How is the Council going to achieve this?
 - ensure actions result from the CHPs.
 - informal friendly environment
 - Inclusive of all the community
 - lay/resident chairs
 - provide empowerment

- (iii) What are the potential blockages?
 - lack of resources
 - access
 - dominance by single minded people/groups
 - community diversity/size of the Forums
 - politics
 - apathy/lack of interest

- (iv) How will CHP differ from existing forums?
 - Listeners not leaders
 - Style of meetings
 - Community representatives

The good practice guidance, which follows, has sought to build upon the experiences of the community forums.

In addition to the guidance, base information concerning the operation of the CHPs and possible layouts for CHP venues, proposed agenda format.

Appendix 3 - Role of Chair and Vice Chair

Chair duties include:

- Attending regularly
- Planning and preparing for meetings

- Agreeing agenda with officers and relevant paperwork
- Conducting the meetings efficiently and controlling the discussion without monopolising it.
- Making sure everyone has a chance to put their views forward
- Ensuring the meeting keeps to time
- Ensuring that the meeting is properly recorded
- Be a good listener and be tolerant
- Diplomatic
- Deal with conflicting interests
- Be aware of the communities' diversity.
- Encourage participation, summarise and draw conclusions.
- Firmly rule out inappropriate behaviour.
- Ensure publicity is produced.
- Liaison with lead officers to progress and chase issues on behalf of the CHP.

The chair will be encouraged to undertake training to learn key facilitation skills to perform all the above roles.

Vice Chair duties include:

- All the above, when deputising for the chair in their absence.

Delegated Powers and Responsibilities:

- The CHP will consider, discuss and make decisions on matters delegated by the Executive to the Director of Housing under the Council's existing Standing Orders and Constitution. Decisions made by the CHP Board will be subject to the approval of the Director of Housing and to the call in process by the Executive and minutes of the meeting will be distributed to Members of the Council prior to decisions being actioned by officers.

Background Papers

1. Recognising organisations for the right to manage by E Goulding and N Purvis 1994. (DOE)
2. Wick Village TMC – Code of Conduct – and Terms of Reference May 02.
3. Community Forums – political structure and information by Barking and Dagenham
4. Tenants' Information Service – tenants make it happen 1995
5. Bradford City Council – Constitution
6. Bristol City Council – Constitution for Area Housing Committee.
7. Sikaman Housing Association Ltd – model rules H 13 1977
8. Stirling District Council – Constitution of Tenants' & Residents' Federation of Stirling Tenants Association 1992.
9. The Welsh Tenants' & Residents' Federation Limited Memorandum of Association 1995.
10. TPAS – Memorandum and Articles of Association.

THE ASSEMBLY**5 MARCH 2003****REPORT OF THE SCRUTINY MANAGEMENT BOARD**

REPORT OF MEETING OF 19 FEBRUARY 2003		FOR INFORMATION
<p><i>This regular report on the work of the Scrutiny Management Board is submitted under Article 2, Paragraph 9.2 of the Constitution.</i></p> <p><u>Summary</u></p> <p>This report summarises the work of the Scrutiny Management Board at its meeting on 19 February 2003.</p> <p>The Board considered the following (further details are set out in the report):</p> <ul style="list-style-type: none"> • Corporate Computer System - Continuing progress on improving the facilities available within the Oracle system and assisting user familiarity. • Children's Matters - Arrangements to progress work around children's matters as soon as possible, particularly in view of the Council's corporate parenting role, financial arrangements and the Social Services Inspectorate's report. • Routine Items - The Forward Plan, current, ongoing and future Scrutiny Panels and future/outstanding reports. 		
<p>Contacts: Kal Benning</p>	<p>Team Manager Democratic and Electoral Services</p>	<p>Tel: 020 8227 2348 Fax: 020 8227 2171 Minicom: 020 8227 2685 E-mail: kalbinder.benning@lbbd.gov.uk</p>
<p>Councillor Mrs Twomey</p>	<p>Chair of Scrutiny Management Board</p>	<p>Tel: 020 8593 3315 E-mail: patricia.twomey@lbbd.gov.uk</p>
<p>Councillor H Collins</p>	<p>Deputy Chair of Scrutiny Management Board</p>	<p>Tel: 020 8593 8976</p>

- (i) **Corporate Computer System** - The Board receives regular progress reports on the Corporate Computer System (Oracle) outlining continuous improvements in the facilities available in the system, assisting user familiarity and the service available for schools.

