

London Borough of Barking and Dagenham

Notice of Meeting

THE EXECUTIVE

Tuesday, 10 May 2005 - 7:00 pm
Council Chamber, Civic Centre, Dagenham

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

29.4.05

Rob Whiteman
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

AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 19 April 2005 (Pages 1 - 4)**

Business Items

Public Items 3 to 8 and Private Items 19 to 23 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. **Members Allowances 2005 / 2006 (Pages 5 - 9)**
4. **Subscriptions to the Local Government Information Unit and the New Local Government Network (Pages 11 - 12)**

5. **Abandoned Supermarket Trolley Enforcement (Pages 13 - 17)**
6. **Review of On and Off Street Parking Charges 2005 / 2006 (Pages 19 - 33)**
7. **Establishment of the E-Government and ICT Strategy Manager - Staffing (Pages 35 - 43)**
8. **Use of Invest to Save Reserve for Efficiency Projects (to follow)**

Discussion Items

9. **Barking Park Restoration and Improvement Project - Stage 1 Submission to the Heritage Lottery Fund (Pages 45 - 59)**
10. **Appointments to the Political Structure and Other Bodies 2005 / 2006 (to follow)**
11. **Any other public items which the Chair decides are urgent**
12. **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

13. **Acquisition of Properties and Authority to Use Compulsory Purchase Order Powers - Development of the Axe St, the Lintons and London Road Areas (Pages 61 - 73)**

Concerns a Contractual Matter (paragraph 8)

14. **Axe Street Master Plan and Barking Town Centre Urban Design Principles - Tender Issues (Pages 75 - 79)**

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

15. **Additional Burial Needs - Chadwell Heath Cemetery Extension Project (Pages 81 - 89)**

Concerns a Contractual Matter (paragraph 8)

16. Children's Centre Adjacent to Jo Richardson Community School Contract for Provision of Child Care Services (Pages 91 - 94)

Concerns a Contractual Matter (paragraph 8)

17. Finance Staffing Matter (Restricted Circulation, circulated separately)

Concerns a Staffing Matter (paragraph 1)

18. Corporate Strategy Department Re-Structure (Restricted Circulation, circulated separately)

Concerns a Labour Relations Matter (paragraph 11)

Business Items

19. Request for Rehousing Outside of Council Policy - Rehousing from a Service Tenancy (Pages 95 - 97)

Concerns a Staffing Matter (paragraph 1)

20. Procurement of Universal Integration Software for Customer First (Pages 99 - 101)

Concerns a Contractual Matter (paragraphs 8 and 9)

21. Contractor for Barking Abbey School Arts and Humanities Building and Robert Clack Sports Hall (Pages 103 - 105)

Concerns a Contractual Matter (paragraphs 7 and 9)

22. Structural Engineering Services Time Charge Contracts 2005 (Pages 107 - 112)

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

23. Progress on Establishing a Business Case to Ascertain the Feasibility of a Not For Profit Distributing Organisation (NPDO) to Manage the Council's Leisure Facilities: Appointment of Consultants (Pages 113 - 116)

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

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

This page is intentionally left blank

THE EXECUTIVE

Tuesday, 19 April 2005
(7:00 - 7:37 pm)

Present: Councillor C J Fairbrass (Chair), Councillor J L Alexander, Councillor G J Bramley, Councillor H J Collins, Councillor S Kallar, Councillor M E McKenzie and Councillor T G W Wade

Also Present: Councillor J R Denyer

Apologies: Councillor C Geddes, Councillor M A McCarthy and Councillor L A Smith

381. Minutes (12 April 2005)

Agreed, subject to the inclusion of "Subject to further discussions between the Chief Executive and Leader of the Council" at the beginning of Minute 376(1)(1) (Efficiency Programme and Annual Efficiency Statement) in relation to the Legal Services review.

382. East London Waste Authority Annual Review 2004

Received and noted a report on the main activities and achievements of the East London Waste Authority (ELWA) during 2004.

383. Changes to Right to Buy Legislation

Received a report on a proposed policy in respect of the use by the Council of discretionary powers in relation to the repayment of the discount granted under Right To Buy (RTB) legislation, in the light of recent changes to RTB arrangements under the Housing Act 2004.

Agreed, in order to comply with guidance issued by the Office of the Deputy Prime Minister, to the adoption of the discretionary policy as set out in the report.

384. Budget Monitoring Report - April 2004 to February 2005

Received a report providing an update on the Council's revenue and capital budget position for the period 1 April 2004 to 28 February 2005.

Agreed to:

1. Note the current position of the Council's revenue and capital budgets for 2004/05;
2. Note that the Directors of Education, Arts and Libraries and Corporate Strategy continue to review their budgets to ensure, where possible, a balanced position at the year end;

3. Note that the position of overspends and any roll-forward requests are considered in the context of the overall outturn position of the Council's revenue budget; and
4. Note the position and projected out-turn for the 2004/05 Housing Revenue Account.

385. Capital Programme 2005/06 - Projects to be Added to the Programme

Further to Minute 88(B) of the Assembly meeting of 2 March 2005, received a report on proposed projects to be added to the Council's Capital Programme for 2005/06. Also discussed issues relating to the Capital Programme Monitoring Office (CPMO) and the availability to all Members of the Council of information on all schemes included, or put forward for inclusion, in the Capital Programme.

Agreed to:

1. The inclusion of those capital schemes detailed in Appendix A of the report into the 2005/06 Capital Programme;
2. Note that there are adequate capital receipts available to fund these additional schemes;
3. Note that the commencement of these schemes is subject to formal CPMO appraisal and approval;
4. Note that those remaining schemes not included in the programme will undergo a critical evaluation in terms of their inclusion in the 2006/07 onwards Capital Programme; and
5. A further report being presented on the work of the CPMO and the slippage that has occurred in the 2004/05 Capital Programme.

386. Private Business

Agreed to exclude the public and press for the remainder of the meeting, as the business was confidential.

387. Gascoigne Estate Regeneration - Tender for Development Partner

Further to Minute 54 (20 July 2004), received a report on the proposal to tender for a Development Partner(s) for the regeneration of the Gascoigne Estate.

Agreed, in order to move forward with the Gascoigne Estate regeneration programme and contribute to the Community Priorities of 'Regenerating the Local Economy' and 'Improving Health, Housing and Social Care', to:

1. The proposed tendering arrangements for the appointment of a Lead Development Partner(s) for the regeneration of the Gascoigne Estate; and
2. Note that further reports will be presented in due course in respect of the content of the Tender Brief, the Tender Evaluation Panel arrangements and the formal appointment of a Development Partner(s).

388. Term Contract for Provision of Bailiff Services 2005/2007

Received a report on the proposed tendering arrangements for a contract for the provision of bailiff services to the Council.

Agreed, in order to assist in achieving the Council's Funding the Future Priority of 'Making Every Pound Count', to:

1. The proposed tendering arrangements for the Bailiff Services contract as detailed in the report; and
2. Note that a further report advising of the results of the tender evaluation process and seeking approval to appoint the successful contractor will be presented in due course.

389. Contract for External Provider to Recruit and Train New Benefit Processing Staff on behalf of Revenue Services

Received a report on the proposal to appoint an external provider to assist in the recruitment and training of new Benefit Processing staff within the Council's Revenue Services Division.

Agreed, in order to maintain an efficient Housing and Council Tax Benefit Service during the Revenues Modernisation Program, to contribute to the improvement and achievement of upper quartile performance indicators and assist in achieving the Council's Performance Counts Priority of 'Improving Comprehensive Performance Assessment', to:

1. The proposed tendering arrangements for the appointment of an external provider as detailed in the report, including the waiver of the requirement to formally advertise the contract (paragraph 6.9 of the Council's Contract Rules);
2. Authorise the Director of Finance to approve the appointment of the successful tenderer in order to avoid any unnecessary delay in the commencement of this project;
3. A further report being presented on the outcome of the tendering exercise and contract award; and
4. Note that the Director of Finance is to respond to Councillor Cook regarding the possibility of the Barking and Dagenham Citizens' Advice Bureau providing this service.

390. Revenue Services Agency Staff

Further to Minute 248 (21 December 2004), received a report in respect of the interim staffing arrangements within the Revenue Services Division.

Agreed, in order to provide adequate staffing arrangements as well as service improvements, to the waiving of tendering requirements in accordance with the provisions of paragraph 4.1(e) of the Council's Contract Rules in order to facilitate the continued employment of temporary staff within Revenue Services Division, as detailed in the report.

391. * Barking Lifelong Learning Centre: Furniture, Fittings and Equipment Contract - Tender Issues

Received a report seeking approval to appoint a consultant for the provision of services in connection with the furniture, fittings and equipment for the Barking Lifelong Learning Centre.

Agreed, in order to meet funding timescales set down by the Office of the Deputy Prime Minister and to assist the Council in achieving its Community Priorities of 'Regenerating the Local Economy', 'Raising General Pride in the Borough' and 'Better Education and Learning for All', to:

1. The waiver of tendering requirements under the provisions of paragraph 4.1(e) of the Council's Contract Rules; and
2. Authorise the Director of Regeneration and Environment to negotiate and accept a single tender action with Allford Hall Monaghan Morris LLP on the terms detailed in the report.

* Item considered as a matter of urgency with the consent of the Chair under the provisions of Section 100B(4)(b) of the Local Government Act 1972.

THE EXECUTIVE

10 MAY 2005

REPORT OF THE DIRECTOR OF FINANCE

MEMBERS ALLOWANCES 2005 / 2006		FOR DECISION
<p><i>This report details the review of members' allowances and recommendations of the Independent Remuneration Panel.</i></p> <p>Summary</p> <p>This year's review proposes that all members' allowances be increased by 3.5%. Details of the revised scheme are as shown in the attached schedule (Appendix A) which is effective from 19 May 2005. In addition the Panel have reiterated that each member complete a mandatory annual report. Members are reminded of the need to keep records as an aid to completing these at the end of the calendar year.</p> <p>Members Allowances will be reviewed again next year and any proposals will be reported to the Executive.</p> <p>Recommendation</p> <p>The Executive is asked to recommend the Assembly to agree allowances and the scheme for 2005 / 2006, as set out in Appendix A, with effect from 19 May 2005.</p> <p>Reason</p> <p>There is a requirement for the Council to have members' allowances regularly reviewed by an Independent Panel.</p>		
<p>Contact Officer Malcolm Simons</p>	<p>Head of Business Services</p>	<p>Tel: 020 8227 2002 Fax: 020 8227 2868 Minicom: 020 8227 2413 E-Mail: malcolm.simons@lbbd.gov.uk</p>

1. Background

- 1.1 In 2000 an Independent Review panel was appointed to review Members allowances. The panel undertook a comprehensive review, which took into account many factors including the legal framework, the Council's existing scheme of payments, other London Boroughs schemes, time inputs and special responsibilities as well as interviewing a number of members to seek their views on how they perceived their "job". The panel produced Job profiles as a result before publishing their recommendations, which were then adopted by the Assembly.

