

# London Borough of Barking and Dagenham

## Notice of Meeting

### THE EXECUTIVE

**Tuesday, 19 October 2004 - Civic Centre, Dagenham, 7:00 pm**

**Members:** Councillor C J Fairbrass (Chair); Councillor C Geddes (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor H J Collins, Councillor S Kallar, Councillor M A McCarthy, Councillor M E McKenzie, Councillor L A Smith and Councillor T G W Wade

**Declaration of Members Interest:** In accordance with Article 1, Paragraph 12 of the 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

8.10.04

Graham Farrant  
Chief Executive

Contact Officer Barry Ray  
Tel. 020 8227 2134  
Fax: 020 8227 2171  
Minicom: 020 8227 2685  
E-mail: [barry.ray@lbbd.gov.uk](mailto:barry.ray@lbbd.gov.uk)

### AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 12 October 2004 (to follow)**

#### **Business Items**

*Public Items 3 to 6 and Private Items 13 to 17 are business items. The Chair will move that these be agreed without discussion, unless any Member asks to raise a specific point.*

*Any discussion of a Private Business Item will take place after the exclusion of the public and press.*

3. **Ninth London Local Authorities Bill (Pages 1 - 8)**
4. **Groundwork East London - Sponsorship Agreement and Indicative Annual Programme (Pages 9 - 14)**

**5. Moving Forward Together - A Mental Health Strategy for Barking and Dagenham (Pages 15 - 24)**

Appendix B – ‘Moving Forward Together - A Mental Health Strategy’ is circulated separately to Members of the Executive. Copies of the Strategy are available in the Members Rooms, at Public Libraries and via the Internet.

**6. New Proposals for School Term Dates Report (Pages 25 - 32)**

**Discussion Items**

**7. Department of Trade and Industry Initiative on Employer Provided Home Computing (Pages 33 - 41)**

**8. Any other public items which the Chair decides are urgent**

**9. 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 Executive, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are 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).

**Discussion Items**

**10. Council Pension Fund - WM Annual Report (to follow)**

**11. Replacement of Revenues IT Systems - Selection of Preferred Supplier (Pages 43 - 51)**

*Concerns a Contractual Matter (paragraphs 7, 8, 9 and 10)*

**12. Education Overspend 2004/2005 and Action Plan (to follow)**

*Concerns a Staffing Matter (paragraph 1)*

**Business Items**

**13. Financial Services Division - Staffing (Pages 53 - 97)**

*Concerns a Staffing Matter (paragraph 1)*

**14. Crime and Disorder Act 1988 - Anti-Social Behaviour Orders (Pages 99 - 101)**

*Concerns a Legal Matter (paragraphs 7 and 12)*

**15. Term Contract for Street Lighting Maintenance and Replacement 2004 - 2009 (Pages 103 - 107)**

*Concerns a Contractual Matter (paragraphs 7, 8, 9 and 10)*

**16. Acceptance of LCSG Framework Contract for Corporate Advertising (Pages 109 - 111)**

*Concerns a Contractual Matter (paragraphs 7 and 9)*

**17. Acceptance of LCSG Framework Contract for Temporary Professional Staff (Pages 113 - 117)**

*Concerns a Contractual Matter (paragraphs 7 and 9)*

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

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## THE EXECUTIVE

19 OCTOBER 2004

## REPORT OF THE DIRECTOR OF CORPORATE STRATEGY

NINTH LONDON LOCAL AUTHORITIES BILL		FOR DECISION
<p><i>This report concerns the 9<sup>th</sup> London Local Authorities Bill which is of significance for all London Boroughs.</i></p> <p><b><u>Summary</u></b></p> <p>This report set out the proposed details of a new London Local Authorities Bill. It is designed to specifically address issues of concern for London Boroughs. The Association of London Government Leaders Committee on 13 July 2004 agreed in principle to proceed with the 9th London Local Authorities Bill. As with previous legislation this Bill is thematically directed to environmental issues facing urban Boroughs. Traditionally this Borough has always supported such measures and been a keen participant.</p> <p>The London Borough of Westminster will act as the Lead Borough.</p> <p>The cost of the work for each Borough is estimated to be around £15,000.</p> <p><b><u>Recommendations</u></b></p> <p>The Executive is asked to recommend the Assembly to support, in principle, the proposals as set out in this report and agree the draft resolution as attached as Appendix 1. The relevant Services will pay towards the costs.</p> <p><b><u>Reasons</u></b></p> <p>By being actively involved at an early stage the Council is afforded an opportunity to shape legislation which will be beneficial to the community and London as a whole. This work gives the Council an opportunity to play a constructive part in addressing the issues which face London Boroughs.</p>		
<p><b>Contact</b> Paul Feild</p>	<p>Corporate Lawyer - Solicitor</p>	<p>Tel: 020 8227 3133 Fax: 020 8227 3698 Minicom: 020 8227 2685 E-mail <a href="mailto:paul.feild@lbbd.gov.uk">paul.feild@lbbd.gov.uk</a></p>

## 1. **Background**

- 1.1 The Chief Executive of the Association of London Government ("ALG") wrote to Borough Chief Executives on 29 April 2004, seeking views on whether to proceed with an 9th London Local Authorities Bill, and if so, what provisions should be included in the Bill. Following consultation with Chief Officers a response was sent expressing interest in hearing of any further developments.

- 1.2 A number of suggestions were made, some specialist in nature and others of direct interest to this borough. The proposal was made by officers of the ALG to the London Leaders Committee that they should support in principle a Ninth London Local Authorities Bill. The Committee on 13 July 2004 agreed in principle to support a bill.
- 1.3 At present a number of other Boroughs have made a commitment to the Bill namely Bexley, Brent, Corporation of London, Croydon, Havering, Haringey, Kensington and Chelsea, Westminster, Sutton and Wandsworth.
- 1.4 The ALG has asked officers to inform Members that no decisions have yet been made. These are purely ideas that are being consulted on and will almost certainly be whittled down before the Bill is deposited in Parliament in November.
- 1.5 It is also very important to stress that a council does not formally become part of the Bill until it has passed the Second Resolution in the New Year. At that point it would be possible for a borough to "opt out" of any particular provision it didn't like.

## **2. Promoters Criteria for assessing suggestions for inclusion in the Bill**

- 2.1 The majority of the suggestions, including those from this Authority, have been on environmental or transport-related issues. The criteria used by the promoters will be the following:
  - There must be evidence that the problem addressed is serious and affects a significant number of Boroughs, or London as a whole.
  - It must be possible to show that there is no existing legislation to address the problem, or that existing legislation has proved to be ineffective.
  - It must be possible to make the case that London authorities should be given new powers, even though these powers will not be available to authorities nationally.
  - The proposals must have the support of other London authorities.
  - Provisions that directly contradict Government policy are likely to fall.
- 2.2 A summary of the suggestions that have come forward are categorised as follows:
  - **Abandoned vehicles** - further powers to deal with abandoned vehicles.
  - **Traffic measures** - powers for enforcement of the lorry ban, and of box junction violations.
  - **Regulation of the sex industry** - further powers to curb the proliferation of the sex industry.
  - **Travellers** – appropriate powers to ensure that local authorities can deal with problems incurred as result of travellers.
  - **Litter Wardens** - to allow Boroughs to employ litter wardens with powers to impose spot fines for litter; the income from fines must be retained by the borough and can be used by them to finance the wardens.
  - **Dog Walker** - powers to curb professional dog walkers.
  - **Parks Constabularies** - extensions of powers.

- **Graffiti** - additional powers to restrict the sale of spray paints and marker pens.
- **Technical amendments** to existing local legislation.

### **3. Process of Promoting the Bill**

- 3.1 Parliamentary procedure and Standing Orders requires any organisation wishing to promote a Private Bill to appoint Parliamentary Agents; place an appropriate advertisement and where the organisation is a Council to make an appropriate resolution by full Council.
- 3.2 Westminster has, with the ALG, appointed Messers Sharpe Pritchard Solicitors to be the Parliamentary Agents.
- 3.3 The statutory advertisement was placed by the ALG in the London Evening Standard and published on 13 August 2004.
- 3.4 A model resolution has been provided by the ALG which is to be adopted by all the Boroughs promoting this Bill. This is set out as Appendix I.