Arrangements are being made for three Members to visit schools to look at issues being raised and report back to the Board.

(ii) **Children's Matters** - The Board agreed that Councillors Osborn and Bramley, Lead Member and Children's Champion respectively, the Head of Performance Management and the Head of Children and Families Service be invited to attend a special Board meeting to discuss the following in relation to children's matters:

- the Council's corporate parenting role
- the Social Services Inspectorate's report
- financial considerations
- current and future work programme/proposals

(iii) **Routine Items -**

(a) **The Forward Plan** - The Board agreed and requested the following to comment on before decisions are taken and as part of the Board's role is to ensure that key decisions are taken in accordance with the Constitution:

- (i) the draft scheme for co-ordinated admissions to secondary schools which is due to be submitted to the Executive for approval on 15 April 2003,
- (ii) a report to the Special Board meeting referred to above on Integrating Health and Social Care - Consultation Proposals.

(b) **Scrutiny Panels**

(i) Current/Ongoing/Future Scrutiny Panels

- Housing Associations - Welcomed Natasha Brown, East Street Information Shop as the external representative.
- Scheme of Delegation - Expressions of interest are being sought to fill the vacancy resulting from Councillor Bunn's death.
- Traffic Calming - Requested that the Panel's draft final report be submitted to the next Board meeting so that the Panel may present its final report to the Assembly within the current municipal year.
- National Health Service - Agreed that where appropriate scrutiny panel terms of reference include considering any related health issues.
- Membership on Scrutiny Panels - that the statutory co-opted members be invited to training on scrutiny panel work.

(c) **Future and Outstanding Reports**

- Passenger Transport - a scoping report covering the working arrangements, staffing and costs of passenger transport (excluding Members' transport) be submitted to a future meeting.

- Social Inclusion - deleted from the list of suggested future scrutiny panels as a policy commission has been set up on this.
- Community Housing Partnerships, Customer First and Housing Repairs - deleted from the list of suggested scrutiny panels in view of the ongoing work on Customer First.
- People Matters - the Editorial Board (EB) is due to attend the next meeting. As the membership has recently changed all existing and previous EB members, including trade union representatives, be personally invited.

(iv) Scrutiny and Resources

The Board commented on the significant role of scrutiny in keeping an overview of the Council's operations, challenging or checking on actions or services and examining particular topics and the need to ensure this is carried out effectively with adequate resources.

Agreed that a bid for additional resources be processed as soon as possible in order to ensure sufficient resources for the expanding scrutiny programme.

Background papers used in the preparation of this report:

Minutes of the Scrutiny Management Board - 19 February 2003

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THE ASSEMBLY

5 MARCH 2003

REPORT OF THE DEVELOPMENT CONTROL BOARD

REPORT OF MEETING OF 4 FEBRUARY 2003		FOR INFORMATION
<p><i>This regular report on the work of the Development Control Board is submitted under Article 2, Paragraph 9.2 of the Constitution.</i></p> <p><u>Summary</u></p> <p>This report summarises the matters dealt with by the Development Control Board at its meeting on 4 February 2003.</p> <ol style="list-style-type: none"> 1. A total of thirteen planning applications were presented involving new planning. 2. From these applications, seven were decided in accordance with the officers' recommendation; of the remainder, two were withdrawn, one deferred pending a highway impact assessment; and three deferred for site visits. 3. The Board noted that two Town Planning Appeals had been lodged and another two had been determined, one allowed and one dismissed. 4. Details of applications determined by the Director of Leisure and Environmental Services under delegated authority were presented covering the period 10 December 2002 to 7 January 2003. 		
<p>Contacts: David Bays</p>	<p>Democratic Services</p>	<p>Tel: 020-8227 2117 Fax: 020-8227 2171 Minicom: 020-8227 2685 e-mail: david.bays@lbbd.gov.uk</p>
<p>Councillor Mrs Bruce</p>	<p>Chair of Development Control Board</p>	<p>Tel: 020 8227 2116 e-mail: jean.bruce@lbbd.gov.uk</p>

Background papers used in the preparation of this report:

Minutes of the Development Control Board meeting held on 4 February 2003

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THE ASSEMBLY**5 MARCH 2003****REPORT OF THE PERSONNEL BOARD**

REPORT OF RECENT MEETINGS		FOR INFORMATION
<p><i>This regular report of the work of The Personnel Board is submitted under Article 2, Paragraph 9.2 of the Constitution.</i></p> <p><u>Summary</u></p> <p>This report summarises the work of The Personnel Board from 6 November 2002 to 12 February 2003.</p> <p>The Board has considered the following (further details are set out in the report):</p> <ul style="list-style-type: none"> • an appeal against the issue of a first written warning - Leisure and Environmental Services Department • redundancy - Chief Executive's Department • discretionary retirement - Chief Executive's Department • grievance - Social Services Department • redundancies - Social Services Department 		
<p>Contact: Kal Benning</p>	<p>Team Manager Democratic and Electoral Services</p>	<p>Tel: 020 8227 2348 Fax: 020 8227 2171 Minicom: 020 8227 2685 E.mail: kalbinder.benning@lbbd.gov.uk</p>

The Board has met and addressed matters as follows:

1 6 November 2002

Considered an appeal against the issue of a first written warning to an employee in the Transport and Waste Services Division, Leisure and Environmental Services Department. The Board agreed not to support the management decision as there was evidence that protocols were not followed by the Council and insufficient evidence was produced to support the written warning.

2 17 December 2002

- (i) Agreed a redundancy in the Cashiers Section, Revenue Services Division, Chief Executive's Department, to take effect after the appropriate period of contractual notice from the Board's decision.

- (ii) Agreed a discretionary retirement on compassionate grounds without additional enhancements and at no costs to the Council to take effect after the appropriate period of contractual notice from the Board's decision.

3 20 January 2003

Considered a grievance of an employee in the Social Services Department and supported the management decision whilst asking for other points to be addressed.

4 12 February 2003

Agreed, in principle, the compulsory redundancy of employees in the Social Services Department.

The Board expressed concern regarding (a) the corporate approach to redundancy/redeployment and (b) the delay in submission of reports to The Personnel Board and the potential financial implications of this. It agreed to refer these concerns to The Management Team for comment.

Background papers used in the preparation of this report:

Draft minutes of the meetings of the Personnel Board held on 6 November and 17 December 2002 and 20 January and 12 February 2003

THE ASSEMBLY

5 MARCH 2003

REPORT OF THE BOROUGH FINANCE OFFICER

THE BUDGET 2003/04		FOR DECISION
<p><i>This report is submitted in accordance with statutory requirements.</i></p> <p><u>Summary</u></p> <p>The Executive at its meeting on the 25 February 2003 considered a comprehensive report on the budget for 2003/04 and has recommended it for approval by the Assembly.</p> <p><u>Recommendation/Reason</u></p> <p>To approve the budget proposals and resolutions set out below which incorporate decisions about the Council Tax to be levied in 2003/04, in accordance with legislative requirements.</p>		
Contact: Terry Huff	Head of Corporate Finance	Tel: 020 8227 2206 E-mail: terry.huff@lbbd.gov.uk

At the Executive on the 25 February 2003 it was agreed as follows:-

(A) The Budget 2003/04

The Head of Corporate Finance submitted a comprehensive report on the subject of the Revenue and Capital budgets and Council Tax to be levied for the year 2003/04.

Accordingly we have considered the implications of alternative levels of expenditure including the effect upon the Council Taxpayers, the needs and resources of the area and other factors affecting the Council's aggregate requirements including its Revenue and Capital estimates. We have reaffirmed that the budget requirement should be set at £205,200,000.

Having taken the above into account.

WE RECOMMEND:-

- (1) That the following, as submitted in the Annual Estimate Book, be approved:-

- (a) the revised revenue estimates for the year 2002/2003 and the revenue estimates for 2003/2004.
 - (b) the capital programme for the year 2003/2004 and in principle approved for 2004/05 to 2007/08.
- (2) That it be noted that at its meeting on 17 December 2002 the Assembly calculated the amount of 51,921 as its Council Tax Base for the year 2003/2004 in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 made under Section 33(5) of the Local Government Finance Act 1992.
- (3) That the following amounts be now calculated by the Council for the year 2003/2004 in accordance with Sections 32 to 36 of the Local Government and Finance Act 1992:-