1.2 Subsequently, 2001 saw the mandatory introduction of independent panels through legislation and the existing panel reappointed here. Members Allowances have been reviewed annually and changes have been made to the scheme as a result over the years.

2. 2005 Review

2.1 Once again Members were requested to complete an annual report of their activities for the year ended 31 December 2004 and asked for any comments and suggestions regarding the operation of the scheme.

2.2 In order to help the panel in their deliberations, the panel invited various members in the different bandings, including the Mayor, to meetings to go through their reports, ask questions and generally seek their views on the scheme. The panel also felt that by interviewing members that this would establish their position to account for the decisions they make. In particular to the community and to feedback to the members themselves as part of the review.

2.3 The interviews were helpful and informative. The panel discussed the various roles with individuals, raised issues and questions relating to the special responsibility allowances.

3. Conclusions

3.1 Having reviewed the returned reports and spoken to members as mentioned, the feedback was that there had not been any major changes from last year. However, from those discussions the panel are aware that there are two new Chair roles in respect of Licensing as a result of the Licensing Act 2003, and also in respect of the Personnel Board.

3.2 The panel's view regarding these roles is that it is too early to assess workloads in these areas and agreed to consider retrospectively as part of next year's review.

3.3 As a result of their review the panel consider that this year's increase should be in respect of cost of living increases only and based on the Bank of England Retail Price Indices as December 2004.

4. Recommendation

4.1 That all allowances increased by 3.5 % rounded.

Special Responsibility Allowances

Band 1	(a) Leader of the Council	from £27,100 to £28,050
	(b) Deputy Leader of the Council	from £18,050 to £18,700
Band 2	Members of the Executive	}
	Chair of the Scrutiny Management Board	} from £13,550 to £14,050
Band 3	Chair of Assembly	}
	Chair of the Development Control Board	} from £9,050 to £9,400

Band 4 Deputy Chair of Assembly }
Deputy Chair of the Scrutiny Management Board } from £3,000
Deputy Chair of the Development Control Board } to £3,200

Leaders of minority parties (minimum of) from £1,025 to £1,050
(£310 to £320 per seat)

Band 5 Basic Allowance from £9,050 to £9,375

- 4.2 The Mayor and Deputy's Mayor's Purse are included and also subject to the same increase as other allowances.

Mayoral Purse

Mayor from £13,000 to £13,450

Deputy Mayor from £2,700 to £2,800

The above to apply with effect from 19 May 2005 (the day following Annual Assembly).

5. Child Care and Dependent Carers Allowance

- 5.1 The panel reiterated their previous recommendation that the minimum national hourly rate continue to apply and that members be able to evidence the need for payment of the allowance.
- 5.2 Provision has been made in this year's estimates to meet the increases for 2005 / 2006.

Background papers used in the preparation of this Report

The Local Authority (Members Allowances) (England) (Amendment) Regulations 2003
Minutes of the Independent Panel's Meetings

MEMBERS' ALLOWANCES SCHEME**1. Title and Term**

The scheme is known as the London Borough of Barking and Dagenham Members' Allowances Scheme. The allowances are reviewed annually and take effect the day after Annual Assembly each year.

2. Meanings

"Councillor" A Councillor is a Member of Barking and Dagenham, elected to represent constituents of a Ward area".

3. Basic Allowance

A basic allowance is paid to each Councillor as specified in the Schedule attached.

4. Special Responsibility Allowances

A special responsibility allowance is additionally paid to Councillors who hold certain responsibilities as specified in the Schedule.

5. Childcare and Dependant Carers Allowance

An allowance paid to those Councillors who incur expenditure for the care of dependant relatives or children whilst undertaking 'Approved Duties'.

6. Travel and Subsistence Allowances

Reimbursement of actual and necessarily incurred expenditure whilst undertaking 'Approved Duties'.

7. Renunciation

A Councillor may give notice in writing to the Chief Executive, to elect to forego any part of his/her entitlement to an allowance under this Scheme.

8. Part-Year Entitlements

If the scheme is amended during the year or a Councillor holds office part way through the year, entitlements to basic and special responsibility allowances will be dealt with on a pro-rata basis.

9. Payments

Payments are made in equal instalments every month.

10. Pensions

All Councillors are eligible to join the Local Government Pension Scheme.

SCHEDULE OF ALLOWANCES 2005 / 2006

1. Basic Allowance

The basic allowance for the year is £9,050

2. Special Responsibility Allowances

The following special responsibility allowances are payable, as appropriate, in addition to the basic allowance:-

Leader of the Council	£28,050
Deputy Leader of the Council	£18,700
Members of the Executive Chair of the Scrutiny Management Board	£14,050
Chairs of the: Assembly Development Control Board	£9,400
Deputy Chairs of the: Assembly Scrutiny Management Board Development Control Board	£3,200
Leaders of the Minority Parties * (£320 per seat with a minimum of £1,050 per Leader)	£1,050*

Note - Only one special responsibility allowance will be payable to any Councillor (the highest allowance applies).

3. Childcare and Dependant Carers Allowance

This allowance is payable to those Councillors who incur expenditure for the care of dependant relatives or children whilst undertaking "approved duties". The rate payable will be £4.78 per hour.

4. Travel and Subsistence Expenses

Reimbursement of travel expenses via public transport will be the actual fair paid. Councillors using their own motor vehicle will be reimbursed at the appropriate rate as shown on the Councillors claim forms for travelling expenses and subsistence costs. Similarly, for reimbursement for subsistence costs in respect of meals. Subsistence costs involving an overnight stay are also as shown on the Councillors claim form.

This page is intentionally left blank

THE EXECUTIVE

10 MAY 2005

REPORT FROM THE DIRECTOR OF CORPORATE STRATEGY

SUBSCRIPTIONS TO THE LOCAL GOVERNMENT INFORMATION UNIT AND NEW LOCAL GOVERNMENT NETWORK		FOR DECISION
<p><i>Decisions relating to subscriptions to national bodies has traditionally been the role of the Executive.</i></p> <p>Summary</p> <p>This report recommends that the Council seeks to disaffiliate from the Local Government Information Unit (LGIU) as it is felt that this organisation does not represent value for money. It also recommends that the Council affiliates to the New Local Government Network (NLGN) as this organisation undertakes important local government research, is a key influence on central government policy around local government and holds a significant number of events in which the Council would want to participate.</p> <p>Recommendations</p> <p>The Executive is asked to agree:</p> <ol style="list-style-type: none"> 1. To give 6 months notice so that we can disaffiliate from the LGIU; and 2. To affiliate to NLGN from 2005/6 <p>Reason</p> <p>The New Local Government Network (NLGN) is undertaking important Local Government research that will be more appropriate to the future direction of the Council.</p>		
Contact Officer Naomi Goldberg	Head of Policy and Performance	Tel: 020 8227 2248 Fax: 020 8227 2806 E-mail: naomi.goldberg@lbbd.gov.uk

1. Background

1.1 The Council has been affiliated to the LGIU for a number of years. In the year 2000, following a review of affiliated organisations, it was agreed to give notice to withdraw from the LGIU as its services were being duplicated by other organisations, notably the ALG and the LGA. Following representations from the LGIU it was agreed to continue membership for a further period but to keep it under review. Officers are of the view that the organisation no longer represents value for money.

1.2 In recent years the New Local Government Network has grown in membership and influence. It conducts important research, not carried out elsewhere, and organises a range of valuable events. It is also clear that it has considerable influence with central Government Policy.

2. Financial Implications

2.1 The annual subscription to LGIU is £12,000. In order to disaffiliate 6 months notice is required.

2.2 The annual subscription for the NLGN is £10,000. Switching affiliation will therefore save £2,000 in a full year. The Chief Executive is able to fund the net cost of approximately £4,000 in the current year of affiliating to the NLGN before the subscription to the LGIU ceases.

3. Consultation

3.1 Lead Member and CMT

Background Papers

None

THE EXECUTIVE

10 MAY 2005

REPORT OF THE DIRECTOR OF HOUSING AND HEALTH

ABANDONED TROLLEY ENFORCEMENT	FOR DECISION	
<p><i>The decision to apply schedule 4 of the Environmental Protection Act to the whole Borough is reserved to the Assembly under the Act.</i></p>		
<p>Summary</p> <p>This report outlines an enforcement scheme that we are confident will reduce the number of abandoned trolleys currently being discovered in the Borough.</p> <p>The Environmental Protection Act 1990 section 99 and schedule 4 allows authorised officers to seize abandoned trolleys and charge the owners a fee for the collection, storage and return of the trolleys that are seized.</p>		
<p>Ward Affected - All Wards</p>		
<p>Recommendations</p> <p>The Executive is asked to recommend to the Assembly to:</p> <ol style="list-style-type: none"> 1. To adopt Schedule 4 of the Environmental Protection Act 1990 throughout Barking and Dagenham; 2. Apply the proposed fee for the collection, storage and return of trolleys to the owners (set out in paragraph 3.2 of the report); and 3. Delegate authority to the Director of Housing and Health to agree any proposed voluntary scheme of trolley collection submitted by local businesses. 		
<p>Reason</p> <p>To allow Council Operatives to remove abandoned trolleys from land covered by the Act and set the charges and fees for the collection, storage and return of those trolleys seized. To assist the Council in meeting its Community Priority of making the Borough Cleaner, Greener and safer.</p>		
<p>Contact: Tony Chapman</p>	<p>Team Leader - Street Warden Service</p>	<p>Tel: 020 8227 5652 Fax: 020 8227 5699 Minicom: 020 8227 2685 E-mail: tony.chapman@lbbd.gov.uk</p>

1. Background

- 1.1. Reducing nuisance behaviour and environmental crime are key actions within Barking and Dagenham's community Strategy under Community Priority of making the Borough Cleaner, Greener and Safer.
- 1.2. Abandoned shopping trolleys within the Borough have attracted negative headlines in the local press and raised awareness of this issue within the community leading to increased numbers of complaints and demands that something is done.
- 1.3. Abandoned trolleys are found throughout the Borough including: Highways, alleys, parks, rivers, ponds, school grounds, nature reserve.
- 1.4. The retailers who operate trolley services for the convenience of their customers are currently running no voluntary system of collection. However, they advise that should a trolley be reported to them, it is collected.
- 1.5. Statistics are not kept by Regeneration and Environment concerning the number of trolleys that are collected but it is estimated that up to 100 trolleys are collected each month from around the Borough.
- 1.6. Trolleys that are collected by the Council are taken immediately to one of the Boroughs Waste Depots. The full cost of removing and disposal of abandoned trolleys are currently met by the Council.
- 1.7. A key action within Barking and Dagenham's Community Strategy is Raising Awareness of Rights and Responsibilities. Introducing an enforcement process as proposed in this report will reinforce the Councils commitment to reducing nuisance and environmental crime in the Borough.