### **4. Costs**

- 4.1 As a guide at this stage the cost of the 8th London Local Authorities Act was approximately £10,000 per borough over three financial years. This cost will of course vary depending upon how many Boroughs participate. It may be wise to set aside a provision of £5,000 per year for next three years, as the progress of Local Authority Bills has to fit in with Parliamentary time. Making a total maximum cost of £15,000.

### **5. Next Steps for the Council**

- 5.1 The provisional timetable for an 9th London Local Authorities Bill is set out in Appendix II.
- 5.2 There is a degree of uncertainty as to what the final form of the Bill will take and so historically some Boroughs have had a sense of ambivalence as to whether to support the initiative. A few Boroughs offer their support at a later date as the details emerge. However, their absence during the formation and finalisation stage of the Bill removes their ability to have a voice and highlight their approach to new legislation. There is therefore something to be said to be involved in the beginning as the Council can take part in the shaping of the proposed legislation. The final decision as to whether the final legislation is formally adopted can be taken later.
- 5.3 For the above reasons it is suggested that the Council does actively support the proposed Bill.
- 5.4 It is necessary with Parliamentary Bills relating to Local Authorities for there to be a full resolution of the Council. Members are therefore asked to support the wording for onward submission and approval by the Assembly on 3 November 2004.

**Background papers used in the preparation of this report:**  
Association of London Government Leader's Committee Report

**RESOLUTION OF COUNCIL**

**9<sup>TH</sup> LONDON LOCAL AUTHORITIES BILL  
[FIRST RESOLUTION OF COUNCIL]**

**LONDON BOROUGH OF BARKING AND DAGENHAM COUNCIL**

RESOLVED -



That the Council approves the inclusion in the Bill being promoted by Westminster City under the name or short title of “London Local Authorities” of provisions effecting all or some of the following purposes -

(a) to make provision in respect of the control of portable advertisements; providing better powers to deal with fly posting and graffiti including powers of seizure and stronger penalties; making further provision about unauthorised advertisement hoardings; to provide for telephone call barring for numbers mentioned in unauthorised advertisements including those placed in telephone kiosks; strengthening Councils’ powers as regards the control of waste and the use of street litter control notices; prescribing how recyclable waste should be separated, enabling the making of standard regulations about the use of waste receptacles; charging for additional household waste collections; providing further powers to deal with waste on private land; strengthening and extending the law relating to litter including powers to deal with litter and waste in aquatic environments and dealing with littering from vehicles; controlling the use of civic amenity sites; dealing with waste transfer notes and licences; strengthening enforcement against fly-tipping; strengthening powers to deal with abandoned vehicles and providing powers to remove and dispose of nuisance and other vehicles; updating the law on intruder alarms; dealing with construction noise from underground stations; dealing with control of noise nuisance from street works; providing stronger powers to deal with noise nuisance; strengthening enforcement against illegal “near beer” premises; dealing with the display or possession for supply of R18 videos in unlicensed sex shops; allowing conditions relating to waste and litter to be attached to premises licences under the Licensing Act 2003; dealing with fees for premises and personal licences in London under that Act; increasing the number of members who can sit on licensing committees under that Act; enabling the provision of cleaning up conditions at licensed special events; dealing with charitable collections on the highway and public places; amending the law relating to street trading including dealing with shop forecourts, bridges over the Thames and the South Bank; introducing the licensing of proprietary clubs; altering the law relating to the licensing of special treatment premises, to include dealing with nail art, mobile premises, and premises under the Registered Homes Act; dealing with bicycle rickshaws or pedicabs; amending and extending the law relating to parking and parking enforcement including dealing with repeat offenders, and with motorcycles on the footway; dealing with cycling on the pavement; dealing with abandoned bicycles and other bicycles left in public places; dealing with filming on the highway and in open spaces and making further provision about filming in London; dealing with chairs and tables and other things placed on the highway including the making of additional charges; altering the law relating to overhanging vegetation on the highway; providing exemptions from traffic restrictions for waste collection and road sweeping vehicles; making further provision about vehicle crossovers and driving off the carriageway; removal of articles attached to street furniture and other objects on or abutting the highway; removal of disused telephone kiosks and other disused apparatus and street furniture; the decriminalisation of low emission zone enforcement; stopping vehicles for emissions testing; enabling Councils to provide “wi-fi” technology; providing for the registration of second-hand dealers; providing for the control or prohibition of smoking in public places or the work place; the provision of consumer advice; altering the concessionary fares scheme; the registration of businesses who provide mail forwarding services; enabling Councils to obtain the names and addresses of people whose telephone numbers are publicised in connection with unlawful activity, including unlawful street trading of vehicles; further decriminalisation of offences prosecuted by local authorities and the introduction of a penalty charge notice regime akin to

parking; extending Councils' powers to serve fixed penalty notices to include offences not currently covered; delegating the issuing of fixed penalty notices and further flexibility in relation to fixed penalty notices procedures, including provision for early payment and service of notices on those aged 16 and above; sharing of information to combat benefit fraud and for other purposes; co-operation on pension fund management; altering the London Boroughs Grant Scheme; altering the planning cycle on schools admission; amending the law relating to pipe subways; extending Councils' powers to charge for services; enabling zoning powers within which higher fines can be imposed in relation to certain offences; the change of use of residential property under Town and Country Planning law; enabling schemes of information to be provided; authorising the disturbance of human remains to enable existing graves to be used for further interments; implementing security arrangements in housing estates; strengthening the law relating to short-term letting; providing for the registration of persons able to accept service of notices on behalf of landlords; (in the case of the London Borough of Camden) removing restrictions on the placing of temporary structures in Lincoln's Inn Fields; the regulation of bonfires; the further regulation of use of fireworks; the control of storage or use of acetylene cylinders; further powers to deal with abandoned shopping trolleys and luggage trolleys; allowing charging for discretionary services; relaxing VAT partial exemption restrictions on Councils; removing certain existing capital finance restrictions on Councils; enabling Councils to provide services to a wider market; relaxing requirements relating to tramlines in the road; dealing with overgrown vegetation and other unsightly material on private premises; strengthening the law relating to spitting in public places; further regulating the location of telecommunications masts and base stations to ensure telecommunications operators share sites; and to strengthen planning law relating to the siting of masts; mandatory consultation by water companies with Councils about mains water pressure; enabling charging for the reinspection of premises under certain statutory regimes; making minor amendments to the London Local Authorities and Transport for London Act 2003 and other local legislation; removing the requirement to provide signs indicating the overnight parking ban for commercial vehicles; extending Councils' powers to make byelaws; enabling Councils to impose a local levy on plastic bags, takeaway food packaging, chewing gum and cigarette packet wrappers; to alter powers of entry of Council officers, particularly those of trading standards officers; to enable Courts to make orders to disqualify persons from holding company directorships if repeatedly found guilty of certain offences relating to the degradation of the amenity of an area or the unlawful sale of products to underage persons; enabling councils to gate off nuisance alleyways and passages and enabling Councils to collaborate further in the provision of services;

- (b) to enact any additional, supplemental and consequential provisions that may appear to be necessary or convenient.

I HEREBY CERTIFY THAT -

- (1) the above Resolution is a true copy of a Resolution passed by the London Borough of Barking and Dagenham Council on the [ ] day of [ ] 2004;
- (2) the said Resolution was passed by a majority of the whole number of the members of the Council; and
- (3) the meeting at which the said Resolution was passed was held after thirty clear days' notice of the meeting and of the purposes thereof had been given by advertisement in a local newspaper circulating in the borough such notice being given in addition to the ordinary notice required to be given for the convening of a meeting of the Council.

Dated this [ ] day of [ ] 2004.