(a)	£414,608,609	being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2) (a) to (e) of the Act					
(b)	£209,408,609	being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) to (c) of the Act					
(c)	£205,200,000	being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year					
(d)	£162,430,596	being the aggregate of the sums which the Council estimates will be payable for the year into its General Fund in respect of redistributed non-domestic rates, revenue support grant reduced by the amount of the sums which the Council estimates will be transferred in the year from its General Fund to its Collection Fund in accordance with Section 97(4) of the Local Government Finance Act 1988 and increased by the amount of any sum which the Council estimates will be transferred from its Collection Fund to its General Fund pursuant to the directions under Section 98(4) of the Local Government Finance Act 1988 made on the 7th February 1994.					
(e)	£823.74	being the amount at 3(c) above less the amount at 3(d) above, all divided by the amount at (2) above, calculated by the Council, in accordance with Section 33(1) of the Act, as the basic amount of its Council Tax for the year					
(f)	<u>Valuation Bands</u>						
A	B	C	D	E	F	G	H
£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
549.16	640.69	732.21	823.74	1,006.79	1,189.85	1,372.90	1,647.48

being the amounts given by multiplying the amount at 3(e) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band 'D' calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (4) That it be noted that for the year 2003/2004 the amounts which the Mayor of London has calculated in accordance with Section 47 of the 1992 Act, as amended by Section 92 of the 1999 Act, as the amounts of Council Tax for the financial year beginning on 1 April 2003 for each category of dwellings are as follows:-

Precepting Authority	Valuation Bands							
	A	B	C	D	E	F	G	H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Greater London Authority	149.60	174.53	199.47	224.40	274.27	324.13	374.00	448.80

- (5). That, having calculated the aggregate in each case of the amounts at 3(f) and (4) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2003/2004 for each of the categories of dwellings shown below:-

Valuation Bands

A	B	C	D	E	F	G	H
£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
698.76	815.22	931.68	1,048.14	1,281.06	1,513.98	1,746.90	2,096.28

(B) Medium Term Financial Strategy

The Council requires a clear financial strategy within which service and financial plans can be developed.

The Authority now has a process that draws the financial and planning process together and ensures consistency between them. This is brought together in the Council's Balanced Scorecards, which allow, as far as possible, budgets and service plans to be developed concurrently. This has been critical in assessing the priorities that are protected, such as Environmental Services and to allow resources to be channelled to reflect Council Priorities, for example Social Services.

Outlined below are the key principles of the Medium Term Financial Strategy, detailing spending levels and resource implications over the next 3 to 5 years, which Members are asked to adopt.

Projected spending levels 2003/04 - 2005/06

The Government in its Comprehensive Spending Review (2003/04 - 2005/06) sets out how much it intends to spend on local government over the next three years. The three-year announcement is Governments attempt to introduce a degree of predictability and stability; which it has further strengthened by making floors and ceilings a permanent feature of the revenue grant distribution system.

Whilst the announcement is helpful it only provides national spending levels, local spending will still differ depending upon individual circumstances, for example relative increase in pupil numbers, population etc. However, for the purpose of projecting grant allocations in future years the national targets are a useful indicator.

The projected spending / funding levels for the General Fund are shown in Appendix 'A'

In summary, the figures indicate that the authority's spending would increase by an estimated 27 % over the three years with the following service increases;

Education	27.7%
Social Services	42.1%
Highways	11.5%
Other Services (EPCS)	12.5%

As can be seen it is the intention that there will be significant, structural changes to the Council budget. In particular, savings of over £4 million will be made over the next three years in the EPCS block. There will also be a significant increase in Social Services funding levels.

Council Tax Levels

The spending levels and associated Council Tax increases are detailed in Appendix 'A', and summarised below:

	LBB	GLA	TOTAL
	£ p	£ p	£ p
2003/04	823.74	224.4	1,048.14
2004/05	943.39	269.28	1,212.67
2005/06	1,040.66	323.14	1,363.79

The above calculations are based upon the following assumptions:

It assumes a GLA increase of 20% in 2004/05 and 2005/06.

The Government increased the proportion of expenditure it expects to be funded from Council Tax from 20% to 23% in 2003/04. It has been assumed that the 23% Council Tax burden will remain constant in 2004/05 and 2005/06. It should be noted that in the Government's recently issued white paper on local government finance there is the assumption that local authorities will be able to achieve 2 to 2.5% efficiency savings. It is unclear how the Government intends to account for these savings, but it could potentially impact on the assumed share of funding financed through council tax.

It also assumes that FSS levels will increase in line with national targets and that the Authority will spend in line with the FSS allocations.

Capital Investment Programme

Members will be aware of the Government's intention to pool RTB capital receipts. The RTB receipts are an important income source and the pooling of these will result in General Fund services losing an estimated £60 million receipts over the next five years.