2. Legal Matters

- 2.1. The Environmental Protection Act 1990 section 99 requires the local authority to apply Schedule 4 to the Borough, before any action can be taken under the Act.
- 2.2. Before the local authority can resolve to apply schedule 4, a consultation period will be entered into in which time those agencies or businesses affected by this action may make representations to the local authority.
- 2.3. Schedule 4 specifies the following:
 1. Land to which the Act applies with reference to abandoned trolleys.
 2. Power of seizure and storage of abandoned trolleys for up to six weeks.
 3. Abandoned trolleys cannot be removed from private land unless:
 - a) the local authority has received permission from the landowner to remove it, or

b) notice has been served on the landowner of the local authority intention to remove it.

4. The local authority shall, following seizure, notify the owner of the trolley that it has been seized. This notice will include the location of storage and charges that will be incurred for storage and collection.
5. No trolleys shall be disposed of unless reasonable enquiries have been made to ascertain who owns it.
6. The local authority may set charges sufficient to cover the cost of removing, storing and disposing of seized trolleys.
7. The local authority may agree with persons who own trolleys to accept a voluntary scheme for the owner to make regular collections of trolleys. If the voluntary scheme is acceptable, no charges will be levied on the owner by the local authority while the scheme is operating within agreed parameters.
8. On completion of the consultation period the local authority may resolve to apply schedule 4 to the Borough. The resolution will come into force no earlier than three months from the date of the resolution.
9. A notice will appear in at least one newspaper circulated in its own area that the local authority has passed a resolution under this section and indicate the general effect of that schedule.

2.4 In some instances, it may be appropriate to take criminal proceedings against offenders who fail to introduce a voluntary system of trolley collection. Criminal proceedings will be taken using appropriate legislation dependent on the situation.

3. Financial Implications

- 3.1. The Act allows the local authority to charge claimants such as to be sufficient to cover the cost of removing, storing and disposing of trolleys.
- 3.2. The true cost of removal will depend entirely on the situation in which the abandoned trolley is found. A trolley on the public highway will be less expensive to remove than one found in a river or lake. It is recommended that an average fee is set to reflect the overall cost burden on the local authority.

An example of a fee structure is provided below for Members to consider.

Fee for Collection Per Trolley	Storage Per Day Per Trolley	Delivery to Owner Per Trolley	Collection by Owner Per Trolley
£75	£5	£20	£5

3.3 A review of the enforcement scheme and charges will take place 6 months from the introduction of the scheme.

4. Trolley collection by the Local Authority

4.1. Officers from Health and Consumer Services (H&CS) in partnership with Regeneration and Environment will pilot the initial process of trolley collection. There will be one designated area for trolley storage situated at Frizlands Depot.

4.2. Council Operatives, specifically Cleansing Supervisors and Street Wardens will respond to complaints received about abandoned trolleys. These officers will be responsible for organising the collection of abandoned trolleys and the capture of necessary evidence to bill the owners for its return.

4.3. A vehicle, suitable for this use, will be made available for the collection of abandoned trolleys across the Borough. During the initial pilot period, recommended to be at least 3 months, this vehicle will be operated by Street Wardens and Cleansing Supervisors working in partnership or sharing rotas.

4.4. The administration of this process will be overseen by the Enforcement Support Officer based within H&CS. This role includes the notification of owners, service of Notice on landowners, keeping an audit trail of seized trolleys, preparation of legal documents to be used in any Court hearing.

5. Conclusion

5.1. Unless positive action is taken to address the increasing problem of abandoned trolleys within the Borough, the problem will continue to grow.

5.2. Retailers are aware of the issues concerning abandoned trolleys and make some efforts to collect their own trolleys within the immediate vicinity of their business premises. However, efforts are required to educate those retailers who fail to take responsibility for their property found further a field.

5.3. This recommended enforcement action compliments the Community Priority to raise Awareness of the Communities Rights and Responsibilities.

6. Consultation

Lead Member for Cleaner, Greener, Safer:
Councillor Milton McKenzie.

Community Forum:
River, Village, Goresbrook.

Department of Regeneration and Environment.
Mike Mitchell-Head of Environmental Management
Peter Blanchard-General Manager Infrastructure
Mike Neale-Highways and Street Cleansing Manager

Legal Services-Corporate Strategy.

William Sempala - Corporate Legal Manager

Key Stakeholders including:

- Asda
- Tesco
- Lidl
- Safeway
- CO-OP
- Approximately 80 smaller retail outlets that potentially operate a trolley system has been written too. (Please see appendix 1)

Background Papers

- Environmental Protection Act 1990
- Minutes-Key Stakeholder Meeting 29/10/04

This page is intentionally left blank

THE EXECUTIVE

10 MAY 2005

REPORT FROM THE DEPARTMENT OF REGENERATION AND ENVIRONMENT

REVIEW OF ON AND OFF STREET PARKING CHARGES 2005 / 2006	FOR DECISION
<p><i>The Constitution (Scheme of Delegation) reserves the determining of Fees and Charges to the Executive.</i></p> <p>Summary</p> <p>The Charging Policy Commission set out a number of fundamental principals that should be considered, including the starting presumption that charges should be set to recover the full cost of the service and that subsidising charges may only be considered in certain circumstances. A decision now needs to be made with regard to the setting of charges for on and off-street parking charges for the 2005/06 financial year.</p> <p>The Council's budget process builds in an expectation that fees and charges will increase by at least the prevailing rate of inflation, which this year is taken as being 2.5%. The report therefore outlines the rationale as to how the proposed charges have been arrived at and recommends the charges which should be set by the Council for the 2005/06 to achieve the required minimum level.</p> <p>Recommendations</p> <p>The Executive is recommended to:</p> <ol style="list-style-type: none"> 1. to approve an increase in Parking Charges as shown Option 1 in Appendix B and paragraphs 2.7, 2.9 (table 1) and 3.1 (table 2) of this report, which includes <ol style="list-style-type: none"> (a) overall increase in Off-Street Parking Charges of 12.5%; (b) overall increase for On-Street Parking Charges of approximately 4.0%; (c) introduction of a sixty minute charge in off-street car parks. 2. note that the proposed increases should mean that the Service will overall will generally achieve a 5.00% increase in income. <p>Reason</p> <p>To set the various Parking Charges for the forthcoming financial year 2005/06 in accordance with the principles of the Charging Policy Commission.</p>	

Contact Mike Livesey	Head of Civil Engineering	Tel: 020 8227 3110 Fax: 020 8227 3231 Minicom: 020 8227 3034 E-mail: mike.livesey@lbbd.gov.uk
--------------------------------	---------------------------	--

1. Background

- 1.1 The fundamental principles, which must be considered when reviewing fees and charges for Council services, were set by the Charging Policy Commission in 2001 and approved by the Assembly on 4 July 2001. There is a starting presumption that charges should be set to recover the full cost of service, including all overheads, and that any subsidy must be transparent, and demonstrably support or promote Council Priorities and policy objectives in an effective manner.
- 1.2 The Executive may be aware that the Road Traffic Act (1991) suggests that parking operations should attempt to be at least self-financing.
- 1.3 At that Executive meeting held on 27 April 2004, approval was given to an increase in On-Street Parking Charges of approximately 2.5% and no increase in charges were made to Off-Street Parking Charges for 2004/05.

2. Off-Street Parking Charges

- 2.1 Attached as Appendix A is estimated financial outturn for the Car Parking Service for 2005/06:

An annual surplus of £18,480 (excluding Capital Charges)
An annual deficit of £420,070 (when Capital Charges are included).

These figures include the Capital Charge of £309,450 for the London Road Multi-Storey Car Park and £129,100 for The Mall Car Park at Heathway and £70,460 in relation to the on-street parking asset.

- 2.2 For practical operation reasons it is not considered advisable that Charges are increased in units of less than 10p.
- 2.3 In terms of Pay and Display Charges, Appendix B shows a matrix of pricing based on minimum 10p banding, plus the introduction of a 60 minute charge of 50p (currently minimum stay is two hours).

In considering which option to recommend Officers have taken into account:

- The possible effects on Barking Town Centre and Heathway regeneration
- The future viability and use of car parks.

- That parking charges are a major consideration raised by businesses considering relocation to Barking Town Centre.
 - It should also be stressed that in order to ensure economic viability of the Town Centres, some level of car parking is required. The challenge facing the Council is to identify the balance between car and other modes of travel to ensure that both environmental sustainability and economic viability objectives are met. If the public have problems in accessing and finding a parking space, or experience stringent enforcement, they may be discouraged from returning to the Town Centre and once lost to another shopping / entertainment area they may be less inclined to return.
- 2.4 Appendix C provides a comparison of current Off-Street Charges, of neighbouring boroughs for 2004/05 and the proposed charges for LBBB for 2005/06.
- 2.5 Appendix B shows a matrix of charging options for Off-Street Pay and On-Street Pay and Display Charges. Option 1 (12.5%) is being recommended for the following reasons:
- A substantial increase in parking charges could result in a reduction of car park usage and income as shoppers may transferring their loyalty to other shopping centres, which in turn could affect the viability of Barking Town Centre and Heathway.
 - Parking availability and charges are a major consideration when companies are considering relocating their business to a town centre.
- 2.6 If Option 1 is accepted, based upon current usage (approximately 425,000 off-street and 40,000 on-street transactions in 2004/05), this would result in estimated additional income of £96,019.
- 2.7 The Clockhouse Car Park has closed, to enable redevelopment of Barking Town Square. Axe Street Car Park is now anticipated to close in November 2005. The Clockhouse Car Park was the most popular shoppers' car park which caused queuing and disputes between users waiting for spaces to park. In order to spread parking demand and reduce conflict, a premium charge was introduced in 2003/04 for the Clockhouse Car Park (Executive Minute 360, 18 March 2003 refers). The Clockhouse Car Park, until closure, raised twice the income per parking space in comparison with other Barking Town Centre car parks.
- 2.8 As the Town Hall Car Park is now the main 'shoppers' car park it is being suggested that the higher charges that applied to Clockhouse Car Park should now be transferred to both Town Hall and Axe Street Car Parks (up two hours £1.00 and two up to four hours £3.00, with a maximum stay of four hours and if agreed a 50p charge for up to 60 minutes).
- 2.9 Due to the redevelopment of Barking Town Centre the following car parks are likely to be affected by the redevelopment programme:

- North Street / London Road (surface level to rear of Woolworth)
- Wakering Road.
- Axe Street
- Linton Road

As a result income from these car parks can not be guaranteed and it would be unwise to anticipate that deficit (which includes Capital Charges) can be reduced in 2005/2006 or subsequent years.