..... **Chief Executive**

## **9<sup>th</sup> London Local Authorities Bill 2004 Consultation Timetable**

The timetable is as follows:

**August** – further consultation and clarification with ALG authorities on the proposed provisions

**August – November** – consultation with Government departments and other interested bodies

**13 August** - publication of an advert in the Evening Standard giving notice of the date of the council meetings at which participation in the Bill will be discussed

**14 September** - ALG Leader's Committee considers finalising the proposed provisions to go in the Bill

**September November** – ALG authorities consider resolutions in full council to agree to participate in promoting the Bill

**October/November** – the draft Bill is circulated to ALG authorities for comments

**9 November 2004** - Leaders' Committee gives final approval to the Bill's contents

**27 November 2004** – the Bill is deposited in Parliament

**DTBA** – ALG authorities consider the second resolution to confirm participation in the Bill

**THE EXECUTIVE****19 OCTOBER 2004****REPORT FROM THE DIRECTOR OF REGENERATION AND ENVIRONMENT**

<b>GROUNDWORK EAST LONDON: SPONSORSHIP AGREEMENT AND INDICATIVE ANNUAL PROGRAMME</b>	<b>FOR DECISION</b>	
<i>This report contains policy issues of a strategic nature, on which decision is reserved to the Executive.</i>		
<p><b>Summary</b></p> <p>This report reviews positive experience of partnership working since 2002 with Groundwork East London (GEL). It recommends that the Council now develops a more strategic relationship with GEL by signing a sponsorship agreement and agreeing an indicative annual programme of activities for implementation with GEL. The Director of Regeneration and Environment should have delegated authority to agree individual projects within the indicative programme, on condition that they show significant added value to the Council in one or more of the following: GEL's expertise in areas such as community engagement, environmental management and business support; GEL's leverage of additional financial resources; GEL's ability to form partnerships with other public, private or voluntary sector organisations; and the additional project management capacity that GEL can provide for the delivery of the Council's regeneration objectives.</p> <p><b>Recommendation</b></p> <p>The Executive is asked to:</p> <ol style="list-style-type: none"> <li>1. Authorise the Director of Regeneration and Environment to sign the sponsorship agreement with Groundwork East London (GEL);</li> <li>2. Agree the indicative programme of activities for 2004-05;</li> <li>3. Give the Director of Regeneration and Environment delegated authority to approve projects as they are developed within the indicative programme.</li> </ol> <p><b>Reason</b></p> <p>To help achieve the Council's Community Priorities of Regenerating the Local Economy and Making Barking and Dagenham Cleaner, Greener and Safer.</p>		
<p><b>Contact Officer:</b> Jeremy Grint</p>	<p>Head of Regeneration Implementation</p>	<p>Tel: 020-8227 2443 Fax: 020-8227 2035 e-mail: <a href="mailto:Jeremy.grint@lbbd.gov.uk">Jeremy.grint@lbbd.gov.uk</a></p>

## **1. Background**

- 1.1 Groundwork is a national network of locally owned and independent member Trusts. Groundwork Trusts are cross-sector local partnerships, which bring together local authorities, businesses and voluntary sector organisations to deliver community regeneration programmes, often through environmental action. Groundwork is funded directly by a range of public sector sources and is effective at leveraging private sector resources. Its strength as a delivery agency is its ability to engage local communities in consultation, planning and implementation of projects.
- 1.2 The Executive agreed on 9<sup>th</sup> April 2002 to contribute £42,000 per annum for six years to support the operation of a North London Thames Gateway Trust, now called Groundwork East London (GEL). The Council's first two years' contributions were drawn from the Neighbourhood Renewal Fund. It is now essential to mainstream the Council's contribution in the budget of the Department of Regeneration and Environment and this has been included as a potential budget growth item. Councillor Val Rush represents the Council on the Groundwork Board.
- 1.3 Groundwork East London (GEL) works with five East London boroughs: Hackney, Tower Hamlets, Havering, the City of London and Barking and Dagenham. GEL has developed professional expertise in training to help long-term unemployed people into jobs, landscape design, community and youth development and urban forestry. This expertise supports programmes to develop strategic regional priorities: the "Green Gateway", Parks and Open Spaces, Town Centres, the Business Environment and Sustainable Communities.

## **2. GEL's work in Barking and Dagenham to date**

- 2.1 Barking and Dagenham has collaborated with GEL since its establishment. Activities include:
  - Drawing up Community Action Plans for four Community Forum areas.
  - Helping establish the Fanshawe Home Zone. Groundwork are providing a link between the residents and Council during construction and undertaking communication activities, including a newsletter and Neighbourhood Watch scheme, to embed the scheme.
  - Implementing the Transforming Your Space programme. Groundwork is the lead agency for this major, lottery-funded portfolio of projects to improve Parsloes Park, Padnell Green and Old Dagenham Park.
  - Delivering this year's Industrial Estates Revitalization programme for Creekmouth.
  - Undertaking London Riverside's Grey to Green Study.
  - Masterplan and tree planting at Tantony Green
  - Scrattons Eco Park Extension

2.2 Groundwork's contribution to these and other projects has been a positive one. Their work on the Community Action Plans has been commended both for their success in engaging the community and the user-friendly format of the final documents. In Transforming Your Space, Groundwork showed great flexibility in partnership working during the period when initial proposals for Goresbrook Park were withdrawn (due to persistent vandalism) and the proposal for Old Dagenham Park substituted instead.

### **3. Indicative programme 2004-05**

3.1 We therefore propose to formalise our relationship with Groundwork through the signing of a partnership agreement. This will formalise our payment of £42,000 per annum to their core costs over six years to 2008/09. The Executive is asked to authorise the Director of Regeneration and Environment to sign the agreement on completion of legal checks.

3.2 We also propose to develop with Groundwork a more strategic programme of activities, which will be closely linked to the Council's regeneration priorities and make full use of the additional expertise and delivery capacity that GEL can bring to regeneration projects in the Borough. The indicative programme will provide a framework within which the Director of Regeneration and Environment will have delegated authority to approve projects as they are developed.

3.3 The Director's delegated approval of projects will be based on demonstrated significant added value to the Council, in one or more of the areas set out below.

- Groundwork's "comparative advantage" in community consultation and engagement, environmental management and experience of working with small businesses;
- Groundwork's ability to leverage additional public and private sector resources to maximise the impact of Council funding;
- Groundwork's ability to form partnerships with other public, private and voluntary sector bodies.
- The additional project management and delivery capacity that Groundwork can bring to currently under-resourced elements of the Council's regeneration programme.
- In developing projects we will seek a balance between activity in the Council's priority regeneration areas, particularly Barking Town Centre, and working in other neighbourhoods to ensure that other parts of the Borough benefit from regeneration opportunities.

3.4 We believe that Groundwork East London can be a valuable partner in regenerating neighbourhoods in Barking and Dagenham, as it is able to provide substantial added value to Council funds by being able to attract Lottery and other charitable funding, as well as building employment training into their schemes. The proposed sponsorship agreement and work programme will help to clarify the roles of the Council and Groundwork East London.

3.5 The proposed indicative programme for 2004-05 is attached to this report.

#### **4. Financial implications**

4.1 No increase is proposed to DRE's £42,000 pa contribution to GEL. Where match funding for project activities is required, we will take the resources from existing budgets or grants.

#### **5. Consultation**

The draft report was discussed at the Regeneration Programme Management Meeting on 17<sup>th</sup> September and circulated to the Regeneration Board for its meeting on 28<sup>th</sup> September. In addition, officers in the following Divisions were consulted: Regeneration Implementation, Housing Strategy (Ken Jones), Planning and Transportation (Gordon Glenday), Parks and Leisure (Simon Swift), Environmental Management (Mike Mitchell), Traffic and Highways (Mike Livesey) and Regeneration Finance (David Waller). The Lead Member for Regeneration has been consulted and has agreed to this report. GEL have also been involved and consulted.