The Council's Capital Programme is significant in comparison to many of its neighbouring boroughs and Members have confirmed that they wish to sustain the current level of expenditure. Indeed, the Capital Programme totals £402 million for the period 2003/04 to 2007/08.

However, to support the programme the Council will need to rely more extensively on external funding sources such as PFI and plan to utilise all of the estimated £60 million usable receipts in reserve.

The usable receipts currently generate interest which supports the revenue account; in 1998/99 this totalled £8 million. In the Medium Term Financial Plan, it has been assumed that these receipts are likely to fall to £2 million by 2006/07.

Use of Reserves

Overall, the Council's financial base is healthy. It has not relied significantly on reserves to achieve year-on-year balanced budgets and has a policy of not using balances to sustain recurring expenditure; the Council will seek to maintain this approach.

In 2003/04 the Authority plans to use £3.2 million from Reserves in order to meet the spending levels as set out in the Medium Term Financial Plan. However, it is the intention that the Authority will return to a balanced budget in years 2004/05 and 2005/06 through a combination of savings and Council Tax increases.

The current level of reserves is some £18 million reduced to £15 million by 2004/05, still comfortably above the £10-12 million threshold the Authority wishes to maintain (5% of net revenue expenditure). This will, therefore, allow funds to be set aside for invest to save initiatives.

Policy Charging Commission

The Policy Charging Commission's guidelines in relation to the Authority's charging policies will continue to be applied, which should increase income for future investment.

Flexibility of budgets

The Council allows virements to be made between budget heads in order to react to budget pressures and changing priorities during the year. However, the delivery of the Medium Term Financial Plan is predicated upon the fact that the Council operates within the overall cash limits that have been set.

The Council sees the management of finances within the approved budget as a key performance measure, underpinned by regular budget monitoring reports to the Executive. The budget reports will also feed into the Council's performance management framework and Chief Officers' Personal Performance Plans.

(C) Statutory Requirements for Borrowing Limits

In accordance with the requirements of Section 45 of Part IV of the Local Government and Housing Act 1989.

WE RECOMMEND:-

- the overall borrowing limit for 2003/04 be £26.4m to cover the estimated outstanding debt remaining after the premature repayment of external debt during 1992/93. (This is currently financed from internal funds)
- the amount of money which the Council borrows by way of short term money be limited to £5.3m being 20% of the total borrowing limit. (In practice, no such borrowing is likely in 2003/04)
- the limit on the proportion of borrowing by means of loans at variable rates of interest be £3m. (In practice no such loans are likely to be raised during 2003/04).

Background papers used in the preparation of this report:

Revenue Support Grant Settlement 2003/04
Formula Spending Share 2003/04

Appendix A

Council Tax 2003/04 to 2005/06

EPCS to realise the following savings

2003/4
£2.2 million

2004/5
£2.5 million

2005/6
£250,000

	Estimate 2002/03	FSS 2003/04	Estimate 2003/04	FSS 2004/05	Estimate 2004/05	FSS 2005/06	Estimate 2005/06	3 Year Increase %
Education	96.889	106.432	106.432	114.44	114.44	123.7	123.7	27.67
Social Services	46.576	53.911	53.911	58.78	58.78	66.18	66.18	42.09
Highways	4.886	5.013	5.013	5.22	5.22	5.45	5.45	11.54
EPCS	44.399	42.754	47.394	44.85	47.80	47.22	49.96	12.53
Capital Charges		2.400		2.4		2.74		
Total Spending	192.75	210.511	212.75	223.29	226.24	245.29	245.29	27.26
Formula Grant	£m's		£m's	%		%		%
Surplus Collection Fund	148.24		161.808	9.15	174	7.53	189	8.62
Interest Receipts	0.258		0.623		0.258		0.258	
Reserves	4.35		4.35		3		2	
Council Tax Requirement	1.9		3.2		0		0	
	39.902		42.769	7.19	48.982	14.53	54.032	10.31
Total Income	194.65		212.75		226.24		245.29	
Council Tax Base	51525		51921		51921		51921	
LBBD Council Tax	737.55		823.74	9.46	943.39	11.42	1040.66	8.02
GLA Precept	173.88		224.40	5.54	269.28	4.28	323.14	4.44
Total Band D property	911.43		1048.14	15.00	1212.67	15.70	1363.79	12.46
Total Band C property	810.16		931.68		1077.93		1212.26	

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