2.10 The Executive is recommended to approve the increases for off-street parking provision for 2005/06 as follows:-

TABLE 1 Description	Current Charge 2004/05	Proposed Charge 2005/06	Percentage Increase
Barking Town Centre			
Pre-paid Local worker permit (BTC) (Annual ticket)	£300.00	£310.00	3.3%
Pre-paid Local worker permit (BTC) (Quarterly ticket)	£90.00	£95.00	5.6%
Contract Parking (BTC) (Annual Charge)	£385.00	£400.00	3.9%
Contract Parking – shared bays (BTC)	£437.00	£455.00	4.1%
Court House /Police / Council Partners staff etc (BTC)	£86.00	£90.00	4.7%
The Mall			
Pre-paid Local worker permit (BTC) (Annual ticket)	£115.00	£115.00	0.0%
London Road / North street (Resident Quarterly)	£19.30	£20.00	3.6%

Note: It should be noted that currently there is no charges levied on Departments or individuals for parking permits issued to Council officials.

3. On-Street Parking Charges

3.1 The Executive is recommended to approve the increases as follows for on- street parking provisions:

TABLE 2 Description	Current Cost (£)	Proposed Cost (£)	% Increase
Annual Charges			2.8%
Resident Permits (first two vehicles)	£17.70	£18.20	
Residents permits (third vehicles)	£22.00	£23.00	4.5%
Residents Permits (fourth and subsequent Vehicles)	£50.00	£52.50	5.0%
Business Permits (BTC)	£295.00	£310.00	5.1%
Business Permits (Outside of BTC)	£115.00	£118.50	3.0%
Operational Permits (On Street) (Maintenance /Support/ Visiting Services)	£40.00	£41.00	2.5%
Operational Permits (On Street) (Health workers, Nurses and Carers)	£17.70	£18.20	2.8%
Doctors Reserved Bay Permits	£47.00	£50.00	6.4%
Residents 30 day temporary cover / permit	£10.00	£10.00	0.0%
Dispensation (per day)#	£2.50	£5.00	100.0%
Visitor Permits (per card)	£3.30	£3.40	3.0%

s was a new charge last year and the demand and costs associated with it provision were underestimated and in reviewing against charges the proposed fee is felt to cover costs and is better benchmarked against similar charge set by other local authorities.

4. Financial Summary

- 4.1. The anticipated final account for the parking services for 2004/2005 is expected to show a net surplus above the budget of approximately £340,000 (excluding Capital Charges). However, due to redevelopment and regeneration of Barking Town Centre and its effects on the availability of off-street parking spaces, it is recommend that the Off-Street Parking Charges should be increased which should generate additional income of approximately £45,000.
- 4.2 The parking services has utilised external funds from Transport for London to develop CCTV for bus lanes and waiting restrictions enforcements in some areas. This will initially generate and additional income but this income is likely to decline as drivers' compliance improves.
- 4.3 The cost of making new Traffic Orders, changing signs and modifying pay and display machines is approximately £8,750 which will need to be absorbed into the parking accounts.
- 4.4 Value for Money
- 4.4.1 During the 2004/05 financial year a number of measures have been implemented to improve efficiency. For example the increase in the number of Penalty Charge Notices (Parking Tickets) issued from 37,498 to 46,050 over the past calendar year (a 22.8% increase) and the subsequent recovery rate from fines from 46.86 % to 47.22% in the past calendar year (based

upon a minimum fine recovery of £40 this will equate to an additional £160,000 in income). More efficient use of staff resources has also enabled an increased number of Parking Enforcement Officers to patrol the streets and pay and display car parks.

- 4.4.2 The Service has no control on the £140,300 central overheads or Capital Charges of £509,010 which are recharged against this service. These costs will be set against the total Parking Budget (Estimates FKA / FKB/ FKC) for 2004/05 which has a projected final account of £1,998,640. Included within the Capital Charge of £509,010 is £438,550 which has been charged to the parking account for the use of The Mall and London Road Multi-Storey Car Parks - its fixed assets. The remaining Capital Charge of £70,460 is in relation to the on-street parking asset. Like depreciation in Limited Company accounts, Capital Charges show the cost of using assets over time. Although Barking and Dagenham is debt free, dedicating assets to parking service means they cannot be used for other purposes and this needs to be reflected in the parking account.
- 4.4.3 The Service has been successful in attracting external funding from Transport for London (TfL) in the sum £8,000 per month for additional Parking Enforcement Officers in relation to Bus Lane enforcement, which is being piloted at High Road Chadwell Heath, and funding for setting up CCTV enforcement as a one off payment of £255,000 over 2003/04 and 2004/05 financial years.
- 4.4.4 The service is to be market tested once a specification which include car park management, on-street and off- street enforcement, tow-away and clamping and enforcement via CCTV has been prepared. However, before this is progressed a further report on potential partnership arrangements and business case options will be subject of a further report to the Executive later in 2005.

5. Consultation

- 5.1 The following have seen this report and have raised no objections to the proposals.

Lead Members

Developing Rights and Responsibilities with the Local Community and Providing Equal opportunities and Celebrating Diversity (Income and Charging), Councillor H Collins.

Making Barking and Dagenham Cleaner, Greener and Safer, Councillor McKenzie. Regeneration, Councillor Kallar.

Deputy Leader's Portfolio (Budget and Finance), Councillor Geddes.

Regeneration and Environment

Jeremy Grint, Head of Regeneration Implementation

Peter Wright, Head of Planning and Transportation

Finance

David Waller, Interim Head of Finance (DRE)

Corporate Strategy

Muhammad Saleem, Solicitor to the Council and Monitoring Officer

Background Papers

- Executive Minute 374 27 April 2004 Barking Town Centre Car Park Assessment Report.
- Executive Minute 370 27 April 2004 Review of On-Street and Off-Street Parking Charges 2004/05.
- Executive Minute 360, 18 March 2003, Review of On-Street /Off-Street Parking Charges.

This page is intentionally left blank

Off - Street Car Parking Account**Estimate 2005/2006**

<u>Description</u>	Estimate (Including <u>Capital Charges</u>) £	Estimate (Excluding <u>Capital Charges</u>) £
<u>Expenditure</u>		
Employees	200,240	200,240
Premises	141,770	141,770
Transport	9,280	9,280
Supplies and Services	34,770	34,770
Contractors	14,450	14,450
Overheads	198,320	198,320
Capital Charges	438,550	
Recharges	(35,110)	(35,110)
Total Expenditure	<u><u>1,002,270</u></u>	<u><u>563,720</u></u>
<u>Income</u>		
Pay & Display Fees	480,860	480,860
Penalties etc.	101,340	101,340
Total Income	<u><u>582,200</u></u>	<u><u>582,200</u></u>
Subsidy / (Surplus)	<u><u>420,070</u></u>	<u><u>(18,480)</u></u>

This page is intentionally left blank

PAY AND DISPLAY TICKET - INCOME

OFF STREET TICKETS

ON-STREET TICKETS

Parking Duration (hours)
Estimated Tickets Issued
2004/05

	0-2	2-4	4-6	6+	2-6	6+	30mins	1 hour	ADDITIONAL INCOME
Current Situation	359,000	42,000	400	80	5,400	21,900	19,140	10,550	
Short Stay	£0.80	£1.60	£4.00	£8.00	£2.50	£4.00	£0.60	£1.20	
Short Stay Short Stay	£287,200	£67,200	£1,600	£640	£13,500	£87,600	£11,484	£12,660	
Proposed Price	£1.00	£1.80	£4.50	£9.00	£2.80	£4.50	£0.70	£1.30	
Proposed Income	£359,000	£75,600	£1,800	£720	£15,120	£98,550	£13,398	£13,715	
Additional Income	£71,800	£8,400	£200	£80	£1,620	£10,950	£1,914	£1,055	£2,969
Option 1 (12.50%)									£93,050
Option 2 (25.00%)	£1.00	£2.00	£5.00	£10.00	£3.10	£5.00	£0.80	£1.60	
Proposed Price	£359,000	£84,000	£2,000	£800	£16,740	£109,500	£15,312	£16,880	
Proposed Income	£71,800	£16,800	£400	£160	£3,240	£21,900	£3,828	£4,220	£8,048
Option 3 (37.50%)									£114,300
Option 4 (50.00%)	£1.10	£2.20	£5.50	£11.00	£3.40	£5.50	£0.90	£2.50	
Proposed Price	£394,900	£92,400	£2,200	£880	£18,360	£120,450	£17,226	£26,375	
Proposed Income	£107,700	£25,200	£600	£240	£4,860	£32,850	£5,742	£13,715	£19,457
Option 5 (62.50%)									£171,450
Option 4 (50.00%)	£1.20	£2.40	£6.00	£12.00	£3.80	£6.00	£1.25	£2.60	
Proposed Price	£430,800	£100,800	£2,400	£960	£20,520	£131,400	£23,925	£27,430	
Proposed Income	£143,600	£33,600	£800	£320	£7,020	£43,800	£12,441	£14,770	£27,211
Option 5 (62.50%)									£229,140
Option 5 (62.50%)	£1.30	£2.60	£6.50	£13.00	£4.10	£6.50	£1.50	£3.00	
Proposed Price	£466,700	£109,200	£2,600	£1,040	£22,140	£142,350	£28,710	£31,650	
Proposed Income	£179,500	£42,000	£1,000	£400	£8,640	£54,750	£17,226	£18,990	£36,216
Additional Income									£286,290
Recommended (Option 1)									£93,050
Proposed Price	£1.00	£1.80	£4.50	£9.00	£2.80	£4.50	£0.70	£1.30	
Proposed Income	£359,000	£75,600	£1,800	£720	£15,120	£98,550	£13,398	£13,715	
Additional Income	£71,800	£8,400	£200	£80	£1,620	£10,950	£1,914	£1,055	£2,969