#### **Background Papers**

Executive Report, 9 April 2002, Minute 424; Funding of a North London Thames Gateway Groundwork Trust



## Indicative Programme of Activities 2004-05

Project	Description	Partnerships	Potential value (where known)
<b>Abbey Green</b>	This project would develop the route across Abbey Green to the Town Quay and is a key element in our aim to extend Barking Town Centre to the River Roding and develop the River banks as a leisure area. The Council will use money from our Sustainable Communities Fund grant as match funding. Groundwork has experience of similar projects in other parts of the country.	We hope to secure additional funding from English Partnerships to develop this project's links with the London Road/North Street redevelopment.	GEL - £24,000 SCF - £24,000
<b>River Roding</b>	A new Steering Group has been created to take forward the strategic redevelopment of the River Roding area as a new housing and leisure area for the Town Centre. The Steering Group will coordinate activity around the Roding and develop an overall programme and project portfolio.	LDA, Environment Agency and others. GEL will be part of the Steering Group.	
<b>Barking Park</b>	The Steering Group for Barking Park is attended by GEL and they do not charge for their attendance.		
<b>Business Improvement Districts</b>	GEL has previous experience of working with small and medium sized enterprises and will take on this role in our ongoing work to develop a Barking Town Centre Business Improvement District.		
<b>Transforming Your Space</b>	GEL is involved in a New Opportunities (Lottery) Fund project, which focuses on three parks under three separate Consultancy Agreements: Old Dagenham Park, Parsloes Park and Padnell Green.	New Opportunities Fund	£59,448 total funding received.

<b>Grey to Green</b>	We hope to make greater use of GEL to implement the Grey to Green programme of environmental improvements. GEL has carried out the Masterplan and Management Plan and is seeking external funding from a range of sources including CTRL, LRL and SRB.	London Riverside Ltd	
<b>Statement of Community Involvement</b>	The Council is required to draw up a Statement of Community Involvement, as part of its new Local Development Framework. The Planning and Transportation Division are considering out-sourcing this work to GEL, which has proven expertise in community engagement.		
<b>Castle Green</b>	There may be a role for GEL in helping to secure the necessary funds to deliver play and young peoples facilities at this site, in partnership with the Joe Richardson school and PFI design team	Jo Richardson School and PFI Design team	
<b>Landscape Framework Plan</b>	There is potential exists for some GEL involvement in this project, which seeks to develop a green grid throughout the Borough, linking parks and green spaces.		
<b>Park Friends Groups</b>	GEL's strengths in consultation would be invaluable in helping LBBD develop Friends Groups for the Borough's Parks.		

**THE EXECUTIVE****19 OCTOBER 2004****REPORT OF THE DIRECTOR OF SOCIAL SERVICES**

<b>MOVING FORWARD TOGETHER – A MENTAL HEALTH STRATEGY FOR BARKING AND DAGENHAM</b>	<b>FOR INFORMATION</b>	
<p><i>This report describes a strategy for developing a comprehensive range of services to provide mental health care and treatment for the residents of Barking and Dagenham.</i></p> <p><b><u>Summary</u></b></p> <p>A comprehensive consultation document “Towards a Mental Health Strategy for Barking and Dagenham” was launched in November 2003 with a wide range of detailed proposals. Following extensive consultation with users, carers, the voluntary sector and statutory partners, a medium term strategy has been agreed which will improve the range and performance of mental health services available in the community.</p> <p>Significant investment has already been made by the Council and the health service in the development of mental health services in Barking and Dagenham in this financial year, and there are other significant new developments in the pipeline including the re-provision of inpatient services currently provided at Mascalls Park.</p> <p>The Mental Health Strategy has put these developments in the context of existing services, and detailed the expansion and development of comprehensive community based services to achieve a full range of care and support.</p> <p><b><u>Recommendations</u></b></p> <p>The Executive is recommended to note:</p> <ol style="list-style-type: none"> <li>1. Comments received during the consultation (Appendix A – Response to Consultation)</li> <li>2. Moving Forward Together – A Mental Health Strategy for Barking and Dagenham (Appendix B, circulated separately)</li> </ol>		
<p><b>Contact Officers</b> Bruce Morris</p> <p>Bernard Hannah</p>	<p>Head of Adult Services</p> <p>Joint Commissioning Manager (Mental health)</p>	<p>Tel: 020 8227 2749 Fax: 0208 227 2241 E-mail: <a href="mailto:bruce.morris@lbbd.gov.uk">bruce.morris@lbbd.gov.uk</a></p> <p>Tel: 020 8532 6314 E-mail: <a href="mailto:bernard.hannah@bdpct.nhs.uk">bernard.hannah@bdpct.nhs.uk</a></p>

## **1. Background**

1. Mental Health Services in Barking and Dagenham are jointly commissioned between health and social services. This arrangement provides joint planning and the best use of resources with joint investment in a number of services.
- 1.2 The statutory services (social workers, doctors, nurses and other health professionals) are managed by the North East London Mental Health Trust (NELMHT) through a borough manager who has joint accountability to social services and NELMHT. This arrangement provides the clinical infrastructure and support from NELMHT which provides mental health services to four boroughs in north east London, economies of scale for some shared services, and a borough focus to address local issues and concerns.
- 1.3 There is a range of day services, residential and supported accommodation commissioned from the independent sector through a mixture of larger contracts and individual care packages.
- 1.4 Most people with mental health problems access services through primary care. They either receive a service from their GP or allied primary care professional, or are referred for more specialist assessment and care and treatment.

## **2. Future Developments**

- 2.1 Government has recommended the development of new services in line with the National Service Framework for Mental Health. There is limited flexibility on the design of service models but it is essential that relevant local stakeholders have an opportunity to influence the shape of services in Barking and Dagenham.
- 2.2 There are other developments required both locally in Barking and Dagenham, and across North East London, which will influence the shape of mental health services. These are identified in more detail in the strategy but notable are:
  - The need to provide infrastructure for new services – accommodation, access arrangements etc.
  - The need to develop and enhance primary care services so people can get a better service earlier. There is considerable evidence that treatment of symptoms earlier yields better results.
  - The continued expansion of the local population, Thames Gateway, and their need for enhanced mental health services.
  - Plans for the re-provision of inpatient services currently provided at Mascalls Park.
- 2.3 Barking and Dagenham Primary Care Trust has committed to commissioning an enhanced mental health primary care service in 2005 and are currently consulting on a range of options for how this can best be provided. In addition we are working with them to develop a costed programme of improvement based on the recommendations of the strategy to be delivered in future years.

### **3. Consultation**

- 3.1 There was a very welcome response to consultation. Service users in particular were well supported by HUBB – a local user group – who met with groups and individuals to ensure a comprehensive response. The strategy was considerably revised as a result.

### **4. Conclusion**

- 4.1 The Mental Health Strategy drew together both the local and national influences and sought views on how services should develop in Barking and Dagenham. A broad consensus was achieved and the actions have been broadly endorsed by our major statutory partners with visible improvements in the range of mental health services available to local people as a result.

### **Background Papers**

- Response to Consultation
- A Mental Health Strategy for Barking and Dagenham

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## APPENDIX A

### **Towards a Mental Health Strategy for Barking and Dagenham**

#### **Response to Consultation**

“Towards a Mental Health Strategy for Barking and Dagenham” was circulated amongst key stakeholders in local mental health services for a 3-month consultation period during October 2003. Due to the length of time it took to circulate the document (there was a postal strike) the consultation period was extended to the end of January 2004.

This is a record of the consultation process, a summary of the responses received and the major themes emerging. The strategy has been thoroughly revised to take account of views and comments received and it will be released separately.

In the Council the Strategy has been discussed by the senior management team, the Executive, and the Health Scrutiny Panel. Members have shown great interest in mental health issues in the community and have endorsed plans to improve services. At the same time the strategy was under consultation, North East London Mental Health Trust attended Community Forums to raise awareness about mental health and mental health services.

The PCT senior management team and the Trust Board have reviewed the strategy and made proposals for how it can be expanded.

HUBB (the mental health service users' advocacy group) arranged and attended a number of meetings with service users, particularly people using day services. They pulled out some of the key proposals and tried to ensure as many people as possible had a say in service development.

A number of meetings have been held specifically to discuss the strategy and in addition it has been a topic for discussion during other formal and less formal meetings of service users, carers and staff. Many organisations, groups and individuals have provided written comments by letter and e-mail or have telephoned with their comments.

All of the strategy consultation responses are filed and available for viewing. The following summarises these but in doing so cannot fully reflect all the detailed views expressed.

In alphabetical order:

<b>Consultee</b>	<b>Comment</b>	<b>Response</b>
Age Concern		
	Commented on need for an older people's mental health strategy	Will be picked up through development of older people's services
Barking and Dagenham Primary Care Trust		
	Wanted more discussion of workforce development issues	This is now included in a new Workforce Section
	Wanted to cover transitions between younger people and adult mental health services	This is addressed in the consultation document.
Carers of Barking and Dagenham	<p>Strategy should consider – whole family interventions as all may be involved</p> <p>Young Carers</p> <p>Carers needing a care plan</p> <p>Employment opportunities should be identified and emphasised</p> <p>Please try to clarify funding for the voluntary sector</p> <p>Mention NELMHT policy for payment</p> <p>There are issues where staff are carers</p> <p>Need a section on information and access</p> <p>Transitions between CAMHS and Adult Services</p> <p>MH and LD interface</p> <p>Preventative issues need more emphasis</p> <p>Service users and carers need to be more clearly highlighted on the process chart</p> <p>“Day services are too boring” – insufficient choice – employment issues not high enough</p> <p>More counselling is needed</p> <p>More women only services are needed</p>	<p>Sections on Carers and Families have been strengthened and children highlighted</p> <p>Carers' Care plans are part of performance targets</p> <p>Employment support is a key part of the day opportunities section</p> <p>Identifying funding, especially from the PCT is a key action for 2004/5</p> <p>This is now identified in the strategy</p> <p>There is a new section on prevention, mental health inclusion</p> <p>Agreed and section re-written</p> <p>“ “ “ “</p> <p>See section on primary care</p> <p>See section on women's services</p>



Carers - individuals	More home visits Interested in social firms and the disincentives of the benefits system for those seeking employment	
Dagenham Association for Mental Health	A tendering exercise is underway - written response Some of the document is hard to understand Concern about the review proposed Like to be consulted Think their service is accessible to ethnic minorities	Re-written and glossary added
HUBB	<b>LIT</b>	
	Wanted the decision making process to be explicit about service user involvement, and the involvement of the voluntary sector.	This is now set out in the section on the Board and in Users and Carers
	Wanted to know role of Public and Patient Involvement Forum (NELMHT)	See above
	<b>stakeholders</b>	
	Wanted more representation from BME groups and surgery patient groups.	See above
	<b>principles</b>	
	Wanted mention of inpatient services.	Now included
	<b>Service Development</b>	
	Wanted greater transparency about funding available for MH services locally.	The PCT has struggled with this and it is a key action for 2004/5
	<b>Social Inclusion</b>	
	Wanted MH promotion in schools	There is a new section on prevention, mental health promotion and social inclusion
	Wanted local health and social services to lead the way in employing more people with MH problems.	
	Wanted services provided at general not specialist sites.	
	<b>Primary Care</b>	
	Better GP surgeries	This will be part of the LIFT

		programme
	Counselling to be available in surgeries	See section on Primary Care
	Receptionists/practice staff	
	<b>Finance</b>	
	The PCT is the only one that hasn't identified their funding for mental health services.	This is picked up in the Finance Section and section is key for 2004/55.3
NELMHT	<p><b>General</b> Use less jargon – a glossary would be helpful</p> <p>Better needs assessment is required as the foundation for the strategy</p> <p>Does not set out a vision and how this will be put into practice, rather sets out expectations and ideas Has aspirational statements rather than clear statements of intent Finance needs to be included Whilst this is direction setting for 3-5 years, we assume this will be with annual review, to incorporate new guidance and expectations</p>	<p>The strategy has been revised and a glossary is now included. There are a range of needs indicators that are now referred to and a new needs assessment is being undertaken, but as there are considerable minimum NSF and other standards still to work on we think this will refine rather than define services. Vision and values are now set out and actions identified</p> <p>Agreed – see section on finance Agreed and incorporated</p>
NW - ? Service user/ staff member?	<p>Planning – not clear from the diagram how the business group and board are engaged with service users' and advocacy groups All the recent and proposed developments need to be monitored and evaluated to ensure effectiveness and value for money – and prevention, early intervention, primary care, and crisis resolution and assertive outreach balanced. Attention should be paid to the needs of asylum seekers and refugees, to ethnic minority groups</p>	<p>See revised Planning Section</p> <p>Agreed – see section on Measuring Success</p> <p>Agreed and now incorporated</p>

	<p>and to gender specific services – may be a need for men, as well as women only services</p> <p>Statistics on service use, A&amp;E attendance for self harm and prescribing rates would be helpful</p> <p>Social exclusion should be mapped and employment, housing and financial security firmly tied in to the strategy – “the medicalisation of madness does not help here. Mental Health promotion should focus on these key areas.”</p> <p>A properly designed mental health resource centre should be a priority for future funding, with care taken on the range of services and staffing to be offered.</p>	<p>Agreed – see new section</p> <p>Agreed – see section on capital and premises – a new section</p>
Regeneration Officer	<p>Social Inclusion will be covered in the Mental Health Promotion Strategy that is being prepared</p> <p>Highlighted the Welfare to Work initiative</p>	
Service user – individual 1	<p>Questions the consultation process as it wasn’t user led</p>	<p>We’re sorry this was felt by this service user as we had a lot of very helpful responses that we’ve tried to incorporate</p>
Service user – individual 2	<p>Redbridge user. Finds propositions and questions unhelpful</p> <p>Feels commissioners do not take enough account of service users’ views in stakeholder meetings or this document</p> <p>If day services are “devolved into the community” this will be costly as their systems of support would have to be created</p> <p>Need to learn to listen to service users and their concerns not go through the motions</p> <p>Only a passing mention of Crisis Resolution and Home Treatment and Assertive Outreach not covered</p>	<p>Again, we’re sorry this was felt</p> <p>See section on the Board and Users and Carers</p> <p>We have built this in</p> <p>We agree and this wasn’t intended</p> <p>These are included</p>
Service users – four	<p>Primary care – want access to</p>	<p>We have tried to</p>

individuals	counselling, reduced medication, a practise CPN, more home visits CRT and Day Hospital – don't agree with big buildings, would like resource centre (+3 responses) Early intervention – mixed views Day services – Mixed views about different centres – leave PARC as it is, move JDC to Barking and bigger premises. Concern that employment should be encouraged, but not forced. More drop ins Inpatient services – All agree that with a mental health facility in B&D the re-provision of Mascalls Park to Oldchurch is the right solution Service users and carers – this questionnaire does this; more carers BME services – no comments Women should be able to choose (2 responses) – Keep it mixed (1)	incorporate as many of these as possible, however, some users disagree with other
Supporting People		
	Wanted recognition of the large investment in housing related support and services provided	This was a clear omission and is included in the final strategy.
TIS – MH advocacy service	Want recognition of needs of asylum seekers and refugees who don't receive specialist MH services User and Carer consultation should include asylum seekers and refugees MH funding should be spent on MH services There should be more funding for services that provide access to mainstream MH services for BME communities Services need to be more accessible to people who use different languages Advocates may be more helpful than interpreters	This is now included  Agreed  We have tried to include this – but it is a question for the PCT to balance pressing priorities  Agreed  Both have their place



## **1. The Position in London**

- 1.1 The ALG have been attempting to encourage a whole London approach to a “standard” school year. The initial proposals were quite radical, suggesting changes to the traditional summer holidays, as well as the removing of the link between the timing of Easter and school holidays.
- 1.2 Agreement across London was not forthcoming. Discussions moved to a model which concentrated on the fixing of the Spring Break. An outline ALG school year structure was circulated to London Authorities for acceptance for 2005-6
- 1.3 On 28 June 2004 Local Government Association (LGA) and the National Association of Schoolmasters Union of Women Teachers (NASUWT) announced that they had reached agreement to work together to facilitate the implementation of standardised term and holiday dates nationally from 2005-6.
- 1.4 Both organisations are now agreed that there is significant benefit in having a school year pattern which is consistent across LEA boundaries. A standardised pattern for school terms also has the advantage of being predictable from one year to the next.
- 1.5 The proposal is that if all LEAs stick to the agreed principles, the result will be a national pattern.
- 1.6 The key point of these principles is that Good Friday and Easter Monday are considered as Bank Holidays and will be sometimes be separate from the Spring Break.