This page is intentionally left blank

APPENDIX C

COMPARISON OF CHARGES OF NEIGHBORING BOROUGHES						
Time Period	LBBB Current 2004/05	LBBB Proposed 2005/06	London Borough of Havering 2004/05	London Borough of Newham 2004/05	London Borough of Redbridge 2004/05	
Off-Street Car Parking Charges						
Up to 1 Hour	No charge for under two hours	50p	-	50p	60p	
Up to 2 Hours	80p	£1.00	£1.00	£1.00	90p	
Up to 3 Hours	-	-	£2.00	£1.50	£1.20	
2 to 4 Hours	£1.60	£1.80 / (TH Car Park £3.00)	£2.50	£2.50	£2.20	
4 to 6 Hours	£2.50 / £4.00	£2.80 / £4.50	£6.50	£5.00	-	
Over 6 Hours	£3.20 / £8.00	£3.50 / £8.50	£8.00	£7.00	-	

Time Period	LBBDD Current 2004/05	LBBDD Proposed 2005/06	Havering	Newham	Redbridge	Annual	Quarterly	Monthly	Annually
Permit Parking Off-Street									
Local Worker	£300	£90	£310	£100				-	
Contract parking	£385	-	£390	-					
Contract shared	£437	-	£440	-					
All					£684	£625		£30	£300
On-Street Pay and Display									
30 Minutes		60p		70p	£1.00 (Up to 2 hours)		40p		60p
60 Minutes		£1.20		£1.30			£1.20		£1.30p

On Street Parking Account**Estimate 2005/2006**

<u>Description</u>	Estimate (Including <u>Capital Charges</u>) £	Estimate (Excluding <u>Capital Charges</u>) £
<u>Expenditure</u>		
Employees	300,360	300,360
Premises Expenses	1,150	1,150
Transport	13,910	13,910
Supplies and Services	58,200	58,200
Contractors	0	0
Overheads	297,490	297,490
Capital Charges	70,460	0
Total Expenditure	<u>741,570</u>	<u>671,110</u>
<u>Income</u>		
Pay & Display Fees	34,490	34,490
Permits	120,090	120,090
Penalties etc.	622,890	622,890
Total Income	<u>777,470</u>	<u>777,470</u>
Subsidy / (Surplus)	<u>(35,900)</u>	<u>(106,360)</u>

This page is intentionally left blank

THE EXECUTIVE

10 MAY 2005

REPORT FROM THE DIRECTOR OF FINANCE

ESTABLISHMENT OF THE E-GOVERNMENT AND ICT STRATEGY MANAGER – STAFFING		FOR DECISION
<p><i>This report details the establishment of the e-government and ICT Manager Post at LSMR Grade for the programme unit to deliver the e-government agenda across the Council.</i></p> <p>Summary</p> <p>This report details the establishment of the E-Government and ICT Manager Post at LSMR grade. This post is new and will drive forward the e-government agenda across the Council. The post will be responsible for establishing and delivering e-government projects that meet the Governments priority outcomes and the implementation of BVPI 157, which is focussed on delivering 100% of services electronically by December 2005. This is a temporary post (for 18 months) which was agreed in a report to the Exec on 22 February 2005.</p> <p>Recommendations</p> <p>The Executive is asked to approve the establishment of the e-government and ICT Strategy Manager (Temporary) Management and Technology (IM+T) Division, funded from existing budgets at LSMR grade (spinal point 57).</p> <p>Reason</p> <p>The Executive is asked to consider and approve the establishment of the post at LSMR grade to drive forward the e-government agenda across the Council to enable the transformation of services to customers.</p>		
<p>Contact Officer Sarah Bryant</p>	<p>Head of Information Management and Technology</p>	<p>Tel: 020 8227 2015 Fax: 020 8227 2060 Minicom: 020 8227 2685 E-mail: sarah.bryant@lbbd.gov.uk</p>

1. Background

- 1.1 E-Government is about transforming services by being citizen focussed. It is about re-thinking everything from a citizen's point of view, improving access to services, changing our business, developing new approaches to government. IT requires imagination, innovation and an approach to managing risk. (SOCITM IT trends 2004/05).
- 1.2 A report to The Executive on 22 February 2005 outlined a structure for the delivery of the e-government agenda across the Council.

- 1.3 At that time the posts outlined in the structure were subject to job evaluation as they were newly created posts, for a temporary period of 18 months. The Executive approved the establishment of the Unit.

2. E-Government

- 2.1 In a report to The Executive on 22 February 2005 it was recognised there is no e-government programme unit within the Council, and IM+T Officers were and still are currently managing the e-government agenda alongside operational and strategic duties.

- 2.2 It was proposed that a team was established for a period of 18 months to:

1. Determine progress and electronic processes to meet BVPI 157 in a co-ordinated, cohesive manner;
2. Provide effective project management of corporate 'e' projects ensuring business and system integration to meet the government's e-priority outcomes;
3. Provide the management of the programme for e-government including raising the profile of and awareness of learning and development of the e-agenda;
4. Awareness of local e-government National projects;
5. Realise service improvements by working together corporately;
6. Monitor, analyse, report on and review progress against IEG Statement;
7. Work with other local authorities.

3. E-Government Programme Manager

- 3.1 A job description and person specification (see attached) was created based on research with other Councils and went through the job evaluation process with Central Human Resources Department. The job evaluation process determined the grade for the manager post to be LSMR spinal point 57, salary £46,387, with the senior business developer posts at PO5. The funding for these posts will be from existing budgets within IM+T.

- 3.2 Recruitment to the posts is currently being undertaken and the posts are being advertised as secondment opportunities within the Council.

- 3.3 It is therefore recommended that The Executive approve the grading of the new posts in the e-government programme unit as e-government and ICT Strategy Manager LSMR and Senior Business Developer (x2) PO5.

4. Consultation:

Director of Finance

Background Papers

JOB SPECIFICATION

NAME:		SUPERVISING OFFICER: Sarah Bryant
GRADE: LSMR		POST NO:
POST NO:		DESIGNATION: Head of IM+T
DESIGNATION: E-Government and ICT Strategy Manager		DATE OF JOB SPECIFICATION:
SECTION: IM+T		
DEPARTMENT: Finance		

1. Introduction

1.1 The Council has very clear expectations of its Staff. Those requirements are set out in the following documents:

- Standards for Everyone
- Job Description for this post
- Job Competency Profile
- Job Training Profile

1.2. In order to meet the requirements of the job you will be required to comply with these.

2. Purpose of the Job

- 1 Lead on developing, promoting and implementing the Council's strategies for e-government and Information/Communications Technology (ICT), to transform the way in which the Council delivers services to local people, businesses and visitors, and to encourage their participation in local democracy and decisions affecting their own area.
- 2 To advise and support Elected Members, the Management Team and other Council Services on the development and implementation of E-Government through the review of policies, practices and procedures as well as developing and achieving best practice.
- 3 To achieve national targets through the implementation of projects at local, regional and national level utilizing opportunities for collaborative working where possible.

3 Main Activities

- 1 To establish, develop, promote and implement the Council's strategies for E-Government and Information/Communications Technology in accordance with Council and national targets.
- 2 To contribute substantially towards the Council's overall improvement programme ensuring that the strategies developed deliver the Council's priorities.
- 3 To manage a portfolio of projects to achieve the Council's requirements for the development of E-Government and ICT including implementation of new technologies and upgrading of existing applications. This includes managing projects within a controlled environment in order to maximize the associated business benefits, ensuring effective project management methodology is applied within the Council in respect of projects.
- 4 To develop and encourage positive and effective partnership working with the other local authorities and with other organizations towards the seamless delivery of local public services by electronic means.
- 5 To lead on the Council's approach to effective information management, ensuring compliance with appropriate legislation including Freedom of Information and Data Protection Acts.
- 6 To undertake and respond to customer and stakeholder research in order to develop and tailor the Council's approach to E-Government and ICT.
- 7 To co-ordinate and assist in the development and implementation of strategies for procurement, security, information management and systems integration and to contribute to and work within the Council's broader priorities for organizational development and Customer First.
- 8 To develop a framework for the funding and development of E-Government in line with corporate and service demands, ensuring the achievement of Best Value and the effective and efficient use of the Council's resources and maximizing opportunities to attract external funding and other resources to achieve local priorities.
- 9 To co-ordinate corporate responses on E-Government and information management matters to Central Government and statutory agencies.
- 10 The provision of advice, assistance and leadership in any area associated with the procurement, provision, delivery, maintenance and effective use of information systems and their environments.
- 11 To be responsible for the Leadership and Management of the E-Government Team.

- 12 To work with service managers to identify, examine, record and implement options for the electronic delivery of services and service improvement / development using ICT. Provide relevant support, advice and information to other services, Members and partners, taking account of the relevant legislation, guidance, best practice, emerging technologies and existing Council policy.
- 13 To be responsible for the management of virtual teams across the Council providing seamless joined up working.
- 14 Responsible for the development of the team to ensure effective performance management.
- 15 Responsible for providing, ensuring and evaluating effective leadership, support, direction and guidance to staff to ensure positive team working, high level of motivation, drive and enthusiasm within the team to improve service delivery.

4. Health and Safety

- 1 To ensure that the Council's Health and Safety Policy is properly implemented and that all employees under your direction are enabled to work in a manner that will not put at risk their personal health and safety or the health and safety of other people.
- 2 This will involve, amongst other activities, ensuring risk assessments have been conducted in respect of all tasks, plant, equipment and premises under your control, and the training, instruction and supervision of employees in your area of responsibility.
- 3 Such other duties and responsibilities, commensurate with the status and grading of the post, as may be assigned from time to time by the Head of IM+T.
- 4 The Council reserves the right to vary the content of the job description, after consultation, to reflect the changes to the job without changing the general character of the post or level of responsibility.

5 General

- 1 Achieve and maintain the principles of Investors in People.
- 2 Ensure the achievement of departmental, service and organisational aims and objectives.
- 3 To learn from others and develop knowledge and skills appropriately.
- 4 Ensure continuous improvement within IM&T is explored, developed and adopted in line with Best Value.

- 5 Ensure that services are delivered in accordance with:
 - Legislation
 - Best Value
 - Council objectives, plans, policies and guidelines
 - IM&T and e-government strategy
 - IM&T service plan and objectives
- 6 Comply with all London Borough of Barking & Dagenham general and IM&T specific security procedures and standards, including the corporate IM&T Security Policy and e-mail and Internet Policy.
- 7 Ensure compliance with the Council's Equal Opportunities in Employment policy.
- 8 Ensure compliance with Health and Safety legislation, council and departmental Health and Safety policies.
- 9 The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such duties by the Chief Officer within the grading level of the post and the competency of the postholder.

PERSON SPECIFICATION

Post Designation: E-Government and ICT Strategy Manager

The factors listed below indicate the skills/experience/aptitudes/circumstances which will be required of the person undertaking the job. Your application will be assessed in the light of these, so you should consider carefully how best you can demonstrate your suitability for the job, and prepare your application accordingly. The factors listed in Section 1 are essential requirements of the job, and applicants who are unable to meet all of these will not be considered.