## **2. The Principles**

- start the school year on a September date as near as possible to 1 September;
- equalise teaching and learning blocks (roughly 2x7 and 4x6 weeks);
- establish a two-week spring break in early April irrespective of the incidence of the Easter bank holiday. (Where the break does not coincide with the bank holiday the date should be nationally agreed and as consistent as possible across all LEAs);
- maintain a summer holiday of at least six weeks except in those LEAs which historically have had less than six but more than five weeks;
- identify and agree annually designated periods of holiday, including the summer holiday, where head teachers are recommended not to arrange teacher days

## **3. Neighbouring Borough Responses**

- 3.1 We have already met with colleagues in Havering, Redbridge and Newham and agreed in principle that:
  - It is a sound educational principle to equalise term lengths as much as possible

- It is a sound organisational principle to minimise un-necessary variance in term dates across borough boundaries
- We need to agree a common approach to the Spring break: that it should be set in relation to calendar weeks in April and not in relation to the changing date of Easter
- We need to ensure that the beginning of the Summer term does not intrude upon SATs and that the Summer midterm break avoids the start of GCSEs.
- We need to ensure that the January and September start dates are well in advance of the day of count.

#### **4. The Next Steps**

- 4.1 The LGA has played a leading role in getting to an agreement on the term dates. Councillor Graham Lane, Chair of the LGA's Education and Lifelong Learning Executive, said: " Whilst ultimately setting the school calendar is a decision made locally between individual LEAs and their schools, we are keen to encourage a consistent pattern across boundaries to ensure national term and holiday dates as far as possible."
- 4.2 The LGA has written to all 154 Local Education Authorities in England to outline this new agreement. It has adapted its recommended calendar for September 2005 onwards to suggest suitable days that head teachers could set for teacher days, as agreed with the NASUWT.
- 4.3 The ALG is suggesting that London Boroughs who are already adopting a model close to theirs for 2005-6 should maintain that position and move to the agreed structure for 2006 onwards.
- 4.4 The LGA has undertaken to encourage LEAs to challenge schools that do not follow the recommendations about the placement of teacher days inside the designated holiday periods.
- 4.5 Within Barking and Dagenham, consultation on a new pattern for the 2005-6 school year has already begun using the broad ALG pattern. However, it was halted to receive information from ALG and LGA.
- 4.6 We have now consulted with Professional Associations along the lines outlined in 4.2 above.
- 4.7 We are also proposing to follow the LGA recommendations of 4.4. above.
- 4.8 The ALG calendar proposes that the first day of every year should be a non-pupil day. This accords with custom and practice across all schools in the Borough. We propose to adopt this approach.
- 4.9 The Barking and Dagenham calendar will contain 190 pupil days and 4 of the 5 specified teacher days. Schools will identify which 3 days (on top of the first day in the year) they will designate as "teacher" (non pupil) days. They will then aggregate the fifth teacher day over twilight and non-teaching day INSET activities. The aggregation

of one non-teaching day is in line with previous agreements reached in Barking and Dagenham with unions and professional bodies.

- 4.10 The proposed dates for Barking and Dagenham schools in 2005/6 are shown in Appendix One, together with proposed dates for neighbouring boroughs and those outlined by the ALG.
- 4.11 The indicative dates for 2006/7, following the LGA pattern, are shown in Appendix Two.
- 4.12 The Executive is asked to agree to these proposals.



Appendix One

**Proposed dates**

**AUTUMN 2005**

2005	ALG	REDBRIDGE	HAVERING	BARKING & DAGENHAM
	Mon 5 <sup>th</sup> Sept	Mon 5 <sup>th</sup> Sept	Mon 5 <sup>th</sup> Sept	Mon 5 <sup>th</sup> Sept
	Fri 21st Oct	Fri 21st Oct	Fri 21st Oct	Fri 21st Oct
	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Half term</b>	Mon 24 <sup>th</sup> Oct	Mon 24 <sup>th</sup> Oct	Mon 24 <sup>th</sup> Oct	Mon 24 <sup>th</sup> Oct
	Fri 28 <sup>th</sup> Oct	Fri 28 <sup>th</sup> Oct	Fri 28 <sup>th</sup> Oct	Fri 28 <sup>th</sup> Oct
	Mon 31 <sup>st</sup> Oct	Mon 31 <sup>st</sup> Oct	Mon 31 <sup>st</sup> Oct	Mon 31 <sup>st</sup> Oct
	Tue 20 <sup>th</sup> Dec	Tue 20 <sup>th</sup> Dec	Tue 20 <sup>th</sup> Dec	Tue 20 <sup>th</sup> Dec
	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>
<b>Term Total</b>	<b>72</b>	<b>72</b>	<b>72</b>	<b>72</b>

**SPRING TERM 2006**

2006	ALG	REDBRIDGE	HAVERING	BARKING & DAGENHAM
	Wed 4 <sup>th</sup> Jan	Wed 4 <sup>th</sup> Jan	Tue 3 <sup>rd</sup> Jan	Tue 3 <sup>rd</sup> Jan
	Fri 10 <sup>th</sup> Feb	Fri 10 <sup>th</sup> Feb	Fri 10 <sup>th</sup> Feb	Fri 10 <sup>th</sup> Feb
	<b>28</b>	<b>28</b>	<b>29</b>	<b>29</b>
<b>Half Term</b>	Mon 13 <sup>th</sup> Feb	Mon 13 <sup>th</sup> Feb	Mon 13 <sup>th</sup> Feb	Mon 13 <sup>th</sup> Feb
	Fri 17 <sup>th</sup> Feb	Fri 17 <sup>th</sup> Feb	Fri 17 <sup>th</sup> Feb	Fri 17 <sup>th</sup> Feb
	Mon 20 <sup>th</sup> Feb	Mon 20 <sup>th</sup> Feb	Mon 20 <sup>th</sup> Feb	Mon 20 <sup>th</sup> Feb
<b>Easter 27.03</b>	Fri 31 <sup>st</sup> Mar	Fri 31 <sup>st</sup> Mar	Fri 31 <sup>st</sup> Mar	Fri 31 <sup>st</sup> Mar
	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Term Total</b>	<b>58</b>	<b>58</b>	<b>59</b>	<b>59</b>

Appendix One

**SUMMER TERM 2006**

2006	ALG	REDBRIDGE	HAVERING	BARKING & DAGENHAM
<b>Term</b>	Tues 18 <sup>h</sup> Apr	Tues 18 <sup>h</sup> Apr	Tues 18 <sup>h</sup> Apr	Tues 18 <sup>h</sup> Apr
<b>Bank Holiday 01.05</b>	Fri 26 <sup>th</sup> May	Fri 26 <sup>th</sup> May	Fri 26 <sup>th</sup> May	Fri 26 <sup>th</sup> May
	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>
<b>Half term</b>	Mon 29 <sup>th</sup> May	Mon 29 <sup>th</sup> May	Mon 29 <sup>th</sup> May	Mon 29 <sup>th</sup> May
<b>Bank Holiday 29.05</b>	Fri 2 <sup>nd</sup> June	Fri 2 <sup>nd</sup> June	Fri 2 <sup>nd</sup> June	Fri 2 <sup>nd</sup> June
<b>Term</b>	Mon 5 <sup>th</sup> June	Mon 5 <sup>th</sup> June	Mon 5 <sup>th</sup> June	Mon 5 <sup>th</sup> June
	Fri 21 <sup>st</sup> July	Tue 25 <sup>th</sup> July	Fri 21 <sup>st</sup> July	Fri 21 <sup>st</sup> July
	<b>35</b>	<b>37</b>	<b>35</b>	<b>35</b>
	<b>63</b>	<b>65</b>	<b>63</b>	<b>63</b>
<b>TOTAL</b>	<b>193*</b>	<b>195</b>	<b>194</b>	<b>194</b>

\* The ALG offers two models for a length of 195 days:

*Either:*

*starting Thursday 1<sup>st</sup> September 2005 and finishing Friday 21<sup>st</sup> July 2006*

*Or:*

*starting Monday 5<sup>th</sup> September and finishing Tuesday 25<sup>th</sup> July 2006*