1. Essential Requirements:	Desirable
<p>Education:</p> <ul style="list-style-type: none"> ▪ Relevant vocational / professional, qualification or relevant degree or equivalent; ▪ Programme and Project Management qualification; ▪ High degree of computer literacy including sound knowledge of MS Office applications; ▪ High degree of awareness of up to date IT products, trends and developments. 	
<p>Experience:</p> <ul style="list-style-type: none"> ▪ Relevant experience in:- ▪ Application of E-Government using technology to transform services; ▪ Government policies for E-Government, strategy, legislative and financial frameworks; ▪ Developing/implementing ICT strategies; ▪ Partnership working with other government or private sector organisations; ▪ Planning and managing multiple and long term projects; ▪ Budgetary monitoring and control systems and procedures; ▪ Data Protection Act, Freedom of Information Act and other relevant legislation; ▪ Experience in delivering projects and programmes on time and to budget. 	<ul style="list-style-type: none"> ▪ Experience of using the internet and/or other electronic media for service delivery. ▪ Knowledge and understanding of accessing external funding opportunities; ▪ Experience of planning or directing Information Strategies within an organisation. ▪ Implementing key elements of E-Government, including Customer Relationship Management and Electronic Record and Document Management Systems. ▪ Business Process re-engineering.
<p>Communications:</p> <ul style="list-style-type: none"> ▪ Ability to communicate effectively both 	

<p>with IT professionals and non-IT professionals in a clear and jargon free manner;</p> <ul style="list-style-type: none"> ▪ Excellent written and verbal communication and presentation skills. 	
<p>Disposition:</p> <ul style="list-style-type: none"> ▪ Ability to create, maintain and enhance effective working relationships with Members, colleagues and a wide range of external contractors; ▪ Good team player with corporate, customer and quality focussed approach; ▪ Effective influencing, persuasion and negotiation skills. 	
<p>Equalities and Valuing Diversity</p> <ul style="list-style-type: none"> ▪ Recognises and responds to diverse needs; ▪ Shows respect for all groups and individuals regardless of their culture, ethnic origin, gender, sexual orientation, age or abilities; ▪ Values the contributions and opinions of all groups and individuals; ▪ Advises on alternative options to ensure equality of access to information and services; ▪ Awareness of equal opportunities and access issues and an understanding of how these impact on the work of the Council. 	<ul style="list-style-type: none"> ▪ Anticipates and understands diverse needs and requirements; ▪ Obtains feedback on services provided; ▪ Encourages and identifies opportunities to develop alternative services appropriate to the needs of different groups; ▪ Encourages the involvement of different groups in the development of the services.
<p>Customer Focus</p> <ul style="list-style-type: none"> ▪ Proactive in responding to customer needs and requirements; ▪ Demonstrates knowledge and understanding of relevant service standards and the Council's complaints procedure; ▪ Establishes good relationships with customers; ▪ Shows empathy and uses tact and diplomacy when dealing with customer requests; ▪ Takes ownership of customer problems and proposes solutions; ▪ Change practices in response to customer feedback; ▪ Works with others to improve customer 	<ul style="list-style-type: none"> ▪ Anticipates and understands customer needs / requirements; ▪ Seeks feedback from customers/community on the service provided and acts on it; ▪ Identifies the diversity of customer/user needs; ▪ Develops an in depth understanding of customer requirements; ▪ Identifies opportunities to add value and deliver a more effective quality service; ▪ Develops other's customer

service.	service skills.
<p>Initiative and Motivation</p> <ul style="list-style-type: none"> ▪ Develop and implement innovative and creative solutions to the Council's business needs; ▪ Highly self motivated, able to work on own initiative or as part of a team, able to motivate and energise project teams. 	
<p>Professional Judgement / Decision Making</p> <ul style="list-style-type: none"> ▪ Critical analysis skills and the ability to analyse complex problems; ▪ Ability to prioritise effectively and to work to tight and inflexible deadlines with minimal supervision; ▪ Build a climate of trust and openness; ▪ Team player. 	
<p>Other Factors</p> <ul style="list-style-type: none"> ▪ Flexible approach to work ie, hours, duties, tasks, peaks, etc; ▪ Full UK driving licence; ▪ Political sensitivity. 	

This page is intentionally left blank

THE EXECUTIVE

10 MAY 2005

REPORT FROM THE DIRECTOR OF REGENERATION AND ENVIRONMENT

BARKING PARK RESTORATION AND IMPROVEMENT PROJECT: STAGE 1 SUBMISSION TO THE HERITAGE LOTTERY FUND	FOR DECISION
<p><i>This Report concerns the submission of an external grant application, which needs to be approved by the Executive.</i></p> <p>Summary</p> <p>This report aims to secure approval by the Executive of a Stage 1 application to the Heritage Lottery Fund (HLF) for Barking Park Restoration and Improvement Project. The Council was successful with a bid for a Project Planning Grant to the Heritage Lottery Fund in 2004, which has enabled the production of the following by consultants:</p> <ul style="list-style-type: none"> • Access Plan • Revised Conservation Management Plan • Costed Masterplan <p>These plans will form the basis of a revised Stage 1 Application to the HLF by 1 July 2005.</p> <p>Wards Affected: Longbridge and Abbey Wards.</p> <p>Recommendations</p> <p>The Executive is asked to:</p> <ol style="list-style-type: none"> 1. Approve option D set out in paragraph 4.2 of the report for Barking Park and £3.5 Million Stage 1 grant application to HLF; 2. Give consideration to submitting a new capital bid for £2,123,550, for the financial year 2006 -2007, subject to a positive outcome of the above recommendation (option D) as part of the Council's match funding contribution and subject to the project receiving a positive appraisal (four green status) through the Capital Programme Management Office; This bid is to be considered in the context of the full review of the capital programme; 3. Create a four year grant aided Project Manager Post for Barking Park from 2006 at a match funding cost of £28,000 from 2006 / 2007, to be considered in the light of the decisions in 1 and 2 above, and be subject to the growth bidding process; 4. Note the projected revenue increase of £172,000 from 2007 / 2008 subject to a further detailed report to The Executive on how this revenue is to be funded, as a part of the revenue budget process for 2007 – 2008 and any revisions to the Medium Term Financial Strategy; 	

<p>5. Allow officers to investigate a preferred management structure for Barking Park post completion subject to a further detailed report to the Executive as to how this will be funded; and</p> <p>6. Authorise the Director of Regeneration and Environment to submit the application and to ensure that any subsequent requirements of the Heritage Lottery Fund are met.</p> <p>Reason</p> <p>If successful external funding will be secured that will support the restoration and improvement of Barking Park, which will assist the Council in achieving its Community Priorities of “<i>Making Barking and Dagenham Cleaner, Greener and Safer</i>”, “<i>Raising General Pride in the Borough</i>” and “<i>Regenerating the Local Economy</i>”.</p>		
<p>Contact: Allan Aubrey</p>	<p>Head of Leisure and Community Services</p>	<p>Tel: 020 8227 3376 Fax: 020 8227 3129 Minicom: 020 8227 3034 E-mail: allan.aubrey@lbbd.gov.uk</p>
<p>Mike Levett</p>	<p>Senior Park Development Officer</p>	<p>Tel: 020 8227 3387 Fax 020 8227 3129 Minicom : 020 8227 3034 E-mail: mike.levett@lbbd.gov.uk</p>

1. Project Background

1.1 Barking Park Restoration and Improvement Project has four key aims:

- Securing the future of the heritage of Barking Park.
- Improving access to the heritage of Barking Park.
- Producing a revitalised Park to complement the regeneration of Barking Town Centre.
- Ensuring that Barking Park regains its status as the Borough’s premier park that reflects its regional significance.

1.2 The vision for Barking Park is to create a revitalised park for the needs of the local community in the 21st Century and to restore the park to its premier position within the London Borough of Barking and Dagenham (LBBd). The original park was created as part of the development of Barking New Town in the late 19th Century. It is proposed to revitalise the park as part of the regeneration of Barking Town Centre, and to accommodate the needs of this new community, as well as the changing leisure needs of local people.

1.3 A previous, unsuccessful, Stage 1 application to the Heritage Lottery Fund (HLF) for the Barking Park Project (October 2002) highlighted Capital costs of £2,305,940 which consisted of a bid to the HLF of £1,730,000 matched funded by Council Capital of £460,000 plus £116,000 which related to improvements already undertaken (Executive minute 189, 11 November 2003 refers). In response to this application HLF advised that the Council should apply for a Project Planning Grant.

- 1.4 Funding for a Project Planning Grant for Barking Park has been secured from the HLF. This was under their Public Parks Initiative Programme, undertaken in 2004 / 2005. This has enabled the appointment of Consultants to prepare a Revised Conservation Management Plan and Access Plan. Both plans have addressed the concerns raised by the HLF in response to the previous Stage 1 application submitted by the Council in October 2002. These were:
- A need for better integration of the individual project elements.
 - A need for a better design solution for the redundant former open air swimming pool site that demonstrates value for money.
 - A need for greater focus on security, access, interpretation and education.
- 1.5 The Revised Conservation Management Plan is a detailed document that forms the business case for securing funding (Stage 1 Application). The Plan reviews the existing Restoration Plan (completed in October 2002) and identifies the main issues that need to be addressed through the implementation of a costed Master Plan, a summary of which is shown in 3.3.
- 1.6 The Access Plan identifies the physical, cultural, organisational, social, sensory, intellectual or financial barriers relating to access to Barking Park, for the local population, and identifies how these can be overcome.
- 1.7 The Stage 1 application to HLF will also include an application for a Development Grant to assist with preparing more detailed designs. The Development Grant will need to be match funded and this will be met from part of the proposed Capital bid subject to the project receiving four green lights through the Capital Programme Management Office

2. Legal issues

- 2.1 There is a restrictive covenant on the Park with the Hulse estate and their consent will be needed to progress these improvements if funding is secured.

3. Project Overview

- 3.1 A Masterplan has been produced which shows the proposals for the Park (Appendix A). The main elements are as follows:
- Entrances - all entrances will be improved, to encourage the public to enter the park; these improvements will consist of seating, lighting as well as 'pocket' gardens.
 - Lido - the Masterplan proposes that this will become the heart of the park, containing a number of community facilities, some of which will be relocated elsewhere from the park (such as the Fitness Academy and changing rooms).
 - Internal traffic - existing potential conflict with pedestrians and vehicles has been noted, and it is proposed to remove the car park adjacent to the Indoor Bowls Centre and to provide chevron parking along the avenue adjacent to the Lodge.

- Lighting / Security - these concerns will be addressed by installing more lighting, mainly along primary routes within the park, and by the installation of a CCTV system, linking to the Council's own system.
- Interpretation / Signage - this will be improved by the installation of an interpretation outlining the heritage value of the site and signage will be improved to encourage greater visitor use of the park and its facilities.
- Biodiversity improvements to the Lake, including dredging, marginal planting and the creation of a designated feeding area for waterfowl.
- New footpaths and cycle ways, with additional seating, lighting and other street furniture.
- Additional tree and shrub planting.
- Provision of a new playground and teen facilities.

Please note that as a result of extensive public consultation the proposals for a Bridge crossing Barking Park Lake and linking the Borough with LB Redbridge have been withdrawn, due to adverse public reaction.

- 3.2 A comprehensive consultation programme has been undertaken with both key park stakeholder groups and park users. In addition a Friends of Barking Park Group has been established to support the application to the Heritage Lottery Fund. A total of 800 questionnaires were distributed during the consultation period with a response rate of nearly 20% - the overwhelming majority of which supported the proposal 'To improve the Park'.
- 3.3 The total costs for the Barking Project are £11,541,759 and these are Broken down into the following elements:

Table 1 Cost Breakdown

Description	%	Total
Order of Cost Parkland		£2,660,400
Preliminaries ¹	15	£399,060
Subtotal		£3,059,460
Inflation ²	12	£367,135
Subtotal		£3,426,595
Contingencies ³	12	£411,191
Subtotal		£3,837,786
Fees ⁴	15	£575,668
Subtotal Parkland		£4,413,454

New Boat House		£325,000
Lido Roof		£1,250,000
Café		£341,000
Lido Infrastructure Improvements		£4,960,000
Subtotal Lido		£6,876,000
Total – Capital		£11,289,454
Subtotal Revenue		£252,305
		£11,541,759

Footnotes to Table1

- 3.4 Please note that all costs are estimates. Percentage figures given above follow HLF guidelines, which are:
- a. Preliminaries - these will be included in the bid as other Capital costs, at 15%, as per HLF instruction.
 - b. Inflation - HLF guidelines state that the calculation must be linked to the project timetable and expected cash flow and based on accepted predictions or government indices. Given that the Capital works on the project are not expected to commence until 2007 / 2008 this is considered to be a realistic amount.
 - c. Contingencies - HLF advise that if the grant request is for over £1 million then the contingencies should be in the range of 10% to 15%. Therefore 12% is considered to be a realistic figure.
 - d. Fees - HLF guidelines state that total fees for Park Projects over £1 million not to be more than 15% of the costs of the Project.

Lido subtotals for new boathouse, roof, café and infrastructure improvements are inclusive of preliminaries, inflation, contingencies and fees.

4. Scheme Options

- 4.1 It is recognised that existing Council Capital resources and the Heritage Lottery Fund cannot fund the total final cost of £11,541,759. The Heritage Lottery Fund has stated that they will consider a grant application up to a maximum of £3.5 million. This is an increase of £500,000 from the £3,000,000 grant aid ceiling that was reported to the Regeneration Board in March 2005 following successful negotiations by Council Officers. Therefore a number of options have been identified to reduce the project costs in relation to the Lido site.
- 4.2 Table 2 gives a summary overview of the main elements of the 4 options identified for Barking Park. **Please note that none of the options include the reinstatement of the former Lido use. The options are as follows:**

Table 2 Scheme Options

Option	Summary of Scheme	Cost
A	Community Hub based in the former Lido complex, containing relocated facilities such as the Fitness Academy, Boxing Club, changing rooms and park facilities such as a Café (serving light refreshments). The Short Mat Bowls Centre would stay. The existing buildings would be refurbished and the central area would be roofed over and a new internal space created which could potentially be used as a Conference Centre or rehearsal space. A new boathouse would be constructed on the original site adjacent to the Lake near the Park Avenue entrance.	£11,541,759
B	Enclosed garden within the confines of the former Lido, without a roof. This was proposed by the previous consultants, Land Use Consultants, in a separate report to that of the Restoration Plan. Remedial works would still be undertaken to the rest of the Lido, which would still contain the Community Hub facilities outlined in Option A. The existing boathouse would be re-clad and would include a Café.	£6,748,276
C	The Lido would be demolished and the area returned to parkland. Essential repairs only would be undertaken to the boathouse and hard standing area would be created for a café concession.	£5,513,960
D	Enclosed garden with wet play area and café, community hub to be created as Option A, without a roof and provision of a new boat house.	£6,269,550

Footnotes to Table 2

- 4.3 Short mat Bowls Club is retained in all of the above options. The Executive (Minute 205 and 209) agreed to relocate the Boxing Club to Barking Park. Provision has been made within the preferred option for this to take place dependant upon the outcome of the Stage 1 application.

The Funding that is required to relocate the Boxing Club is not included within this masterplan and will be met through a separate capital bid by Department of Education, Arts and Libraries (DEAL) since it does not meet HLF funding criteria.

5. Selection of Preferred Option

- 5.1 The preferred Option is Option D because:

- This is the option that will identify all the features and facilities within Barking Park that will be necessary to create a refurbished park for local residents, within reasonable costs.
- The proposals would assist with the Project aim of ensuring that Barking Park regains its status as the Borough's premier park and reflects its regional significance, by including the proposals for the community hub and enclosed garden, with water play facilities and a café.
- This is the option that has received a lot of support during public consultation. Interest groups such as the Friends of Barking Park support the establishment of a café and a community hub for the park, whilst providing a wide variety of facilities.
- This option meets the requirements of the Heritage Lottery Fund grant criteria and addresses the issues raised in the original failed Stage 1 application.

5.2 Option A has been rejected because:

- The costs are too high - although it is an imaginative proposal to roof over the internal space of the Lido, it does not offer value for money. The Heritage Lottery Fund has indicated that they want to see value for money within the scheme and that they are only likely to assist with funding community facilities such as a café, but not a roof.
- It is difficult to establish a business case for a new boathouse given current usage levels

5.3 Option B has been rejected because:

- The proposals for the enclosed garden are not imaginative enough- Option D includes a wet play area and a café. As indicated earlier, the proposals need to reflect the aim of ensuring Barking Park becomes the Borough's premier park and reflects its regional significance, as well as assisting with the regeneration of Barking Town Centre.

5.4 Option C has been rejected because:

- The proposals are not imaginative enough resulting in fewer facilities within the Park. This would not assist with the aim of ensuring that Barking Park regains its position as the Borough's premier park and retain its regional significance.
- In addition to this the project may not receive Heritage Lottery Funding and an opportunity would therefore be lost to match external funding with existing Council capital funds. Public support would be unlikely to be secured for such a scheme, as there would be few benefits for them.

6. Financial Information

- 6.1 The 2005/06 Capital Programme approved by the Assembly on the 2nd March 2005 contains the following provision for the delivery of the Borough's Parks and Green Spaces Strategy (PGSS).

Table 3 PGSS Capital Funding

Year	2004/05	2005/06	2006/07	2007/08	Total
Capital Provision	£256,000	£837,000	£3,000,000	£1,000,000	£5,093,000

- 6.2 £5,000,000 of this funding is to be met by LBBD with the remaining £93,000 being funded from external sources.
- 6.3 At it's meeting on the 19th April the Executive also agreed that a further capital bid of £2,190,000 would undergo a critical evaluation in terms of its inclusion in the 2006/07 onwards programme. The *Refurbishment Under Urban Parks Programme* is expected to require £460,000 of LBBD funding to match £1,730,000 of external funds.
- 6.4 Costs for Option D are £6,344,550 (which also includes £75,000 as 50% match funding towards the Development Grant) of which £3,500,000 is to be secured through a grant application and £2,844,550 secured from the Council's Capital programme. Table 4 below shows a breakdown of how this funding will be met:

Table 4 Capital Funding Breakdown

Funding Source	Secured	Unsecured	Notes
HLF Grant Aid		£3,500,000	Maximum grant application that will be considered by HLF
LBBD Revenue (Match Funding)	£116,000		12 months improvements already taken (2004/05) that can be included as part of the match funding.
S106	£145,000		100,000 Local Arts Initiative 45,000 Ilford Lane Entrance
LBBD Approved	£2,123,550		Contribution from the agreed provision for the PGSS, subject to Project Appraisal approval and a successful stage 1 HLF application
LBBD – pending critical evaluation		£460,000	<i>Refurbishment Under Urban Parks Programme</i> – bid subject to critical evaluation for inclusion in 2006/07 programme onwards
SUBTOTAL	£2,384,550	£ 3,960,000	
Total		£6,344,550	

- 6.5 The total cost of the project has significantly increased from £2,305,940 to £6,344,550 since approval was given by the Executive on the 12th November 2002 to submit a bid to HLF. After allowing for increased HLF grant and a successful evaluation of the *Refurbishment Under Urban Parks Programme* there is a funding shortfall of £2,123,550 which it is proposed to underwrite from the provision for the PGSS.
- 6.6 Whilst underwriting the £2,123,000 cost increase from the provision for the PGSS would allow this bid to go forward to the HLF, there would be significant implications for other projects within phase 1 of the PGSS which would result in a number of park projects within Phase 1 of the Parks and Green Spaces Strategy not being implemented.
- 6.7 Should Members wish to proceed with option D it is recommended that consideration is given to submitting a new capital bid for £2,123,550 for the financial year 2006 -2007 subject to the project receiving a positive appraisal (four green status) through the Capital Programme Management Office; This bid would be considered in the context of the full review of the capital programme, and would allow schemes in other parks to proceed within phase 1 of the PGSS.
- 6.8 The funding split for the project if the Stage 1 Grant Application is successful is 55% Heritage Lottery Grant (External) and 45% Council Capital of which 5% is Section 106 contributions. Council Capital match funding of £2,123,550 subject to the approval of the Executive will require approval through the Capital Programme Management Office (CPMO). The Stage 1 application will not be submitted until CPMO Approval.

7. Revenue Funding

- 7.1 At project completion there will be a number of increased revenue costs covering the following elements:
- Grounds Maintenance
 - Facilities Maintenance
 - Lakes and Trees Maintenance
- 7.2 The expected revenue cost for the scheme on completion is expected to be £324K per year. This is an increase of £172k over existing budget provision for maintenance at Barking Park. Heritage Lottery Fund (HLF) have advised that they will meet 50% of these costs for the first five years of the scheme with existing maintenance budgets for Barking Park; providing the 50% match funding required from the Council is matched.
- 7.3 In adopting the Parks and Green Spaces Strategy in 2003, the Executive agreed that adequate revenue provision will be met through:
- Efficiency savings from existing parks and green spaces management.
 - Annual revenue growth bids.
 - Increased income through targeted sponsorship and commercial events.
 - Section 106 agreements.