Appendix Two

**Draft LGA dates**

**AUTUMN 2006**

2006	LGA	LBBD
	Mon 4 <sup>th</sup> Sept	Mon 4 <sup>th</sup> Sept
	Fri 20 <sup>th</sup> Oct	Fri 20 <sup>th</sup> Oct
	<b>35</b>	<b>35</b>
<b>Half term</b>	Mon 23 <sup>rd</sup> Oct	Mon 23 <sup>rd</sup> Oct
	Wed 1 <sup>st</sup> Nov	Friday 27 <sup>th</sup> Oct
	Thur 2 <sup>nd</sup> Nov	Mon 30 <sup>th</sup> Oct
	Tue 19 <sup>th</sup> Dec	Tue 19 <sup>th</sup> Dec
	<b>34</b>	<b>37</b>
<b>Term Total</b>	<b>69</b>	<b>72</b>

**SPRING TERM 2007**

2007	LGA	LBBD
	Wed 3 <sup>rd</sup> Jan	Wed 3 <sup>rd</sup> Jan
	Fri 9 <sup>th</sup> Feb	Fri 9 <sup>th</sup> Feb
	<b>28</b>	<b>28</b>
<b>Half Term</b>	Mon 12 <sup>h</sup> Feb	Mon 12 <sup>h</sup> Feb
	Fri 16 <sup>th</sup> Feb	Fri 16 <sup>th</sup> Feb
	Mon 19 <sup>th</sup> Feb	Mon 19 <sup>th</sup> Feb
	Fri 30 <sup>th</sup> Mar	Fri 30 <sup>th</sup> Mar
	<b>30</b>	<b>30</b>
<b>Term Total</b>	<b>58</b>	<b>58</b>

Appendix Two

**Good Friday 6<sup>th</sup> April; Easter Monday 9<sup>th</sup> April**

**SUMMER TERM 2007**

2006	LGA	LBBD
<b>Term</b>	Mon 16 <sup>th</sup> Apr	Mon 16 <sup>th</sup> Apr
<b>Bank Holiday 07.05</b>	Fri 25 <sup>th</sup> May	Fri 25 <sup>th</sup> May
	<b>29</b>	<b>29</b>
<b>Half term</b>	Mon 29 <sup>th</sup> May	Mon 29 <sup>th</sup> May
<b>Bank Holiday 28.05</b>	Fri 1 <sup>st</sup> June	Fri 1 <sup>st</sup> June
<b>Term</b>	Mon 4 <sup>th</sup> June	Mon 4 <sup>th</sup> June
	Thur 19 <sup>th</sup> July	Fri 20 <sup>th</sup> July
	<b>34</b>	<b>35</b>
	<b>63</b>	<b>64</b>
<b>TOTAL</b>	<b>190</b>	<b>194</b>

## THE EXECUTIVE

19 OCTOBER 2004

JOINT REPORT OF THE DIRECTOR OF FINANCE AND  
THE DIRECTOR OF CORPORATE STRATEGY

<b>DEPARTMENT OF TRADE AND INDUSTRY (DTI) INITIATIVE ON 'EMPLOYER PROVIDED HOME COMPUTING' (HCI SCHEME)</b>	<b>FOR DECISION</b>	
<p><i>This report advises Members of the details of the Home Computer Initiative and seeks approval to undertake further investigation into this 'spend to save' project.</i></p> <p><b><u>Summary</u></b></p> <p>The Department of Trade and Industry (DTI), together with Industry and Trade Unions are promoting the spread of computing skills by a Home Computing Initiative (HCI Scheme). Details of the Scheme and financial implications for the Council and employees are included.</p> <p><b><u>Recommendations</u></b></p> <p>The Executive is asked to approve:</p> <ol style="list-style-type: none"> <li>1. Participation in principle, subject to further information on potential employee interest and the terms by which a potential partner organisation may be sought.</li> <li>2. The sum of £5,000 from reserves to carry out an initial investigation re interest and likely 'take-up' by employees via publicity events and material; and</li> <li>3. An additional sum of £14,000 if there is sufficient interest to start a scheme and that this also be released from reserves as a 'spend to save initiative' which will be repaid (£19,000 in total) as savings accrue.</li> </ol> <p><b><u>Reason</u></b></p> <p>To assist the Council in its Community Leadership role and ensure that a sound financial decision is taken.</p>		
<b>Contact Officers</b> Malcolm Simons  David Wells	Head of Business Services  Business Services Manager	Tel: 020 8227 2002 Fax: 020 8227 2868 Minicom: 020 8227 2413 Email: <a href="mailto:malcolm.simons@lbbd.gov.uk">malcolm.simons@lbbd.gov.uk</a>  Tel: 020 8227 2553 Fax: 020 8227 2868 Minicom: 020 8227 2413 Email: <a href="mailto:david.wells@lbbd.gov.uk">david.wells@lbbd.gov.uk</a>

## **1. Background**

- 1.1 Based on evidence that the possession of a computer at home enhances people's skills at work, the DTI and the Treasury have developed an HCI Scheme to encourage employees to use a home computer.
- 1.2 The scheme enables organizations to take advantage of the link between learning, productivity and competitiveness, whilst offering employees a widening of their existing benefits package, free of additional tax liability.
- 1.3 For LBBD, this type of scheme also facilitates our role in Community Leadership as a high proportion of employees live locally.

## **2. How does this scheme work?**

- 2.1 Any employer who takes up a Home Computing Initiative will be able to offer computers to staff at a bulk purchase price and from income which is free of tax and National Insurance.
- 2.2 The details will not be the same in every workplace, but in a typical scheme an employer will offer a range of different computers and accessories, probably from a catalogue. Staff will give up a small amount of their pay, sufficient to meet the cost over three years.
- 2.3 The Scheme works on the basis of a salary sacrifice by the employee to equate to the amount that has to be recovered to cover the lease costs of the equipment. A salary sacrifice happens when an employee gives up the right to receive part of their pay due under their contract of employment.
- 2.4 A salary sacrifice is neither a deduction from salary nor is it a charge on salary, it is where the employee agrees to accept a lower amount of salary – usually in return for the employer's agreement to provide some form of non-cash benefit (in this case the loan of computing equipment).
- 2.5 For a benefit such as a loaned computer, where there is a specific tax exemption, the employee can receive a tax and National Insurance Contribution (NIC) - free benefit instead of salary on which tax and Class 1 NICs would have been fully payable.
- 2.6 After around three years with a typical HCI scheme staff will get the option of buying the computer outright at a very good price, or returning it to their employer and, if they want, starting the scheme again with a more advanced machine.
- 2.7 Both public and private sector employers can take up the scheme.  
Employees benefit because:
  - the government is providing a generous tax break
  - bulk purchasing is likely to help bring the price down
  - payment is by instalments without the high costs of some hire or loan schemes.

2.8 It can mean anything from a third to a half off the cost of a new computer depending on how the employer sets up the scheme.

2.9 Based on information received from the DTI, the Council could achieve a cost saving resulting from a reduction in employer's National Insurance contributions, because the employee makes the salary sacrifice to pay for the equipment.

### **3. Why is the government doing this?**

3.1 Official research shows that there are fewer people in the UK workforce with good computer skills than in many other countries, and that part of the reason is that many homes are without a computer.

3.2 HCI schemes aim to spread home computer ownership and give people the chance to get the latest equipment by providing up to date PCs at a price that can be paid in installments directly deducted from the employees' pay.

3.3 Spreading computer skills more widely through the workforce will make the country more prosperous, and help people get better paid.

### **4. Why are unions backing this?**

4.1 The TUC agrees with the government that people need to increase their computer skills. We know that most jump at any opportunity to learn new computing and this can help them get on at work. This scheme puts the two together. This is similar to the one introduced in Sweden, pioneered by their trade unions.

4.2 Locally, the Trade Unions have expressed their strong support for such a scheme and wish to work closely with the Council in taking it forward.

### **5. Why should employers do this?**

5.1 It is in the interest of most employers to help improve the skill levels of their workforce, and they are getting a small tax break too – the saving on employer's NI on the part of the salary 'given up'. The CBI is backing the scheme.

5.2 Computer suppliers are working with government and employers to ensure the scheme is as simple as possible to operate. And it's a real perk which is worthwhile and easy for any good employer to offer their staff.

### **6. Why should employees get a computer?**

6.1 A home computer can make life easier and more fun for everyone. Here are just some of the benefits:

6.1.1 **Education** - computers now play an essential role in educational groups. Whether it's GCSE course work or adult home learning or word processing tools, the Internet and other popular tools make it easy to learn and fun to learn at your pace, when you've got the time.

- 6.1.2 **Entertainment** - most new PCs and laptops support the latest video games, music downloads, DVDs and other popular multimedia formats.
- 6.1.3 **Keeping in touch** - email has changed for ever the way that we communicate. It's now cheap and easy to stay in touch with friends or relatives, whether they are round the corner or the other side of the globe. And of course it's easy to get the latest information from suppliers, news, sport and media online.
- 6.1.4 **Convenience** - there are thousands of shops online from famous high street names to specialist electronic retailers. Security for financial transactions is greater than ever. Most banks and other financial institutions enable PC users to manage their accounts via the Internet.
- 6.1.5 **Saving money** - It easy to compare prices and search out discounts.

## 7. Considerations for the Council

- 7.1 In order to consider whether a Scheme would be viable it would be necessary to seek the view of all staff on participation. While the scheme would be open to all employees (i.e. permanent, full and part-time), whether or not they currently owned a computer, we will gain the most benefit if we can encourage those currently without PCs or computer experience to join the scheme. We will need to do more than just send a questionnaire to staff to gauge interest.
- 7.2 It is therefore proposed to provide a number of publicity events across the borough so staff are suitably advised.
- 7.3 It is therefore suggested that the Council engage an independent spokesperson from a reputable company or the DTI who can be briefed accordingly and make a number of these presentations. The Trades Unions have also indicated their willingness to be involved in supporting these events. In addition we will need some temporary administration back-up and support as in addition to arranging publicity events there will be questionnaires that will then need to go to all staff in order to ascertain their views, plus some initial operational set-up of the scheme.
- 7.4 If there is sufficient interest the next stage will entail going through a tendering process of interested companies in the market place. For example we need to be satisfied that:
- The provider is able to enter into a contract leasing arrangement and organise appropriate finance for the Council's scheme.
  - The provider should also fully understand the technical guidelines and relevant legislation as they relate to:
    - Income tax exemption;
    - VAT
    - Salary sacrifice;
    - Consumer Credit Act.
  - The provider offers a comprehensive delivery and support package.



- The provider has appropriate mechanisms in place for effectively handling early leavers.
- The provider is prepared, if appropriate, to run a small-scale pilot for the Inland Revenue to comment on prior to roll out across the whole organisation.

7.5 Ideally, a partner organisation (provider) should be able to include the following as standard to minimise any extra demand that is placed on the Council's administration.

- Employee notification & marketing package
  - Employee starter pack (how the scheme works)
  - Notice board posters
  - Group presentations
  - Advice hotline
- Pre-sales advice
  - Benefits of computer & Internet access
  - Ensure the package they choose matches their needs
- Order processing
  - All orders are handled directly by Corporate Systems
  - All paperwork provided & dedicated order line
- Employee home delivery & installation
  - Package delivered direct to customer
  - System set-up & software installed by fully trained technician
  - Basic employee training: how to start system (if required)
  - Disposal of employee's old computer system (if required)

## 8. Financial Implications

8.1 From initial quotes obtained the cost to the employee will depend on the computer package and employees salary level, but could vary from around £4 to £7.50 a week over three years. An example of a typical cost make-up is as follows:-

### 8.2 Estimated cost of Computer System - £1070

Gross Monthly Salary Deduction (repayable over 36 months)	£29.74
National Insurance Contribution saving	£3.27
Income tax saved	£6.54
Employee pays - net monthly cost	£19.93
Weekly equivalent	£4.60

Note 1 Based on basic rate income tax. 40% tax payers would pay net monthly cost of £17.55. Weekly equivalent £4.05

Note 2 Computer equipment includes Intel P4 processor 512 mb DDR RAM, 120 gb hard disk, DVD rewriter, 15 inch TFT (flat screen) monitor, basic all in one printer (printer, scanner and copier), XP operating system, Word suite and games software.

- 8.3 Using the example above based on equipment value at £1070 to be repaid over 3 years, each year the employee would sacrifice approx £357 of gross salary generating employers national insurance contribution savings of £45.69 per employee per annum. The total saving to the Authority would depend upon the employee take-up for this scheme and the cost of the equipment.
- 8.4 A scheme has been implemented by Royal Mail and they reported a take-up rate of 10% across their workforce.
- 8.5 A range of **potential financial savings** for the Council is set out below:

	£	£
Equipment Lease Costs	1,000	1,500
Annual saving per employee	42.69	64.00
Take-Up 5% (annual saving)	19,210	28,880
Take-Up 10% (annual saving)	38,421	57,600
Take-Up 15% (annual saving)	57,631	86,400

- 8.6 One-off costs - These savings will be offset by a number of initial set-up costs, as follows:

	£
Publicity Events	4,000
Publicity Material	1,000
Legal Costs	5,000
Temporary Administration Support	<u>9,000</u>
'One Off' Set-up Cost	<u>19,000</u>

- 8.7 **One-off costs** - In addition there will be ongoing costs which will include provision for an element re 'bad debts'. This needs to be included as part of the 'risk' re any staff leaving and defaulting on the terms and conditions etc. Other revenue costs are difficult to identify at this stage, although it is thought that ongoing account management issues including reconciliations and some administration work will be in the region of £8,000 per annum.
- 8.8 **Savings** - An estimate of the overall cost position is best summarised as follows which is based on a 'take up' of 7½% of the workforce, with a further reduction to allow for the differing employer's contribution rate for staff in pension schemes: equipment lease costs are assumed to be £1,000. The leasing costs have not been included as these will be covered by the salary sacrifice and will have a net value of £0.00.

#### 3 Years Costs

Take-up savings	(£76,995)
Initial & Ongoing Administration Costs etc.	<u>£51,650</u>
<b>Overall savings</b>	<b><u>(£25,345)</u></b>

## 9. Conclusions and Recommendations

- 9.1 As over two-thirds of the workforce live locally this HCI Scheme would help to project the DTI initiative and enhance the Authority's Community Leadership function.

- 9.2 It should be noted that although this project could provide the Council with a valuable financial benefit, this should not be the sole purpose for its introduction, but for the reasons mentioned in the report.
- 9.3 It is not known to what extent this may be taken-up by the Council's workforce and Members may feel that the initial investigations and publicity should be undertaken with an initial outlay of £5,000 which, with reasonable levels of interest would be recovered in the first year following implementation.
- 9.4 If Members wish to proceed with a scheme it will be necessary to seek legal advice in relation to changes to employee contracts re salary sacrifice and the terms and conditions with the partnering organisation.
- 9.5 Overall an outlay of some £19,000 may be required as shown in 8.10 as a 'spend to save' initiative from reserves which will be repaid as savings accrue.
- 9.6 The Executive are asked to support this initiative.
- 9.7 An outline project plan is attached as Appendix A.

## **10. Consultation**

TMT  
Head of OD&ER

### **Background Papers**

- Department of Trade and Industry (DTI)/Cabinet Office paper: 'Maximising Potential in the Workplace'
- DTI/Cabinet Office/Department for Education and Skills papers: 'Case Studies – Royal Mail and Air Products'

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**HOME COMPUTER INITIATIVE  
DRAFT PROJECT PLAN**

**Appendix A**

Action by	2004							2005					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Determine level of interest: prepare document/carry out staff survey													
Advise Members. People Matters item													
Advise Trade Unions													
Analyse response													
Identify resource and funding requirements													
Consult legal services													
Prepare revision to employee contracts to accommodate salary sacrifice													
Prepare tender documentation													
Report feedback to Members - seek approval to proceed with scheme													
Advertise/seek tenders for IT equipment supply, etc.													
Analyse tender responses													
Report tenders to Members													
Engage partnership organisation following tendering													
Write to staff													
Collate firm expressions of interest and order equipment													
Launch scheme												Ongoing	

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