- 7.4 It is proposed to undertake an efficiency review of grounds maintenance costs and park management costs in 2005/06 to determine what proportion of these increased costs can be met through re-prioritisation of the revenue budget once HLF revenue funding ceases. It is not expected that all of these new costs could be met from this exercise and that some additional revenue will need to be secured through the annual growth bid process. In accepting the HLF funding, the Council would be effectively committing itself to picking up the increased revenue costs of the scheme once HLF support ceases
- 7.5 A further report will be submitted to the Executive outlining the extent to which these increased Revenue costs for Barking Park can be met from existing budgets and how much will require new funding.

8. Project Management Costs

- 8.1 If the Stage 1 Application is successful HLF recommend the appointment of a Project Manager to prepare the Stage 2 application and oversee project implementation. HLF will provide 50% grant aid for a maximum period of five years for project management costs. Based on the projected timetable for the project a Project Manager would need to be appointed for a fixed term period of four years.
- 8.2 Subject to the Council's evaluation process for new posts it is expected that this post will be graded at PO5 at an annual cost (inclusive of all 'on' costs) of £56,000. It is proposed to create this post from the start of the financial year 2006/07 subject to securing the Stage 1 award at a match cost of £28,000 per annum.
- 8.3 Match funding costs for the Project Manager Post will be met through a revenue growth bid.

9. Park Management

- 9.1 As part of the Stage 2 application the Council will need to demonstrate how it will manage and develop the park, in particular community outreach work and education. In parallel with the efficiency of existing costs (7.3 above) management structure options for the park will be identified and a preferred option will be presented to the Executive for approval as part of the Stage 2 application submission.

10. Project Risks

- 10.1 Table 6 identifies the main project risks that have been identified for the delivery of the Barking Park Project.

Table 6 Project Risks

RISK	SIGNIFICANCE (Low, Medium, High)	STEPS TAKEN TO REDUCE IT (Where possible)	CONTINGENCY PLANS
The risk of cost overruns	Low	Comprehensive monitoring systems are in place and mechanisms for project management on site are established. LBBD has allocated staff to monitor the progress daily. Surveys and site investigations have already taken place to minimise risk.	Regular programme of monitoring of contractor to prevent cost overrun. Any costs overruns will be covered by contingencies
Meeting deadlines	Low	Steering Group meetings are being held to control the project and a Project Champion (Head of Leisure and Community Services) has been appointed.	Not applicable
Risks from relying on other projects	Low	The project is not dependant on other schemes being delivered.	Not applicable
The failure of HLF match funding to be approved	Low - Medium	The HLF consider the Borough to be a priority area for funding within their Public Parks Initiative. Regular meetings and progress reports have been provided to keep them updated with project progress.	Review progress by quarterly returns to HLF.

Failure to secure new Council Capital funding bids	Medium	Failure to deliver this flagship Parks and Green Spaces Strategy project will undermine the Council's commitment to the Strategy and result in the loss of £3,500,000 external grant aid	Fund through PGGS application (subject to Project Appraisal Approval). If this option were implemented then it would significantly reduce the Borough wide impact of the Strategy.
Refusal of any necessary authorities or permissions	Low	Regular meetings are being held with LBBD Planning and Highways to ensure the appropriate permissions are received.	Not applicable
Weak demand for the project's services	Low	Community Liaison has shown that there is a demand for the services to be provided, such as a café or improved play facilities. The consultation strategy with the stakeholders and other groups such as the Friends of Barking Park has ensured that the project has been designed to meet local needs.	Review progress

11. Timetable

- 11.1 The timetable for Barking Park Restoration and Improvement Project is shown below in Table 7. All dates shown are for the start of the month. The grant award dates are based on Heritage Lottery Fund guidelines and represent the maximum decision dates for these three stages. Executive approval will be required for the Stage 1 application, Stage 2 application,

Table 7 Project Timetable

Stage No	Project Stage	Estimated Timescale
1	Prepare Stage 1 Application	February – June 2005
2	Secure Regeneration Board approval	March 2005
3	Secure Executive approval	May 2005
4	Submit Stage 1 Application	July 2005
5	Stage 1 Award	March 2006
6	Appoint Project Manager	May 2006

7	Prepare and submit Stage 2 application	September 2006
8	Stage 2 Award	March 07
9	Appoint consultants to prepare Stage 2 design details, etc.	June 2007
10	Prepare tender and award contract	September 2007
11	Commence works, Phase 1	March 2007
12	Commence works, Phase 2 (centred on Lido)	March 2008

12. Procurement

12.1 The total costs of the Barking Park Project are £6,344,550, which includes:

- A professional fee element in excess of £144,000
- A works contract in excess of £3,600,000.

It will therefore be necessary to procure both the professional fees and the works element of the project in accordance with EU Procurement Directives.

12.2 Both contracts will be advertised in the OJEC (Official Journal of the European Union) with further reports requesting Executive approval to tender and subsequently award the contracts submitted at the appropriate times.

13. Consultation

13.1 The following Officers have seen this report and are either happy with it as it stands or have raised no objection:

Lead Members:

Making Barking and Dagenham Cleaner, Greener and Safer - Councillor McKenzie;

Raising General Pride in the Borough (Public Facilities) – Councillor Wade
Regeneration - Councillor Kallar

Regeneration and Environment

Jim Mack, Head of Assets and Development

David Waller, Interim Head of Finance

Maureen Perkins, Head of Human Resources

Jeremy Grint, Head of Regeneration Implementation

Peter Wright, Head of Planning and Transportation

Niall Bolger, Director of Regeneration and Environment

Corporate Strategy

Muhammad Saleem, Solicitor to the Council and Monitoring Officer

Robin Hanton, Corporate Lawyer & Deputy Monitoring Officer

Finance

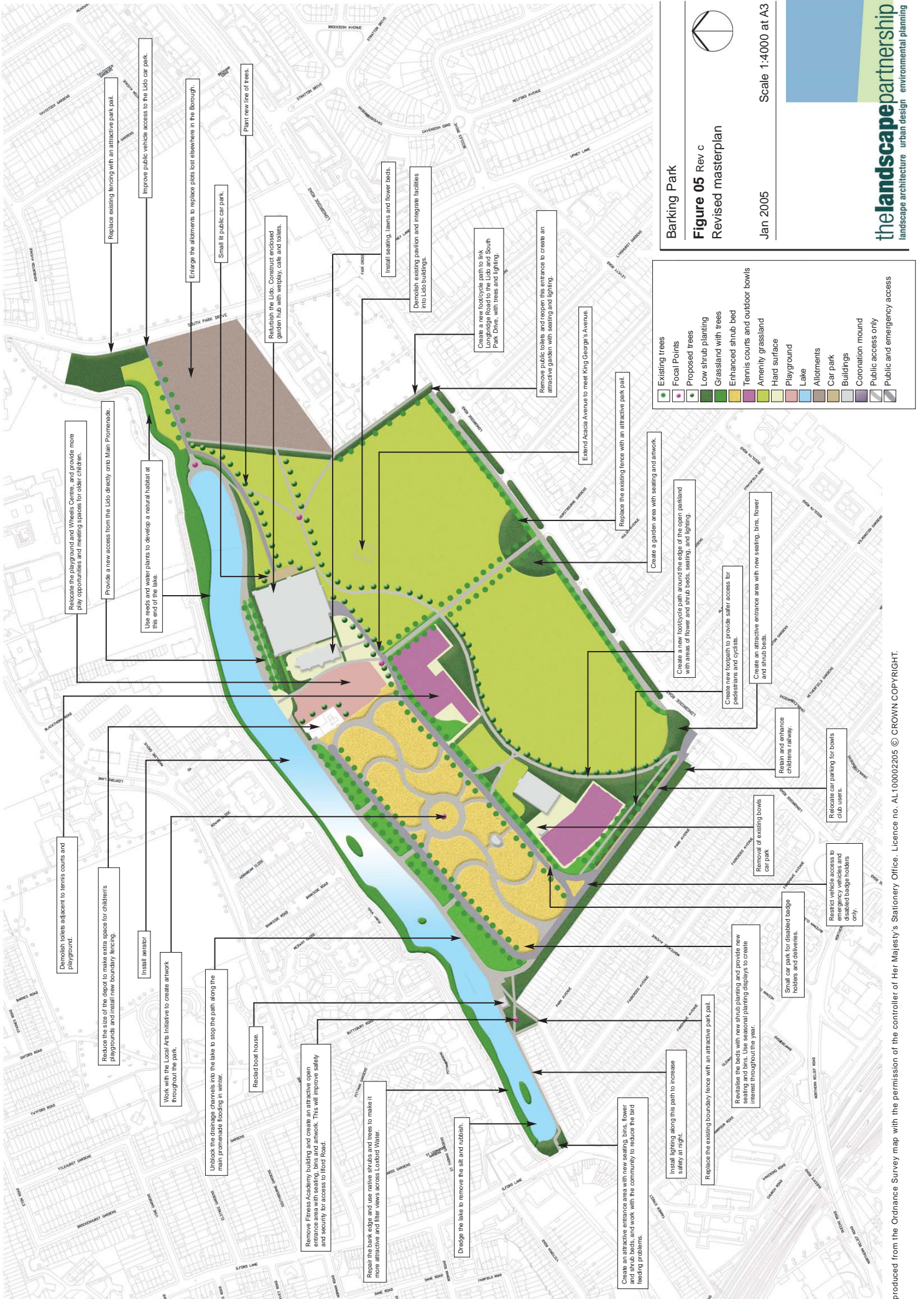
Lee Russell, Head of Finance (Corporate)

Joe Chesterton, Head of Financial Services

Stefanie Goldsmith, Corporate Procurement Officer

Background Papers

- Executive Minute 205; 23 November 2004, Community Music Service – extension of Facilities.
- Executive Minute 209, 14 December 2004 (Re; Minutes (23 November 2004) and in reference to the above minute 205).
- Executive Minute 189; 11 November 2003, Barking Park: Heritage Lottery Fund Project Planning Grant.
- Executive Minute 200, 12 November 2002, Barking Park Heritage Lottery Fund Application to the Urban Parks Programme.
- Former Leisure and Amenities Committee Minute 1025 (iii) March 2000, re: appointment of Consultants to prepare a Restoration plan for the refurbishment of Barking Park in relation to the Heritage Lottery Fund.
- Parks and Green Spaces Strategy - May 2003
- Revised Conservation Management Plan for Barking Park - January 2005
- Access Plan for Barking Park – January 2005



This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 7, 8, 9 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 8 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 7, 8, 9 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank