

Notice of Meeting



THE CABINET

Tuesday, 21 December 2010 - 12:00 pm
Council Chamber, Civic Centre, Dagenham

Members: Councillor L A Smith (Chair); Councillor R Gill (Deputy Chair); Councillor J L Alexander, Councillor H J Collins, Councillor C Geddes, Councillor M A McCarthy, Councillor L A Reason, Councillor G M Vincent, Councillor P T Waker and Councillor J R White

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AGENDA

1. **Apologies for Absence**
2. **Declaration of Members' Interests**

In accordance with the Council's Constitution, Members are asked to declare any personal or prejudicial interest they may have in any matter which is to be considered at this meeting. **Members are reminded that the provisions of paragraph 12.3 of Article 1, Part B in relation to Council Tax arrears apply to the "Calculation and Setting of the Council Tax Base for 2011/12" report.**
3. **Minutes - To confirm as correct the minutes of the meeting held on 23 November 2010 (Pages 1 - 9)**
4. **2010/11 Budget Monitoring - April to October 2010 (Pages 11 - 23)**
5. **Fees and Charges 2011/12 (Pages 25 - 105)**
6. **Future Arrangements for the Management of Community Centres (Pages 107 - 117)**
7. **London Development Agency (LDA) Sustainable Employment Pilot (Pages 119 - 121)**
8. **Calculation and Setting of the Council Tax Base for 2011/12 (Pages 123 - 133)**
9. **Renewal of Construction Related Framework Agreements (Pages 135 - 153)**

10. **Framework Agreement for Repairs and Maintenance of Mechanical Equipment in Public Buildings, Schools and Leisure Buildings (Pages 155 - 161)**
11. **Council Debt Write-Offs 2010/11 - 1 April to 30 September 2010 (Quarters 1 and 2) (Pages 163 - 175)**
12. **Urgent Action - Building Schools for the Future ICT Contract (Page 177)**
13. **Proposed Expansion of Primary Schools (Pages 179 - 185)**
14. **Provision of a New Church of England Voluntary Aided Primary School at Barking Riverside (Pages 187 - 195)**
15. **Provision of a New Secondary School at Barking Riverside (Pages 197 - 206)**

The appendices to this report are contained in the private and confidential section of this agenda.

16. **Any other public items which the Chair decides are urgent**
17. **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 Cabinet, 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 as amended).

18. **Provision of a New Secondary School at Barking Riverside - Appendices (Pages 207 - 211)**
Contain commercially confidential information (paragraph 3).
19. **Estate Renewal Leasehold Buyback Discretionary Measures (Pages 213 - 221)**
Contain commercially confidential information (paragraph 3)
20. **Any other confidential or exempt items which the Chair decides are urgent**

THE CABINET

Tuesday, 23 November 2010
(5:00 - 6:25 pm)

Present: Councillor L A Smith (Chair), Councillor R Gill (Deputy Chair), Councillor J L Alexander, Councillor H J Collins, Councillor C Geddes, Councillor M A McCarthy, Councillor L A Reason, Councillor G M Vincent and Councillor J R White

Also Present: Councillor E Keller and Councillor J E McDermott

Apologies: Councillor P T Waker

59. Declaration of Members' Interests

There were no declarations of interest.

60. Minutes (2 November 2010)

Agreed.

61. 2010/11 Budget Monitoring - April to September 2010

The Cabinet Member for Finance, Revenues and Benefits presented the report on the Council's revenue and capital position for 2010/11 as at the end of September 2010.

The projected service overspends, taking account of the in-year savings of up to £8.4 that were previously agreed, have increased from £3.2m to £3.9m since the last report, the main reason being an increase in projected overspends in the Customer Services department. The Cabinet Member advised that meetings to discuss the current overspend within the Customer Services and Children's Services departments are to take place as soon as possible.

The position for the Housing Revenue Account (HRA) has improved, with the projected deficit now at £302,000 compared to £417,000 last month. The Cabinet Member also referred to the proposed return to the contingency budget of £603,000 of the £1 million allocation agreed by Minute 8(xii)(e) (8 June 2010) which was allocated to support the Revenues and Benefits service, and to a number of proposed amendments to the Capital Programme to better reflect spend profiles and progress previously approved projects.

Agreed, as a matter of good financial practice, to:-

- (i) Note the current projected outturn position for 2010/11 of the Council's revenue and capital budget as detailed in paragraphs 3 and 5 and Appendices A and C of the report;
- (ii) Note the position for the HRA as detailed in paragraph 4 and Appendix B of the report;

- (iii) The return to contingency of £603,000 from Customer Services as detailed in paragraph 3.1.5 of the report;
- (iv) The changes to capital budgets as detailed in paragraph 6 and Appendix D of the report;
- (v) Note the Financial Health Indicators for quarter two as detailed in paragraph 7 and Appendix E of the report.

62. Fees and Charges 2011/12

This report was withdrawn and will now be considered at the next Cabinet meeting on 21 December 2010.

63. Draft Local Implementation Plan

The Cabinet Member for Regeneration presented a report on the draft Local Implementation Plan (LIP) which sets out the Council's transport strategy for the period 2011/12 to 2013/14.

The draft LIP comprises a set of objectives, the Three-Year Delivery Programme and a performance monitoring plan and the Cabinet Member highlighted the key projects that will help to achieve a safe, sustainable and accessible transport system for the benefit of all those living, working and travelling in the Borough.

The funding submission for 2011/12 and the indicative LIP delivery programme for 2012/13 and 2013/14 were approved by Minute 38 (28 September 2010) and the Cabinet Member advised that this three-year Implementation Plan must be submitted to Transport for London (TfL) by 20 December 2010. An extensive consultation exercise will then be undertaken with statutory and other stakeholders, including the local community, before the final LIP is presented for approval in early Summer 2010.

Agreed, in order to assist in the delivery of a range of transport improvement schemes in the Borough over the next three years, to:-

- (i) Approve the draft LIP for submission to TfL and the subsequent public consultation; and
- (ii) Authorise the Divisional Director of Regeneration and Economic Development to make any non-material changes to the draft LIP prior to submission to TfL.

64. Olympic Legacy - Mayesbrook Park Sports Centre

Further to Minute 146 (16 March 2010), the Leader presented a report on the proposals for a number of 2012 Olympic-related activities to be held in Mayesbrook Park following successful lobbying by the Council to create an Olympic legacy in the Borough.

Officers have been in discussions over the past six months with the Olympic Delivery Authority (ODA) and its developer partner, Ebbsfleet Sports Centre

Limited, which have resulted in the identification of an area of Mayesbrook Park as the site for the location of a purpose-built sports centre. The sports centre would serve as a training venue for a number of Olympic and Paralympic events and provide a long-term sporting legacy for use by local clubs and the wider community. The Leader outlined the Olympic-related activities that would take place at the site and the improvements to the site and its surrounding facilities which the development would bring.

To facilitate the development in time for the Olympics, it is proposed to enter into a 100-year lease for the site with the developer, Ebbsfleet. The cost of the development, estimated at over £9 million, will be met by the ODA and the developer and under the terms of the lease the Council would also receive a market rent of £25,000 per annum, which it is proposed will be ring-fenced by the Council to support community access to the new facilities and other improvements to the Park.

The Head of Leisure and Arts also gave an update on the following issues:

- Planning Position - the Secretary of State's approval is expected shortly following the resolution of issues raised by Sport for England.
- Section 106 Planning Agreement - this will include provisions relating to a concessionary pricing policy, in line with the Council's own policy, and the availability of facilities for use by schools and sports groups from the Borough.
- Havering and Mayesbrook Athletics Club - the developer has given a commitment to allow the Club to continue to use the venue and its improved facilities.
- Performance Bond within the Lease Agreement - this is no longer necessary as the ODA has undertaken to act as guarantor for the delivery of the new sports centre.

Agreed, in order to provide new and improved sporting facilities and achieve an Olympic legacy in the Borough, to:-

- (i) The entering into of a 100-year lease with Ebbsfleet Sports Centre Ltd for the area of Mayesbrook Park that is required for the development of the new sports centre on the terms outlined in the report and subject to the lease restricting use of the development to:
 - a) a sports / leisure centre within Planning Use Class D2, plus necessary ancillary uses such as café and refreshment facilities, and
 - b) the holding of seminars, music and performing arts events, provided that these do not constitute more than 20% of the total hours of use of the centre;
- (ii) Authorise the Corporate Director of Finance and Resources, in consultation with Legal Partners, to finalise the terms of the lease and any ancillary documentation to facilitate the development (e.g. licences for carrying out works in compliance with planning consents);
- (iii) The rent received by the Council being utilised to support community access to the new sports centre and the provision of other participatory activities in Mayesbrook Park;

- (iv) The exclusive use of the athletics arena and other parts of Mayesbrook Park by the London Organising Committee for the Olympic Games (LOCOG) from early June to mid October 2012;
- (v) The proposed renovation of the Mayesbrook Arena and associated facilities which will be at no capital cost to the Council; and
- (vi) Authorise the Corporate Director of Adult and Community Services, in consultation with the Corporate Director of Finance and Resources and Legal Partners, to award the contract for these works following the completion of the appropriate procurement process (which will be clarified once the scope of works has been finalised).

The Leader placed on record the Council's appreciation to the Head of Leisure and Arts and his team for their hard work and efforts in helping to create an Olympic legacy for the Borough.

65. Joint Procurement of Highways and Street Lighting Contracts with the London Borough of Havering

The Cabinet Member for Environment presented a report on proposals for the procurement of contracts for planned highways maintenance works and street lighting.

The Cabinet Member advised that the immediate plan is for the London Borough of Havering to act as lead authority on the procurement of joint contracts, and for the Council's current contracts to be extended until 31 October 2011 while the joint procurement is being progressed. The future plan is to let these contracts under the auspices of East London Solutions, which is an initiative led by Capital Ambition and involving the six London boroughs of Barking and Dagenham, Havering, Newham, Redbridge, Tower Hamlets and Waltham Forest, but it was noted that this would not be possible until 2014 at the earliest due to the other Borough's current contractual commitments.

Agreed, in order to assist the Council to achieve improved value for money through joint working, to:-

- (i) The procurement of new contracts for planned highways maintenance works and street lighting over an initial two and a half year term commencing 1 November 2011 with an option to extend for a further two and a half years, subject to satisfactory performance, under a joint arrangement with the London Borough of Havering who will act as lead authority; and
- (ii) The Council's current contractual arrangements for planned highways maintenance and street lighting being extended to 31 October 2011 to coincide with the proposed procurement timetable.

66. Re-tendering of the Banking Contract

The Cabinet Member for Finance, Revenues and Benefits presented a report on proposals for the procurement of a new contract for the provision of banking services to the Council.

The Cabinet Member advised that although the current contract is operating under its extension clause which could continue up to 31 August 2015, it is felt appropriate to retender at this time because of changes within the banking industry and the way that the Council operates. He outlined the procurement timetable and confirmed that, following on from the above item, discussions will also take place with the London Borough of Havering regarding a possible joint contract.

Agreed, in order to assist the Council to achieve improved value for money, to:-

- (i) The retendering of the contract for banking services on the terms set out in the report;
- (ii) The extension of the current contract with Barclays Bank PLC up to 30 May 2011 whilst the procurement process takes place; and
- (iii) Nominate the Cabinet Member, Councillor Geddes, to be further informed on the progress of the tender process and award of the contract.

67. Local Development Framework - Draft Biodiversity and Draft Trees and Development Supplementary Planning Documents

The Cabinet Member for Environment presented a report on the draft Biodiversity Supplementary Planning Document (SPD) and the draft Trees and Development SPD which provide guidance to developers on complying with planning policy in the Council's Local Development Framework.

The draft Biodiversity SPD sets out guidance on protecting and enhancing biodiversity in the Borough and explains how new development can be designed to benefit wildlife. The Draft Trees and Development SPD similarly provides guidance on how trees should be protected in the Borough and how this will impact on development proposals. The Divisional Director of Regeneration and Economic Development confirmed that, once formally adopted, these documents will inform the decision-making of the Council's Development Control Board.

Agreed, in order to assist the Council to achieve its Community Priority "Clean", to:-

- (i) Approve the Draft Biodiversity Supplementary Planning Document for consultation and as a material consideration in dealing with planning applications; and
- (ii) Approve the Draft Trees and Development Supplementary Planning Document for consultation and as a material consideration in dealing with planning applications.

68. Health for North East London - Final Proposals for Reconfiguring Acute and Secondary Health Services

The Cabinet Member for Health and Adult Services presented a report on the Health for North East London (HealthforNEL) proposals for the reconfiguration of acute and secondary health services in the region which were set out in its document "Clinical recommendations following consultation: What the changes

would mean for residents in Barking and Dagenham” dated October 2010.

The Council’s Health and Adult Services Select Committee had considered the proposals on 27 October and had sought assurances from HealthforNEL on a number of issues. We noted HealthforNEL’s response to the Select Committee but concur that there still remains considerable ambiguity around the future plans. To this end, the Corporate Director of Adult and Community Services referred to the proposed letter to the Chief Executive Officer of HealthforNEL (Appendix 1 to the report) which states that the Council is unable to fully support the proposals until such time that a written commitment is received from HealthforNEL which addresses in full the Council’s concerns as detailed in the letter.

Issues that arose during the discussions included:

- The implications of the proposal to downgrade the Accident and Emergency facility at King George’s Hospital to an ‘Urgent Care’ facility, resulting in Queen’s Hospital offering the only A&E service in the region;
- The progress of the East Dagenham Community Hospital development and the need for robust contingency plans in the event that the project is delayed or abandoned;
- The importance of the midwifery led Birthing Centre at the Barking Community Hospital site in view of the Borough’s high birthing ratio and the major housing regeneration projects. In this respect, the Corporate Director agreed to provide a brief to Margaret Hodge MP and Jon Cruddas MP with a view to lobbying Ministers on the urgent need for this facility;
- The future role of the new Health and Wellbeing Board in overseeing health commissioning plans.

Agreed, in order to assist the Council to achieve the Community Priority “Healthy”, to:-

- (i) Support the proposed response to the Chief Executive Officer of HealthforNEL as set out in Appendix 1 to the report; and
- (ii) Authorise the Corporate Director of Adult and Community Services, in consultation with the Leader and Cabinet Member for Health and Adult Services, to agree the final terms of the letter.

The Corporate Director undertook to provide Cabinet Members with the response from HealthforNEL when it is received and to keep them informed of progress with the major new developments.

69. * Building Schools for the Future - Progress Report

Further to Minute 44 (28 September 2010), the Cabinet Member for Children and Education presented a report on the progress of the Local Education Partnership (LEP) and Information, Communication and Technology (ICT) elements within the Building Schools for the Future (BSF) project.

The Cabinet Member advised that the LEP element, which relates to the Private Finance Initiative (PFI) scheme for Dagenham Park Church of England School and the Design and Build (D&B) scheme for Sydney Russell Comprehensive School,

has been completed. With regard to the ICT element, the intention is for the contract to be signed later this week.

We noted that the Department for Education (DfE) wrote to local authorities on 29 October asking that, in the light of spending cuts announced in the Comprehensive Spending Review, all existing BSF schemes be reviewed with a view to finding significant savings. Officers have carried out a review of our LEP and ICT schemes and it is the firm view that the costs involved in seeking to vary the schemes would far outweigh any savings that could potentially be achieved, and the risk of claims from contractors would make this option even less feasible.

The Cabinet Member advised, however, that officers have held further discussions with the management of Sydney Russell Comprehensive School regarding an opportunity to extend the D&B contract to include a further two forms of entry at the school. Negotiations with the appointed contractor suggest that including the works as part of the D&B contract will save in the region of £3 million compared to undertaking the works outside of the contract at some point in the future, and as there is a need to expand secondary school provision in the Borough this would effectively represent a direct saving to the DfE. The Cabinet Member further advised that the School is willing to fund the expansion works via its own reserves and a loan from the Council which would be repaid over a five-year period from the additional funding that it would receive as a result of increased pupil numbers.

In respect of the formal award of the ICT contract to the selected bidder, RM Education plc, the Leader advised that it was necessary to withdraw this recommendation from the report and for the Chief Executive, acting under the Urgent Action provisions of the Council's Constitution, to take the decision to award. The Leader explained that this was necessary as the award has to take place, and the relevant documentation entered into, later this week and this would not be possible if the decision was taken at this meeting as the matter would be subject to the Call-In process until midday on 1 December.

Agreed, in order to assist the Council in achieving its Community Priority "Inspired and Successful", to:-

- (i) Confirm the documents signed at Financial Close in respect of the LEP as set out in Appendix 1, and the Final Business Case for the ICT element as set out in Appendix 3 to the report;
- (ii) Approve the approach to the DfE's requests for savings, which concludes that there are few savings of any significance and, indeed, there would be considerable costs in varying the contracts and considerable risk of claims being made for loss of profit;
- (iii) Support the proposal for the expansion of Sydney Russell Comprehensive School by two forms of entry as part of the D&B contract, to be funded by the School from its own resources and via a loan from the Council to the School; and
- (iv) Approve the inclusion of £800,000 in the Council's Capital Programme to facilitate the loan to the School on the terms outlined in the report.

70. * Governance Arrangements for New Joint Venture with Agilisys

Further to Minute 45 (28 September 2010), the Cabinet Member for Customer Services and Human Resources presented a report outlining the governance arrangements for the new joint venture with Agilisys.

The Cabinet Member referred to the chart at Appendix 1 to the report which set out the structures for the delivery of the service via Elevate, as well as the role of the Strategic Partner Board, which will be a key influence on the activities of Elevate, and the client monitoring function within the Council.

Agreed, in order to ensure that robust governance arrangements are in place, to:-

- (i) Approve the governance arrangements for the joint venture with Agilisys as detailed in this report; and
- (ii) **Recommend the Assembly:**
 - a) That the two Council representatives on the Elevate Board be the Portfolio Holder for Customer Services and Human Resources and the Corporate Director of Finance and Resources;
 - b) That a Member (to be identified) be appointed as the nominated deputy for the Portfolio Holder for Customer Services and Human Resources and the Divisional Director of Assets and Commercial Services and the Divisional Director of Corporate Finance be appointed as the nominated deputies for the Corporate Director of Finance and Resources;
 - c) That the Member representation on the Strategic Partner Board be the Portfolio Holder for Finance, Revenues and Benefits, who will Chair the Board, the Portfolio Holder for Customer Services and Human Resources, and a non-Cabinet Member (to be identified); and
 - d) That the necessary amendments to the Council's Scheme of Delegation be made to reflect the responsibilities for managing the Elevate Limited Liability Partnership agreement, the Strategic Partner Agreement and the Service Contract with Elevate and other associated legal documents.

71. Adult Social Care: CQC Inspection Reports Findings

The Cabinet Member for Health and Adult Services presented a report on the outcome of the Care Quality Commission (CQC) inspection undertaken in July of this year which focussed on the areas of 'Safeguarding Adults' and 'Improving health and wellbeing for people with learning disabilities', and also the CQC's main Assessment of Performance for 2009/10.

In respect of the latter, the Cabinet Member announced that the CQC has now lifted the embargo on the publication of its findings and she was very pleased to announce that the Council has, for the third year in succession, been awarded the CQC's highest rating of "Excellent" for the delivery of its Adult social care services, with the grade of "Excellent" being awarded in four of the seven categories and the second highest rating of "Well" in the other three. This places Barking and Dagenham in the top 25% of all local authorities both nationally and within London.

In respect of the specific review of the areas of 'Safeguarding Adults' and 'Improving health and wellbeing for people with learning disabilities', the Cabinet Member was also pleased to announce that the services have been judged by the CQC as "performing well" and that the Council's capacity to improve was "promising".

The Cabinet Member stressed the importance of continually striving to provide improved services to the local community and, to this end, referred to the Improvement Plan that has been drawn up in response to the CQC's findings.

Agreed, to accord with statutory requirements and assist the Council to achieve its Community Priorities, to:-

- (i) Note the findings of the CQC inspections contained at Appendices 1 and 4 to the report; and
- (ii) The Implementation Plan set out at Appendix 2 to the report.

The Corporate Director of Adult and Community Services confirmed that a letter from herself and the Cabinet Member would be sent to staff in recognition of their commitment and professionalism.

(* The Chair agreed that these items could be considered at the meeting as a matter of urgency under the provisions of Section 100B(4)(b) of the Local Government Act 1972.)

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR FINANCE, REVENUES AND BENEFITS

Title: 2010/11 Budget Monitoring - April to October 2010	For Decision
<p>Summary:</p> <p>This report updates Cabinet with the Council's revenue and capital position for 2010/11 based on data to end October 2010.</p> <p>The Council started the 2010/11 financial year in a better financial position than twelve months ago with General Fund (GF) balances of £8.1m, and a robust budget process to set meaningful 2010/11 budgets.</p> <p>Central Government has already required that nationally local government needs to contribute £1.165bn toward the £6.2bn of in-year savings. The specific impact on the Council is a reduction in funding of up to £5.5m. In order to protect the Council's position the Corporate Director of Finance and Resources has instructed that the measures put in place during 2009/10 to contain spend be continued. Cabinet on 28 September approved in-year savings of up to £8.4m to address this shortfall in resources.</p> <p>The projected service overspends (taking account of the in-year savings) have decreased from £3.9m to £3.5m since the report covering the period up to September 2010 which was presented to the last Cabinet meeting on 23 November. The main reason for this is a decrease in projected overspends in the Customer Services and Children's Services departments. The 2010/11 budget includes a £3m contribution to GF balances. If the projected service pressures materialise then GF balances would not increase to the targeted £10m but drop by £0.5m to £7.5m.</p> <p>The Housing Revenue Account (HRA) is projected to incur a much smaller deficit of £37k resulting in its balance being maintained at the opening balance of £3.4m. The HRA is a ring fenced account and cannot make contributions to the General Fund.</p> <p>In regard to the Capital Programme, the current projection is that there will be a slippage of £404k. Capital budgets cannot contribute to the General Fund although officers are working to ensure that all appropriate capitalisations occur.</p> <p>Wards Affected: None</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> (i) Note the current projected outturn position for 2010/11 of the Council's revenue and capital budget as detailed in paragraphs 3 and 5 of the report, and Appendices A and C; (ii) Note the position for the HRA as detailed in paragraph 4 of the report and Appendix B; (iii) Note the position of the Contingency fund as detailed in paragraph 3.1.5 of the report. 	

<p>Reason(s) As a matter of good financial practice, the Cabinet should be regularly updated with the position on the Council's budget. In particular, this paper alerts Members to particular efforts to reduce in year expenditure in order to manage the financial position effectively.</p>		
<p>Comments of the Chief Financial Officer This report indicates the assessment that the council continues to face significant pressures in remaining within its 2010/11 budget, in particular following the in-year reduction in resources arising from the Governments emergency budget. The Corporate Director of Finance and Resources has already implemented actions to control spend and departments resources have been reduced to contribute towards the reduced corporate resources.</p>		
<p>Comments of the Legal Partner Previous reports have advised Members of the obligation upon a billing authority to set a balanced budget each year by virtue of section 32 Local Government Finance Act 1992 taking account of required expenditure, contingencies and reserves among other things. Section 43 makes corresponding provision for major precepting authorities. Those sections require the relevant authorities to set an 'appropriate' level of reserves for the year in question. The reserves may be drawn upon during the year even if as a result they fall below the minimum. Members will note the reported position and comments made in relation to reserves and the budget position for this year going forward.</p> <p>Similarly Members are reminded of the Council's ongoing duty under section 28 Local Government Act 2003 to keep its financial position under review and if it appears that there has been a deterioration in its position it must take such action as it considers necessary to deal with the situation. Members will note the progress highlighted in this report and wish to satisfy themselves that sufficiently robust actions are being taken to manage service delivery within a shrinking budget base.</p> <p>Members will wish to be satisfied that appropriate actions are being taken to deal with any projected overspends and deliver services in the tougher economic climate the council finds itself in.</p>		
<p>Head of Service: Jonathan Bunt</p>	<p>Title: Corporate Financial Controller</p>	<p>Contact Details: Tel: 020 8724 8427 E-mail: jonathan.bunt@lbbd.gov.uk</p>
<p>Cabinet Member: Councillor Geddes</p>	<p>Portfolio: Finance, Revenues and Benefits</p>	<p>Contact Details: Tel: 020 8227 2116 E-mail: cameron.geddes2@lbbd.gov.uk</p>

1. Background

- 1.1 The Outturn report to Cabinet on 8 June 2010 reported that, as at 31 March 2010, general fund balances stood at £8.1m, an increase of £4.4m on the position twelve months earlier. This position has been confirmed by external audit completing their audit of the accounts.
- 1.2 This report provides a summary of the Council's General Fund (GF) revenue, HRA and Capital positions and consequent balances based on recurring pressures from

last year, risks to anticipated 2010/11 savings, any new pressures and the effect of the reduced in-year resources.

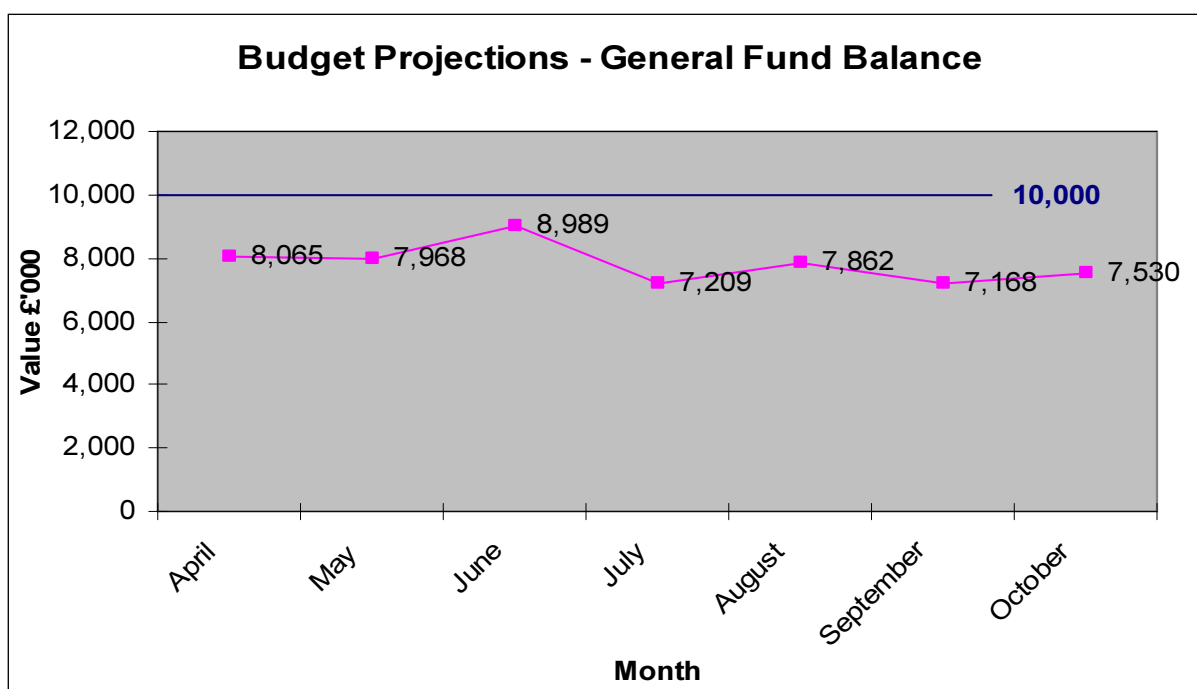
- 1.3 It is important that the Council regularly monitors its revenue and capital budgets to ensure good financial management. It is now practise within the Council for this monitoring to occur on a regular monthly basis through both monthly briefing to the Cabinet Member for Finance, Revenues and Benefits, and this report to Cabinet. This helps Members to be regularly updated on the Council's overall financial position and to enable the Cabinet to make relevant decisions as necessary on the direction of both the revenue and capital budgets.
- 1.4 The report is based upon the core information contained in the Oracle general ledger system supplemented by examination of budgets between the budget holders and the relevant Finance teams. In addition, for capital monitoring there is the work carried out by the Capital Programme Management Office (CPMO).

2 Current Overall Position

- 2.1 The impact of the current revenue projections to the end of the financial year is that the Council's General Fund balance will not increase by the anticipated £3m but reduce to £7.5m. The Chief Finance Officer has a responsibility under statute to ensure that the Council maintains appropriate balances. Actions have already been put in place to reduce the Council's cash out-goings.
- 2.2 In the report to Members regarding the setting of the 2010/11 annual budget and Council Tax, the Corporate Director of Finance and Resources, after consideration of the factors outlined in the CIPFA guidance on Local Authority Reserves and Balances 2003, set a target GF reserves level of £10m. The current projected balance for the end of the financial year is below this level. Whilst the external auditor has not offered an opinion on a minimum acceptable level of general balances the Local Government Act 2003 requires the Authority to set an appropriate level of reserves.

When setting the HRA budget for 2010/11 the surplus anticipated for 2009/10 was £3.392m leading to estimated balances as at 31 March 2011 of £4.369m. The final 2009/10 outturn surplus was £2.423m giving the current opening balance of £3.4m.

	Balance at 1 April 2010	Projected Balance at 31 March 2011	Target Balance at 31 March 2011
	£000	£000	£000
General Fund	8,065	7,530	10,000
Housing Revenue Account (including Rent Reserve)	3,400	3,363	4,369



2.3 The current projected variance at the end of the year across the Council for the General Fund is shown in the table below.

	October Projected Variance £'000	September Projected Variance £'000	August Projected Variance £'000	July Projected Variance £'000	June Projected Variance £'000	May Projected Variance £'000
<u>Service Expenditure</u>						
Adult and Community Services	0	0	0	0	0	0
Children's Services	2,557	2,764	2,732	2,764	1,488	2,030
Customer Services	816	1,133	471	1,092	546	967
Finance & Resources	162	0	0	0	42	100
General Finance	0	0	0	0	0	0
Total Service In-Year Pressures	3,535	3,897	3,203	3,856	2,076	3,097
<u>Corporate Issues</u>						
Budgeted contribution to balances	3,000	3,000	3,000	3,000	3,000	3,000
Total In-Year Pressures	535	897	203	856	(924)	97

2.4 Additional to the risks identified in the tables above are other pressures where the financial consequence is not yet known and where Directors and Head of Services are attempting to manage the issues. If, however, these pressures come to fruition either wholly or in part, then the financial position will worsen.

3 General Revenue Services

3.1 The departmental positions are shown in Appendix A. The key areas of potential overspend and risks are outlined in the paragraphs below.

3.1.1 Adult and Community Services

The department continues to project a break-even budget position for the year end with the caution that this assessment is based on activity for just over half of the year. It anticipates the months ahead will be challenging to remain within budget noting the level of reductions that have been made to settle their allocated savings targets.

The pressures, previously reported in the care and commissioning budget in relation to residential placements from people leaving local hospitals, continue to be a significant concern. In addition, pressures are also being experienced from children turning 18 years transferring over from Children's Services.

The Department and its management team have a track record of dealing with issues and pressures throughout the year to deliver a balanced budget.

3.1.2 Children's Services

The department is projecting a slightly reduced overspend of £2.56m compared to the previous forecast of £2.77m. It has made significant savings and identified one off income and underspends totalling £847k towards the pressures in the Safeguarding and Rights service area since the previous report. Notwithstanding the reduction, the level of overspend remains a concern particularly given that Legal spend is now projected to overshoot budget by about £500k. Additional costs have been incurred for locum support and court hearings related to 32% of the current cases. The department and Legal Partner are alert to the pressures and are monitoring closely additional costs.

Despite significant work by Children's Services which has resulted in far fewer children being transported, and the implementation of the transport strategy in Passenger Transport reported last month, the Passenger Transport Team (Customer Services) report they are unable to make any material savings to date, resulting in the projection of an overspend of around £400k in this area.

Children's Services DMT are making significant effort to reduce the overall overspend by identifying compensatory savings, reviewing commitments that will not be renewed or can be stopped in year and considering alternative placements arrangements. A spending freeze has been introduced with immediate effect and supplies and services budgets remaining at year end will be clawed back.

The Schools Forum has agreed to fund the pressures relating to Legionella from the Dedicated Schools Grant.

The pressures from intended government cuts in specific grant funding (£108k from the Training and Development Agency grant; £60k from Buddy Programme and the cessation of Contact Point grant from Quarter 2), unresolved claims from the implementation of Single Status and the rapid population growth reported previously remain a significant concern, which continue to exercise management attention.

A number of posts are being held vacant to help offset the overspends and pressures.

Dedicated School Grant (DSG)

There are pressures of around £900k (£948k reported last month) as a result of additional funding not being made available to meet the additional school places and increase in children with SEN from September 2010. This will be managed in conjunction with the Schools Forum. Start up costs on equipment purchases for new schools also present additional pressures to this fund.

3.1.3 Customer Services

The department's forecasted overspend has decreased by £317k to £816k from £1.133 at the end of the last period. This position reflects management actions to tackle the overspend however budget pressures continue to be experienced in staffing costs and income generation which are becoming increasingly difficult to manage without effect on the delivery of the current services.

The E&E division is projected to overspend by £690k as a result of anticipated underachievement of income (£1.1293m) in trade waste, highway maintenance and from Passenger Transport terminating its commercial services activities. The restriction on the use of agency staff and overtime continues to be a challenge and the delay in implementing the fleet management outsourcing contract puts at risk achievement of the projected savings.

The Revenue & Benefits and Barking & Dagenham Direct divisions and Housing Services all show positive movements (decrease in overspends) on their positions reported in the last period. The Housing Service is showing a balanced budget as a result of securing an additional Homelessness grant from the Department of Communities and Local Government.

The Department has still to deliver savings plans for an additional £554k required to achieve its £1.8m in-year target.

The management team are continuing to reviewing actions plans to ensure they are robust enough to continue to drive costs down through further efficiency savings.

3.1.4 Finance and Resources

The department is currently projecting to achieve its £3m underspend target. Whilst some services have experienced in-year budget pressures, significant work has been undertaken by both the departmental and divisional management teams to ensure that any in-year budget pressures are contained and both its cash limited budget and in-year savings target are achieved.

The underspend has mainly been achieved through the holding of vacant posts across the department, reducing spend from its Area Based Grant, generating additional income from property and sponsored road schemes and a cut back in external work on corporate projects and tighter control on expenditure on supplies.

3.1.5 General Finance and Contingency

General Finance continues to project breaking-even on its working budget. The balance on contingency is currently £6.6m, including transfers approved at Cabinet on 23 November. The current level of contingency needs to be considered in

relation to the continuing projected departmental overspends and the assumption that all the in-year savings are delivered.

4 Housing Revenue Account

4.1 The HRA is currently forecast to overspend by £37k, a decrease of £265k from the position reported at the end of September (£302k). The key reasons for this improvement are better rental income streams from fewer void properties, an improved savings forecast in repairs and maintenance contract and a positive benefit from the review of the final subsidy claim and depreciation charges on non-dwellings. These positive changes are occurring within the context of mitigating actions that have been put in place. On the downside, projected support cost recharges to the HRA have increased due in part to previously reported unbudgeted items and to the need for the revenue account to cover voluntary redundancies disallowed from capitalisation.

4.2 The detailed HRA position is shown in Appendix B.

5 Capital Programme

5.1 At this stage in the year, it is projected that there will be a slippage of £0.4m on the revised and appraised budget for 2010/11, but following further appraisals and anticipated re-profiles the spend is expected to remain within budget. The departmental analysis is at Appendix C.

6 Legal Issues

6.1 The legal issues are covered in the section "Comments of the Legal Partner" earlier in the report.

7 Other Implications

- **Risk Management**

The risk to the Council is that if the currently projected overspends are not eliminated the level of balances will fall to a level which is below that recommended by the Corporate Director of Finance and Resources in order to meet potential future financial risks.

- **Staffing Issues**

As part of the measures to reduce in-year pressures a freeze on recruitment has been implemented. Recruitment will be limited to essential appointments only and overtime payments will be minimised. A Voluntary Severance Scheme has been run and over 100 staff will be leaving over the course of the next three months as a consequence. This will make a significant contribution to managing in-year pressures.

- **Customer Impact**

As far as possible all restraints have been placed on non-essential services spend. Some cuts may directly or indirectly affect customers but every effort will be made to mitigate any impact on front line services. All departments are required to consider the equalities impacts of their savings plans, and to put in place mitigating actions where necessary.

- **Safeguarding Children**

All actions taken to mitigate the overspend of the placements budget in Safeguarding and Rights will need to be undertaken within a risk management framework to ensure that the safeguarding needs of individual children are not compromised.

- **Property / Asset Issues**

Some non-essential maintenance to properties may be re-phased

8 Background Papers Used in the Preparation of the Report:

- Councils Provisional Revenue and Capital Outturn 2009/10 – Cabinet 8 June 2010, Minute 8
- 2010/11 Budget Monitoring Report, Cabinet 6 July 2010 Minute 26
- 2010/11 Budget Monitoring Report, Cabinet 23 November Minute 31

9 List of appendices:

Appendix A – General Fund Revenue Budget Monitoring Statement – October 2010

Appendix B – Housing Revenue Account (HRA) Budget Monitoring Statement – October 2010

Appendix C – Capital Programme Budget Statement – October 2010

REVENUE MONITORING STATEMENT - OCTOBER 2010/11

2010/11					
SERVICES	Provisional Outturn 2009/10	Original Budget	Working Budget	Projected Outturn	Projected Variance
	£'000	£'000	£'000	£'000	£'000
<u>Adult & Community Services</u>					
Adult Care Services	5,451	5,340	5,601	5,601	-
Adult Commissioning Services	44,371	45,722	46,462	46,462	-
Community Safety & Neighbourhood	3,303	4,119	4,109	4,109	-
Community Cohesion & Equalities	7,461	8,130	8,003	8,003	-
Leisure & Arts	6,443	6,053	5,903	5,903	-
SSR/ Other Services	512	616	512	512	-
	67,541	69,980	70,590	70,590	-
<u>Children's Services</u>					
Quality & Schools Improvement	6,711	9,197	8,972	9,029	57
Integrated Family Services	593	1,694	1,604	1,172	432
Safeguarding & Rights Services	36,248	31,545	31,798	35,459	3,661
Children's Policy & Trust Commission	1,408	6,597	6,010	5,963	47
Skills, Learning and Enterprise	1,712	4,366	4,846	4,564	282
Other Services	7,623	6,885	6,676	6,276	400
	54,295	60,284	59,906	62,463	2,557
<u>Children's Services - DSG</u>					
Schools	- 2,948 -	14,320	- 13,680 -	13,680	-
Quality & Schools Improvement	7,944	10,920	8,307	8,307	-
Integrated Family Services	2,899	1,560	2,941	2,941	-
Safeguarding & Rights Services	140	-	49	49	-
Children's Policy & Trust Commission	1,562	1,070	1,205	1,205	-
Skills and Learning	423	770	770	770	-
Other Services	54	-	-	-	-
	10,074	-	- 408 -	408	-
<u>Customer Services</u>					
Environment & Enforcement	21,410	19,520	18,526	19,216	690
Housing Services	939	4,616	3,692	3,692	-
Revenues & Benefits	3,723	1,214	1,431	1,616	185
Barking & Dagenham Direct	- 15 -	500	- 633 -	692	59
	26,057	24,850	23,016	23,832	816
<u>Finance & Resources</u>					
Chief Executive	458	60	59	22	37
Marketing & Communication and Other Directorate Costs*	- 506 -	647	464	264	728
Legal & Democratic Services	949	827	873	729	144
ICT & eGovernment	- 153 -	414	- 615 -	1,065	450
Human Resources	- 342 -	181	74	41	33
Strategic Asset Management/Capital	3,747	1,982	2,439	2,123	316
Corporate Management	5,205	5,411	5,321	4,851	470
Finance & Commercial Services	951	- 144 -	2,509	340	2,849
Strategy and Performance	- 210 -	164	- 164 -	306	142
Regeneration & Economic Developm	4,379	5,477	5,262	4,895	367
	14,478	13,501	11,204	11,366	162
<u>Other</u>					
General Finance	- 33,296 -	27,850	- 26,034 -	26,034	-
Contingency	-	6,023	8,514	8,514	-
Levies	7,642	7,983	7,983	7,983	-
TOTAL	146,791	154,771	154,771	158,306	3,535

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Housing Revenue Account 31 October 2010	Revised Budget 2010/11	Forecast 2010/11	Variance 2010/11
	£'000	£'000	£'000
Total Income	-90,082	-90,410	-328
Repairs and Maintenance	23,338	23,111	-227
Supervision & Management	29,431	30,061	630
Rent Rates and Other	577	682	105
HRA Subsidy Payable	18,385	18,135	-250
Depreciation	14,169	13,970	-200
Increase in Bad Debt Provision	800	1,128	328
Corporate and Democratic core	811	811	0
Revenue Contributions to Capital			
Outlay	2,571	2,550	-21
Total Expenditure	90,082	90,447	365
In Year overspend	0	37	37

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APPENDIX C

SUMMARY OF CAPITAL EXPENDITURE - OCTOBER 2010

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual to date</u>	<u>Percentage Spend to Date</u>	<u>Projected Outturn</u>	<u>Projected Outturn against Revised Budget</u>
	<u>(1)</u>	<u>(2)</u>				
<u>Department</u>	<u>£'000</u>	<u>£'000</u>	<u>£'000</u>	<u>%</u>	<u>£'000</u>	<u>£'000</u>
Adult & Community Services	17,603	22,852	7,374	32%	22,457	(395)
Children's Services	80,499	41,140	19,975	49%	39,656	(1,484)
Customer Services	46,953	38,097	12,626	33%	44,163	6,066
Resources	14,977	17,692	4,137	23%	13,101	(4,591)
Total for all Schemes	160,032	119,781	44,112	37%	119,377	(404)

1) Original Budget per Executive 16 February 2010

2) Revised budget takes account of roll forwards/back

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THE CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR FINANCE, REVENUES AND BENEFITS

Title: Fees and Charges 2011/12	For Decision
<p>Summary:</p> <p>Local Authorities are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source to Councils.</p> <p>This report concerns itself with recommending the appropriate level of fees and charges for the period from 4 January 2011 to the end of the 2011/12 financial year for those services where the Council has decided to set fees.</p> <p>In preparing the proposed fees and charges, Departments have worked within the framework of the agreed Charging Policy. In order to protect residents and users the council has decided not to impose an across the board increase in fees and charges considering the proposed increases to VAT from 4th January 2011.</p> <p>A number of the savings proposals for 2011/12 require increases in fees and charges. As a result, the recommended increases in fees and charges for 2011/12 contained within this report will be reflected in the 2011/12 budget strategy and the 2011/12 departmental budgets.</p> <p>The proposed charges for 2011/12 are detailed in Appendix A to this report.</p> <p>Wards Affected: All wards.</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to agree:</p> <ul style="list-style-type: none"> (i) to the proposed fees and charges for 2011/12 as set out in Appendix A of the report to be effective from 4 January 2011. (ii) delegate authority to the Corporate Director of Children's Services, in consultation with the Corporate Director of Finance and Resources and the Cabinet Member for Education and Children's Wellbeing, the setting of fees and charges which are applied from September for schools and academic year based activities 	
<p>Reason(s)</p> <p>To assist the Council in setting a robust budget for 2011/12.</p>	
<p>Comments of the Chief Financial Officer</p> <p>The ability to charge for some services is a key funding source to the Council. Based on the proposed fees and charges the Council should generate an additional £596k in a full year. The proposed fees and charges within this report will be reflected in the 2011/12 budget strategy, the 2011/12 base budget position and the 2011/12 savings proposals,</p>	

and form part of enabling the Council to set a robust 2011/12 budget.		
<p>Comments of the Legal Partner</p> <p>Local authorities have various powers to charge for services. The power may arise from a mandatory duty, an express discretionary power or an implied or incidental power. With some services the governing legislation will specify the entitlement to charge and may prescribe limits. With other services there is now a wide discretionary power under section 93 Local Government Act 2003 in a council to charge for discretionary services. The charges can only be used to recover costs of provision and taking one year with another, the income from the charges cannot exceed the cost of that provision. The report sets out the proposed charging regime for services in 2011/12.</p>		
<p>Head of Service: Jonathan Bunt</p>	<p>Title: Corporate Financial Controller</p>	<p>Contact Details: Tel: 020 8724 8427 E-mail: jonathan.bunt@lbbd.gov.uk</p>
<p>Cabinet Member: Councillor Geddes</p>	<p>Portfolio: Finance, Revenues and Benefits</p>	<p>Contact Details: Tel: 020 8227 2116 E-mail: cameron.geddes2@lbbd.gov.uk</p>

1. Background

- 1.1 Local Authorities are involved in a wide range of services and the ability to charge for some of these services has always been a key funding source. The types of services provided by the Council where fees and charges are currently levied often fall into a broad category of traditional income services.
- 1.2 These traditional income services contain both statutory and discretionary services. Where fees and charges apply to mandatory services, these are often set nationally, for example, planning fees. The majority of mandatory services are not funded directly from fees and charges but instead from the Council's main income sources being its Government grant and its Council Tax revenue. Examples of services funded in this way are Highway Maintenance, Children's Services, Cleansing and Refuse services.
- 1.3 The remaining traditional income services where the Council levy fees and charges are those of a discretionary nature. These cover a whole range of services such as Care services, Libraries, Licensing, Pest Control, Commercial Waste, Drainage, Markets, Leisure and Recreation facilities, Parking and the Registrar service. This report concerns itself with recommending the appropriate level of fees and charges for 2011/12 for these types of services.
- 1.4 In addition to those traditional income services, the Council also has the power under the Local Government Act 2003 to charge for other discretionary services that it may already provide or may wish to provide in the future.
- 1.5 There is no definitive list as to which discretionary services are covered by the powers provided in the Act although the Government have provided limited examples of what could be included such as maintenance of older/disabled peoples' gardens, arboricultural work in private gardens, operating consumer protection approved lists, pre-application planning and development advice, highway services

to private industrial estates, home energy advice, home security services and use of excess capacity in local authority services.

- 1.6 To date, in keeping with most other local authorities, the Council has not taken any significant advantage of these powers but will be reviewing their potential in due course.

2 Medium Term Financial Strategy 2011/12.

- 2.1 The Council's Medium Term Financial Strategy for 2011/12 assumes an overall nil percentage increase for income generated from fees and charges. However, as a result of the emergency budget announced by Central Government in June 2010 which included an increase in VAT from the current 17.5% to 20% to be effective from Tuesday 4 January 2011, a number of fees and charges will be increased to reflect this.
- 2.2 Every year Corporate Directors need to assess those services which warrant higher or lower increases in fees and charges to reflect the achievement of their overall budgets, the economic climate and market conditions. In addition, a number of the savings proposals planned for 2011/12 require increases in fees and charges.

3 Charging Policy

- 3.1 The Council has an agreed Charging Policy which requires that all charges are reviewed annually as part of the budget setting process.
- 3.2 The Charging policy has three fundamental principles:
- Services should raise income wherever there is a power or duty to do so;
 - The income raised should cover the full costs of providing the service including all overheads;
 - Any departures from this policy must be justified in a transparent manner with reference to the Council's priorities and policies.
- 3.3 In preparing the proposed fees and charges for 2011/12 departments have worked within the framework of the MTFS and the Charging Policy.

4 Proposed Fees and Charges for 2011/12

- 4.1 Attached to this report at Appendix A are the proposed fees and charges for 2011/12 which will be effective from 4 January 2011. Rather than make a change to just VATable fees and charges in January and then make further changes to all fees and charges from April 2011 onwards the Council has decided to undertake its annual review of fees and charges in parallel with the VAT change.
- 4.2 The majority of charges which are subject to VAT will show an increase of at least 2.5% in line with the VAT increase in addition to any changes proposed following the review process. VATable charges are clearly indicated in the appendix by a double asterisk.
- 4.3 The Appendix details the following information:
- Description of Service provided;
 - Current 2010/11 Charge;

- Proposed 2011/12 Charge;
- Proposed Increase in £;
- Proposed Increase in percentage terms.

4.4 A summary of the services that Appendix A relates to are listed below along with relevant supporting information:

4.4.1 **Adult & Community Services**

The Department has taken account of a number of factors in establishing the level of increase in fees from January 2011, including current inflation of circa 4% (RPI), market conditions, current income levels and the VAT increase from January. Further detail and explanations from specific service areas within the Department are provided below.

Adult Social Care

The Department has broadly increased client charges by approximately 4% in line with the current RPI and charges to self funders (ie those with income in excess of £23k) and other Local Authorities who use our facilities by 9%.

The vast majority of charges in the Adult Social Care area are means tested, so regardless of the level of charge, if a client is assessed as not having sufficient disposable income they will either not pay at all or pay a lesser amount towards their care. Approximately 70% of service users in Adult Care fall into a nil assessed category.

The Charging Policy for care has not been reviewed for some considerable time and an extensive review of charging is underway, led by the Head of Adult Commissioning and recommendations for revisions to the current policy will be made during Spring 2011 with a proposed implementation through the normal channels by 1st October 2011. Members will be advised in due course of any proposals.

Some charges contained within Appendix A will be subject to further consideration as part of the budget setting process such as additional income through increased charges for Meals on Wheels.

Included in Appendix A is a confirmation of the Council's Residential Care benchmark prices which indicates the level at which the Council will normally pay for Residential and Nursing Care from independent providers. No increase is proposed next year to the prices the Council pays and this is deemed reasonable within the current marketplace for Residential Care and the current economic climate.

Heritage (Museums etc)

Valence House Museum

A thorough review of charges was carried out last year prior to the reopening of the Museum after the completion of major capital works at the site. In light of this, and

given the current market conditions, only a small number of fee changes are proposed this year.

Eastbury House

As with Valence House, last year a thorough review of charges took place at Eastbury Manor after major capital works were completed. In many cases fees had not been increased since 2004-05 and so a number were increased above inflation. In light of this, and in line with Valence House, only a small number of fee changes are proposed this year.

Libraries

Fines for the late return of books are proposed to be increased by 2p to 20p, an 11% increase. The increase has been benchmarked against neighbouring authorities and is considered reasonable. The majority of other fees remain unchanged taking into consideration market conditions.

Barking Learning Centre (BLC)

The majority of fees remain unchanged, although, after benchmarking comparable facilities and considering current income levels, it is proposed to reduce the rate for commercial room hire. In light of the current economic climate it is considered prudent not to price the BLC out of the hire market but to seek to maximise income from all available sources and this has been reflected in lower prices to commercial hirers.

Community Halls

No changes to community hall charges are planned as they are subject to a separate savings submission.

Events

The proposed charge for commercial hire of Parks has been broadly uplifted in line with RPI (4%). The charges have been benchmarked and the increase is felt achievable. Parks use by Fairs has also proposed to be increased by approx 3%. All other charges have remained frozen.

Leisure Activities

The Fees & Charges for leisure activities were overhauled in 2010 to make the pricing structure more user friendly and easier to follow.

The majority of fees from 4 January 2011 are proposed to increase by 2-3% although some higher increases and reductions are also proposed, where market conditions dictate.

Parks Sports, Ranger Services & Allotments

Prices have been reviewed In light of market conditions, benchmarking, previous increases and other market factors. Approximately 50% of charges have remained

frozen but some fees within Parks Sports and Allotments have risen by on average 5.5%.

4.4.2 **Children's Services**

Butler Court

An increase of 5% in fees for teachers' accommodation at Butler Court is proposed. This will bring the fees in line with that of similar provision whilst continuing to keep the costs comparing favourably with the rental market. It is proposed that the new fees for Butler Court will apply from September 2011 to coincide with the new academic year.

Catering

In order to help offset the increased cost of provisions and labour it is proposed to increase the price of school meals from 4 January 2011 by 10p to £2.00 for Primary and £2.20 for Secondary.

Nursery Fees

The three nurseries currently being maintained by the authority are projected to accrue a loss of £220k for 2010/11. In an attempt to reduce this deficit, yet also retain the client base, it is proposed to raise the weekly fees from 4 January 2010 by 10% from £190 to £210 for a full time place. It is anticipated that the demand for services will remain at the current levels and this will generate an additional £40k in revenue.

4.4.3 **Customer Services**

Refuse Collection

It is proposed to increase the net charge by 4.6% in line with RPI to cover the additional cost of refuse disposal.

Licences

A benchmarking exercise identified that the net charges for some of the licences are some of the highest in comparison to neighbouring authorities. For this reason many of the charges have been maintained at the 2010/11 level. Some of the relatively expensive licence fees have been reduced to ensure that prices are competitive and comparable to neighbouring boroughs and that the council continues to offer value for money services to its customers.

Building Control

This is a new charge introduced to enable the council to charge a fair and reasonable fee for the services being provided for building control activities. The charges have been calculated in line with the statutory rules and guidelines of the Building Control regulations introduced in April 2010 and implemented on 1 October 2010. The charges are based on chargeable and productive number of hours directly relating to building control activities. This is to ensure that the cost of non-

productive activities are borne by the council and not passed on to the end user. The charge is subject to review in January 2011 and this will be published in line with the requirements of the Building Control Regulatory Body.

Graffiti Deep Cleaning

An overall increase of 4.5% is proposed, of which 2.5% is due to the VAT increase and 2% is an increase on the charges to reflect the potential increase in operating costs.

Barking Market

The Council is allowed to increase street trading fees to cover its costs subject to two conditions. Firstly the Agreement that the Council holds with Charfleets Ltd as the operator of the market requires that they are consulted and their representations regarding any increase is taken into account. Secondly the London Local Authorities Act 1990 requires that all stallholders be consulted and a period of 28 days is allowed for written representation to be made. Any fee increase will be subject to the agreement of both parties.

The proposed gross increase of 10% consists for the fees charged in the Barking Street market consists of increased VAT of 2.5%, RPI of 4.6% leading to an increase in real terms of 2.9%. This is to cover increased costs of items such as refuse collection and street cleansing. An increase of 10% on the licence fee takes account of no increase in this element since the current market started in 2000.

Street Trading

Net charges for street trading are proposed to be reduced by an average of 2.3% to ensure that charges are competitive and comparable to neighbouring boroughs.

Pest Control

It is proposed to increase the net charges for pest control by 10%. This proposed increase is a result of a review to realign the charges to those of neighbouring boroughs and to recoup the cost of the service provided. Benchmarking information shows that despite this increase, the Council will still be offering a value for money service.

On and Off Street Parking

An overall increase of 4.5% is proposed. 2.5% is to cover the VAT increase where applicable and 2% on fee charges for 11-12 to cover the operating costs of providing the service. In support of the Parking Implementation Plan the borough is building capacity for residents and shoppers to park at the Heathway.

Annual parking permits for the Metropolitan Police are proposed to increase to the same level as those for local workers to standardise parking charges for local police and local workers.

Cemeteries

In order to cover the additional cost of providing the service in 2011/12 an increase of 4.6% is proposed.

Depot MOT Services

The income generated from the Depot will be part of the outsourcing contract between Vehicle Fleet and Translinc (a specialist fleet management and Passenger Service company). The pricing schedule has therefore been removed for 2011/12.

Highways

It is proposed to increase charges to bring them in line with other Boroughs and to take into account increased operating costs relating to skip permits.

Housing

Right to Buy fees relating to retrospective consent which are administered by the Customer Services department have been benchmarked against other Boroughs where prices range from £88 to £180. A management decision has been made to propose an increase of the fees to £180 which is considered reasonable given low levels of activity.

Traveller's site pitch fees have been increased in line with the housing benefit cap for similar sized accommodation.

4.4.4 **Resources**

Street Naming and Numbering and Pre-Application Charges

A modest inflationary increase is proposed for these planning related services. Small fee increases in this area are not expected to have any increase in demand as the fees generally represent a very small proportion of the costs of the projects they relate to.

Local Land Charges

It is proposed that there be no increase in search fees for 2011/12. This is because fees are calculated on a cost recovery basis and as expenditure budgets are not increasing an increase in fees cannot be justified. In addition, if fees were to be increased there could be a decrease in demand particularly as members of the public now have the option of using the Personal Search which the Council is not allowed to charge for following new Government legislation.

Right to Buy

The proposal is to not increase charges for Right to Buy services due to the decline in demand the service has experienced in recent financial years. It is felt that any increase in charges in 2011/12 could have a further adverse effect on demand.

5 Options appraisal

Officers have considered a range of options as to changes to existing fees and charges and where appropriate used market knowledge and benchmarking to inform the proposals.

6 Legal Issues

6.1 There are no legal implications regarding this report.

7 Other Implications

• Risk Management

In proposing these revised fees and charges officers have considered the impact of increases adversely affecting demand for the service and in turn on the achievement of both the community priorities and the Council's budget. The risk of these proposals will be monitored through the Council's various performance indicators, its service scorecards and the budget monitoring processes.

• Customer Impact

Officers have amended fees and charges such to have a minimal impact on customers during these difficult times while, at the same time, enabling the Council to achieve a balanced budget. For specific groups the review of fees and charges has attempted to be sensitive to their position, for example, in parks the majority of charges have been frozen to help maintain bookings from recreational clubs, voluntary organisations and the education sector, who are all facing financial pressures within the current economic climate.

8. Background Papers Used in the Preparation of the Report:

- 2010/11 Medium Term Financial Strategy
- Local Government Act 2003
- Benchmarking Information

9. List of appendices:

Appendix A - Schedule of Proposed Fees and Charges

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FEES AND CHARGES from 4 JANUARY 2011

APPENDIX A

Not Vatable *
includes VAT **

Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4 January 2011	£	%
			£	£	£	%
Adults & Community Services						
Social Care						
1	Home Care Services - Up to 2 hours per week of service or £0-£22 personal Budget	*	18.75	19.60	0.85	4.53
2	Home Care Services - Between 2 and 10 hours of service or £22- £120 personal budget per week	*	21.50	22.50	1.00	4.65
3	Home Care Services - Over 10 hours of service or £120+ personal budget per week	*	24.00	25.10	1.10	4.58
4	Home Care Services - Full cost payers (ie , clients with in excess of £23,000 savings) - Charge per hour	*	11.25	12.25	1.00	8.89
5	Residential - Elderly Residential Homes (Charge to Other Local Authorities and full cost payers) per week	*	596.00	655.00	59.00	9.90
6	Residential - Respite Rate per week - standard charge determined by benefit rates.	*	75.35	78.80	3.45	4.58
7	Residential - Learning Disability Residential Home (Charge to Other Local Authorities & full cost payers) per week	*	849.00	933.00	84.00	9.89
8	Day Centres - Mental Health Resource Centre (Charge to Other Local Authorities) Per Day	*	34.35	37.75	3.40	9.90
9	Day Centres - Learning Disability Day Centres (Charge to Other Local Authorities) Per Day	*	59.85	65.80	5.95	9.94
10	Day centres - Heathlands Day Centres (Charge to Other Local Authorities) * Up to 3 sessions Per Day	*	141.10	141.10	0.00	0.00
11	Supporting People - Housing related Support Schemes for Vulnerable People - (Minimal number, charges included above lines 1 - 10)	*	£2 to £48	£2 to £48	0.00	0.00
12	Meals on Wheels - Welfare Meal Charge (Current meal cost = £4.95 to Council)	*	3.45	4.95	1.50	43.48
13	Residential - Externally purchased (Benchmark price i.e. maximum normally payable)	*	463.00	463.00	0.00	0.00
14	Nursing Care - Externally purchased (Benchmark price i.e. maximum normally payable)	*	585.00	585.00	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
Community services						
15	Eastbury Manor House - Commercial - Standard Room hire	*	18.00	18.00	0.00	0.00
16	Eastbury Manor House - Commercial - Hire of East Chamber	*	36.00	36.00	0.00	0.00
17	Eastbury Manor House - Commercial - Hire of whole house	*	54.00	54.00	0.00	0.00
18	Eastbury Manor House - Commercial - Hire of equipment (Flip chart)	**	13.34	13.62	0.28	2.10
19	Eastbury Manor House - Commercial - Hire of PowerPoint	**	20.03	20.46	0.43	2.15
20	Eastbury Manor House - Commercial - Catering tea/coffee	**	1.18	1.20	0.02	1.69
21	Eastbury Manor House - Commercial - Catering tea/coffee/biscuits	**	1.47	1.50	0.03	2.04
22	Eastbury Manor House - Sale of bottled water	**	1.18	1.20	0.02	1.69
23	Eastbury Manor House - Commercial - Catering menu A	**	5.88	6.00	0.12	2.04
24	Eastbury Manor House - Commercial - Catering menu B	**	8.23	8.40	0.17	2.07
25	Eastbury Manor House - Commercial - Catering menu C,D,E	**	9.40	9.60	0.20	2.13
26	Eastbury Manor House - Commercial - Catering menu F	**	16.10	16.44	0.34	2.11
27	Eastbury Manor House - Non Commercial - Room hire	*	13.50	13.50	0.00	0.00
28	Eastbury Manor House - LBBB Internal - Standard Room Hire	*	18.00	18.00	0.00	0.00
29	Eastbury Manor House - LBBB Internal - Hire of East Chamber	*	36.00	36.00	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
30	Eastbury Manor House - LBBB Internal - Hire of Whole House	*	54.00	54.00	0.00	0.00
31	Eastbury Manor House - LBBB Internal - Hire of Equipment	*	11.35	11.35	0.00	0.00
32	Eastbury Manor House - LBBB Internal - Hire of Power Point	*	17.10	17.10	0.00	0.00
33	Eastbury Manor House - LBBB Internal - Catering Teas & Coffees	*	1.00	1.00	0.00	0.00
34	Eastbury Manor House - LBBB Internal - Catering Teas/ Coffees/Biscuits	*	1.25	1.25	0.00	0.00
35	Eastbury Manor House - Education LBBB Half day school hire with facilitators up to 35 children	*	110.00	110.00	0.00	0.00
36	Eastbury Manor House - Education LBBB Half day school hire with facilitators up to 70 children	*	150.00	150.00	0.00	0.00
37	Eastbury Manor House - Education LBBB school hire with facilitators up to 35 children	*	180.00	180.00	0.00	0.00
38	Eastbury Manor House - Education LBBB school hire with facilitators up to 75 children	*	240.00	240.00	0.00	0.00
39	Eastbury Manor House - Non LBBB half day school hire with facilitators up to 35 children	*	150.00	150.00	0.00	0.00
40	Eastbury Manor House - Non LBBB half day school hire with facilitators up to 70 children	*	190.00	190.00	0.00	0.00
41	Eastbury Manor House - Education Non LBBB whole day school hire with facilitators up to 35 children	*	240.00	240.00	0.00	0.00
42	Eastbury Manor House - Education Non LBBB school hire with facilitators up to 70 children	*	300.00	300.00	0.00	0.00
43	Eastbury Manor House - Public tea room - sale of tea	**	0.80	0.80	0.00	0.00
44	Eastbury Manor House - Public tea room - sale of coffee	**	1.10	1.10	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
45	Eastbury Manor House - Civil marriage and partnership ceremony Fridays	*	180.00	180.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
46	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays Oct- April	*	210.00	210.00	0.00	0.00
47	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays May- Sept	*	265.00	265.00	0.00	0.00
48	Eastbury Manor House - Civil marriage and partnership ceremony Fridays - additional hour for drinks reception only	**	211.50	216.00	4.50	2.13
49	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays Oct- Apr - additional hour for drinks reception only	**	246.75	252.00	5.25	2.13
50	Eastbury Manor House - Civil marriage and partnership ceremony Saturdays May- Sept - additional hour for drinks reception only	**	246.75	252.00	5.25	2.13
51	Eastbury Manor House - Admission charges Adult - Saturday	*	3.00	3.00	0.00	0.00
52	Eastbury Manor House - Admission charges Adult - Monday/Tuesday	*	3.00	3.00	0.00	0.00
53	Eastbury Manor House - Admission charges concessions	*	3.00	3.00	0.00	0.00
54	Eastbury Manor House - Admission charges Child aged 5-15	*	1.50	1.50	0.00	0.00
55	Eastbury Manor House - Admission charges family (2 adults with up to 4 children)	*	1.00	2.00	1.00	100.00
56	Eastbury Manor House - Admission charges special events - minimum	*	6.00	6.00	0.00	0.00
57	Eastbury Manor House - Admission charges special events - maximum	*	20.00	20.00	0.00	0.00
Heritage Services - Valence House						
58	Valence House - Commercial - Education Room (half room) per hour	*	18.00	18.00	0.00	0.00
59	Valence House - Commercial - Education Room (whole room) per hour	*	36.00	36.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
60	Valence House - Commercial - Function Room per hour	*	13.50	13.50	0.00	0.00
61	Valence House - Commercial - Equipment hire (Audio/Visual)	**	20.03	20.46	0.43	2.15
62	Valence House - Commercial - Equipment hire (flip-chart)	**	13.34	13.62	0.28	2.10
63	Valence House - Commercial - Catering tea/coffee	**	0.80	0.82	0.02	2.00
64	Valence House - Commercial - Bottled water	**	1.10	1.13	0.03	2.55
65	Valence House - Commercial - Catering plate of biscuits	**	2.06	2.10	0.04	1.94
66	Valence House - LBBB Internal - Education Room (half room)	*	18.00	18.00	0.00	0.00
67	Valence House - LBBB Internal - Education Room (whole room)	*	36.00	36.00	0.00	0.00
68	Valence House - LBBB Internal - Function Room	*	13.50	13.50	0.00	0.00
69	Valence House - LBBB Internal - Hire of Equipment	*	11.35	11.35	0.00	0.00
70	Valence House - LBBB Internal - Hire of Power Point	*	17.10	17.10	0.00	0.00
71	Valence House - LBBB Internal - Catering tea/coffee	*	1.00	1.00	0.00	0.00
72	Valence House - LBBB Internal - plate of biscuits	*	1.75	1.75	0.00	0.00
73	Valence House - Education LBBB School hire half day with facilitators up to 35 children	*	110.00	110.00	0.00	0.00
74	Valence House - Education LBBB School hire half day with facilitators up to 70 children	*	150.00	150.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
75	Valence House - Education LBBB School hire full day with facilitators up to 35 children	*	180.00	180.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
76	Valence House - Education LBBB School hire full day with facilitators up to 70 children	*	240.00	240.00	0.00	0.00
77	Valence House - Education Non LBBB School hire half day with facilitators up to 35 children	*	150.00	150.00	0.00	0.00
78	Valence House - Education Non LBBB School hire half day with facilitators up to 70 children	*	190.00	190.00	0.00	0.00
79	Valence House - Education Non LBBB School hire full day with facilitators up to 35 children	*	240.00	240.00	0.00	0.00
80	Valence House - Education Non LBBB School hire full day with facilitators up to 70 children	*	300.00	300.00	0.00	0.00
81	Valence House - Education Heritage Officer session /talk per hour(min charge 2 hours)	*	27.00	27.00	0.00	0.00
82	Valence House - Education loan box per week	*	15.00	15.00	0.00	0.00
83	Valence House - Public tea room - Sale of tea	**	0.80	0.80	0.00	0.00
84	Valence House - Public tea room - Sale of coffee	**	1.10	1.10	0.00	0.00
85	Valence House - Workshops Children's half -day	*	3.00	3.00	0.00	0.00
86	Valence House - Workshops Adults full -day (minimum)	*	6.00	5.00	-1.00	-16.67
87	Valence House - Workshops Adults full -day (maximum)	*	12.00	10.00	-2.00	-16.67
88	Valence House - Workshops Talks (minimum)	*	3.00	2.50	-0.50	-16.67
89	Valence House - Workshops Talks (maximum)	*	5.00	5.00	0.00	0.00
90	Valence House Reprographics - A4 b/w	**	4.75	5.00	0.25	5.35

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
91	Valence House Reprographics- A3 b/w	**	11.90	12.20	0.30	2.55

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
92	Valence House Reprographics - A4 colour	**	9.25	9.50	0.25	2.75
93	Valence House Reprographics - A3 colour	**	21.00	21.50	0.50	2.40
94	Valence House Reprographics - Digital scan for e-mail	**	3.70	3.80	0.10	2.81
95	Valence House Reprographics - Cutting to CD	**	1.50	2.00	0.50	33.60
96	Valence House Reprographics - Recorded post and packing	**	2.75	3.00	0.25	9.09
97	Valence House Reprographics - Photocopies A4	**	0.20	0.20	0.00	0.00
98	Valence House Reprographics - Photocopies A3	**	0.40	0.40	0.00	0.00
99	Valence House Reprographics - Photocopies A4 - colour New Charge for 2011-12	**	0.00	0.50	0.50	
100	Valence House Reprographics - Photocopies A3 - colour New Charge for 2011-12	**	0.00	1.00	1.00	
101	Valence House Reprographics - Microfilm printout A4	**	0.80	0.45	-0.35	-43.90
102	Valence House Reprographics - Minimum cost for non-visitor inc time charge	**	2.50	2.50	0.00	0.00
103	Valence House Reproduction fees for publications - books/periodicals one country one language b/w	**	50.00	60.00	10.00	20.00
104	Valence House Reproduction fees for publications - books/periodicals one country one language in colour	**	75.00	90.00	15.00	20.00
105	Valence House Reproduction fees for publications - books/periodicals world one language b/w	**	80.00	96.00	16.00	20.00
106	Valence House Reproduction fees for publications - books/periodicals world one language in colour	**	95.00	114.00	19.00	20.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
107	Valence House Reproduction fees for publications - books/periodicals world multi language b/w	**	100.00	120.00	20.00	20.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
108	Valence House Reproduction fees for publications - books/periodicals world multi language in colour	**	120.00	144.00	24.00	20.00
109	Valence House Reproduction fees for publications - book jackets, CD video cases one country one language b/w	**	85.00	102.00	17.00	20.00
110	Valence House Reproduction fees for publications - book jackets, CD video cases world one language b/w	**	120.00	144.00	24.00	20.00
111	Valence House Reproduction fees for publications - book jackets, CD video cases world multi language colour	**	150.00	180.00	30.00	20.00
112	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission one country	**	75.00	90.00	15.00	20.00
113	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission one country with one repeat	**	105.00	126.00	21.00	20.00
114	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission world	**	100.00	120.00	20.00	20.00
115	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, one transmission world with one repeat	**	140.00	168.00	28.00	20.00
116	Valence House Reproduction fees for stills for TV/films and exhibitions - One programme, 5 year unlimited licence	**	300.00	360.00	60.00	20.00
117	Valence House Reproduction fees for stills for TV/films and exhibitions - Postcards, greeting cards, posters and other advertising material	**	150.00	180.00	30.00	20.00
118	Valence House Reproduction fees for stills for TV/films and exhibitions - CD rooms, Photo CD and commercial web pages	**	75.00	90.00	15.00	20.00
119	Valence House Reproduction fees for stills for TV/films and exhibitions - Personal web pages	**	35.00	42.00	7.00	20.00
Library Service						
120	Libraries - Adult Fines per day	*	0.18	0.25	0.07	38.89
121	Libraries - Maximum fine per item	*	6.00	6.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
122	Libraries- Hire of video/DVD children's/NF- per week	*	1.00	1.00	0.00	0.00
123	Libraries- Hire of video/DVD adults- per week	*	2.00	2.00	0.00	0.00
124	Libraries - Hire of video/DVD adults blockbuster titles - per week	*	3.00	3.00	0.00	0.00
125	Libraries- Hire of video/DVD fines per day	*	0.65	0.65	0.00	0.00
126	Libraries - Language courses - 3 weeks	*	1.15	1.15	0.00	0.00
127	Libraries - Language courses - fines per day	*	0.18	0.20	0.02	11.11
128	Libraries - Hire of CD singles	*	1.00	1.00	0.00	0.00
129	Libraries - Hire of CD box sets	*	1.55	1.55	0.00	0.00
130	Libraries - Hire of CD fines per day	*	0.18	0.18	0.00	0.00
131	Libraries - AV annual subscription	*	33.00	45.00	12.00	36.36
132	Libraries - AV 6 month subscription	*	17.50	30.00	12.50	71.43
133	Libraries - AV 3 month subscription	*	12.50	20.00	7.50	60.00
134	Libraries - Reservations-non stock items	*	1.50	1.75	0.25	16.67
135	Libraries - Reservation - British Library item New Charge for 2011-12	*	0.00	4.00	4.00	
136	Libraries - Photocopying/Printing A4 black and white	**	0.20	0.20	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
137	Libraries - Photocopying/Printing A4 colour	**	0.50	0.50	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
138	Libraries - Photocopying/Printing A3 black and white	**	0.40	0.40	0.00	0.00
139	Libraries - Photocopying/Printing A3 colour (where available)	**	1.00	1.00	0.00	0.00
140	Libraries - Printing A4 black and white Charge now incorporated in line 136	**	0.20	0.00	-0.20	-100.00
141	Libraries - Printing A4 colour Charge now incorporated in line 137	**	0.50	0.00	-0.50	-100.00
142	Libraries - Printing A3 black and white (where available) Charge now incorporated in line 138	**	1.00	0.00	-1.00	-100.00
143	Libraries - Printing A3 colour (where available) Charge now incorporated in line 139	**	1.50	0.00	-1.50	-100.00
144	Libraries microprinting - from microfiche or microfilm A4 New Charge for 2011-12	**	0.00	0.46	0.46	
145	Libraries - replacement membership card - Adult	*	1.00	2.00	1.00	100.00
146	Libraries - replacement mifare membership card - Adult New Charge for 2011-12		0.00	4.00	4.00	
147	Libraries - replacement membership card - Child	*	0.50	1.00	0.50	100.00
148	Libraries- Managed room hire per hour- minimum charge	*	5.00	5.00	0.00	0.00
149	Libraries- Managed room hire per hour- maximum charge	*	22.50	22.50	0.00	0.00
150	Dagenham Library -Small meeting room (2-10people)- hourly hire rate- Council / Commercial/ Voluntary & Community sector New Charge for 2011-12	*	0.00	15.00	15.00	
151	Dagenham Library -Small meeting room (2-10 people) - full day hire rate - Council/ Commercial / Voluntary & Community sector New Charge for 2011-12	*	0.00	75.00	75.00	
152	Dagenham Library -Small meeting room (2-10 people_ - half day hire rate - Council/ Commercial/ Voluntary & Community sector New Charge for 2011-12	*	0.00	45.00	45.00	

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
153	Dagenham Library -Large meeting room (16-28 people)- hourly hire rate- Council/ Commercial/ Voluntary & Community sector New Charge for 2011-12	*	0.00	30.00	30.00	
154	Dagenham Library -Large meeting room (16-28 people) - full day hire rate - Council/ Commercial/ Voluntary & Community sector New Charge for 2011-12	*	0.00	150.00	150.00	

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
155	Dagenham Library -Large meeting room (16-28 people) - half day hire rate - Council/ Commercial/ Voluntary & Community sector New Charge for 2011-12	*	0.00	90.00	90.00	
156	Laminating A3 1hr service Charge Withdrawn for 2011-12	**	1.50	0.00	-1.50	-100.00
157	Laminating A4 1hr service Charge Withdrawn for 2011-12	**	1.00	0.00	-1.00	-100.00
158	Libraries- Hire of books on tape fines per day	*	0.18	0.20	0.02	11.11
159	Fax per sheet (where available)	**	1.00	1.50	0.50	50.00
160	Fax per sheet (where available) incoming Charge Withdrawn for 2011-12	**	0.50	0.00	-0.50	-100.00
161	Internet Non-members / Guest passes 1 hour New Charge for 2011-12	**	0.00	1.00	1.00	
162	Internet Non-members / Guest passes 30 mintues New Charge for 2011-12	**	0.00	0.50	0.50	
<u>Barking Learning Centre</u>						
163	Small meeting room (2-15 people)- hourly hire rate- Council hires	*	26.00	26.00	0.00	0.00
164	Small meeting room (2-15 people) - full day hire rate - Council hires	*	130.00	130.00	0.00	0.00
165	Small meeting room (2-15 people) - half day hire rate - Council hires	*	78.00	78.00	0.00	0.00
166	Small meeting room (2-15 people)- hourly hire rate- Voluntary and Community sector New Charge for 2011-12	**		26.00	0.00	
167	Small meeting room (2-15 people) - full day hire rate - Voluntary and Community sector New Charge for 2011-12	**		130.00	0.00	
168	Small meeting room (2-15 people) - half day hire rate - Voluntary and Community sector New Charge for 2011-12	**		78.00	0.00	
169	Small meeting room (2-15 people)- hourly hire rate- Commercial	**	61.10	31.20	-29.90	-48.94

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
170	Small meeting room (2-15 people) - full day hire rate - Commercial	**	305.50	156.00	-149.50	-48.94
171	Small meeting room (2-15 people) - half day hire rate - Commercial	**	183.30	78.00	-105.30	-57.45
172	Large meeting room (16-28 people) - hourly hire rate- Council hire	*	36.00	36.00	0.00	0.00
173	Large meeting room (16-28 people) - full day hire rate - Council hire	*	180.00	200.00	20.00	11.11
174	Large meeting room (16-28 people) - half day rate - Council hire	*	108.00	100.00	-8.00	-7.41
175	Large meeting room (16-28 people) - hourly hire rate- Voluntary and Community sector New Charge for 2011-12	**		36.00	0.00	
176	Large meeting room (16-28 people) - full day hire rate - Voluntary and Community sector New Charge for 2011-12	**		200.00	0.00	
177	Large meeting room (16-28 people) - half day rate - Voluntary and Community sector New Charge for 2011-12	**		100.00	0.00	
178	Large meeting room (16-28 people) - hourly hire rate- Commercial	**	84.60	43.20	-41.40	-48.94
179	Large meeting room (16-28 people) - full day hire rate - Commercial	**	423.00	240.00	-183.00	-43.26
180	Large meeting room (16-28 people) - half day hire rate - Commercial	**	253.80	120.00	-133.80	-52.72
181	Conference centre (28-120 people)-hourly hire rate- Council hire	*	46.00	46.00	0.00	0.00
182	Conference centre (28-120 people)-full day hire rate- Council hire	*	230.00	300.00	70.00	30.43
183	Conference centre (28-120 people)-half day hire rate- Council hire	*	138.00	150.00	12.00	8.70
184	Conference centre (28-120 people)-hourly hire rate- Voluntary and Community sector New Charge for 2011-12	**		46.00	0.00	

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
185	Conference centre (28-120 people)-full day hire rate- Voluntary and Community sector New Charge for 2011-12	**		300.00	0.00	

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
186	Conference centre (28-120 people) - half day hire rate - Voluntary and Community sector New Charge for 2011-12	**		150.00	0.00	
187	Conference centre (28-120 people) - hourly hire rate - Commercial	**	108.10	55.20	-52.90	-48.94
188	Conference centre (28-120 people) - full day hire rate - Commercial	**	540.50	360.00	-180.50	-33.40
189	Conference centre (28-120 people) - half day hire rate - Commercial	**	324.30	180.00	-144.30	-44.50
190	IT Room (22 people) - hourly hire rate - Council hire New Charge for 2011-12	*		36.00	36.00	
191	IT Room (22 people) - hourly hire rate - Voluntary and Community sector New Charge for 2011-12	**		36.00	36.00	
192	IT Room (22 people) - hourly hire rate - Commercial New Charge for 2011-12	**		43.20	43.20	
193	Small meeting room projector per day - Council hire	**	15.50	15.50	0.00	0.00
194	Small meeting room projector per day - Voluntary and community sector New Charge for 2011-12	**		15.50	15.50	
195	Small meeting room projector per day - Commercial	**	36.43	37.20	0.77	2.11
196	Small meeting room PC/laptop per day - Council hire	*	21.00	21.00	0.00	0.00
197	Small meeting room PC/laptop per day - Voluntary and Community sector New Charge for 2011-12	*		21.00	21.00	
198	Small meeting room PC/laptop per day - Commercial	**	49.35	50.40	1.05	2.13
199	Use of china/glass for refreshments per person per session - Council hire	*	1.00	1.00	0.00	0.00
200	Use of china/glass for refreshments per person per session - Commercial/ Voluntary and community sector New Charge for 2011-12	**		1.20	0.00	

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
Community Halls						
201	Category A Hall - Saturday Let - First four hours	*	211.00	211.00	0.00	0.00
202	Category A Hall - Saturday Let - Each additional hour	*	42.20	42.20	0.00	0.00
203	Category A Hall - Saturday Let - Premium charge 2300hrs to midnight	*	63.30	63.30	0.00	0.00
204	Category A Hall - Sunday Let - First four hours	*	267.50	267.50	0.00	0.00
205	Category A Hall - Sunday Let - Each additional hour	*	53.50	53.50	0.00	0.00
206	Category B Hall - First four hours	*	156.50	156.50	0.00	0.00
207	Category B Hall - Each additional hour	*	31.30	31.30	0.00	0.00
208	Category B Hall - Premium charge 2300hrs to midnight	*	46.95	46.95	0.00	0.00
Events						
209	Park use - non commercial (Fun Days)	*	112.00	112.00	0.00	0.00
210	Park use - non commercial (small event - less than 200 people attending (fundraising sponsored events))	*	55.00	55.00	0.00	0.00
211	Park use - non-commercial fundraising event - walks and bike rides up to 50 people	*	15.50	15.50	0.00	0.00
212	Park use - non-commercial up to 500 people (no entry fee)	*	110.00	110.00	0.00	0.00
213	Park use - non-commercial up to 2,500 people (no entry fee)	*	310.00	310.00	0.00	0.00
214	Park use - non-commercial up to 5,000 people (no entry fee)	*	550.00	550.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
215	Park use - non-commercial over 5,000 people (no entry fee)	*	Price on application	Price on application	0.00	0.00
216	Additional Fee per six hours of consultation	*	57.00	57.00	0.00	0.00
217	Public liability cover for non commercial park use - up to £2 million	*	17.50	17.50	0.00	0.00
218	Park use commercial - category 1	*	565.00	595.00	30.00	5.31
219	Park use commercial - category 2	*	735.00	772.00	37.00	5.03
220	Park use commercial - category 3	*	910.00	955.00	45.00	4.95
221	Park use commercial - category 4	*	1100.00	1150.00	50.00	4.55
222	Park use commercial - per additional six hours of event time	*	175.00	184.00	9.00	5.14
223	Use of Premises Licence (Commercial) where applicable up to 5,000	*	520.00	550.00	30.00	5.77
224	Use of Premises Licence (Commercial) where applicable up to 10,000	*	1650.00	1732.00	82.00	4.97
225	Use of Premises Licence (Commercial) where applicable up to 15,000	*	3300.00	3465.00	165.00	5.00
226	Use of Premises Licence (Commercial) where applicable up to 19,999	*	5500.00	5775.00	275.00	5.00
227	Park use (Non-animal Circus) - Small - up to 500 seats per performance day	*	190.00	190.00	0.00	0.00
228	Park use (Non-animal Circus) - Medium - up to 750 seats per performance day	*	345.00	345.00	0.00	0.00
229	Park use (Non-animal Circus) - Large - up to 1000 seats per performance day	*	365.00	365.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
230	Park use (Non-animal Circus) - Extra Large - up to 2000 seats per performance day	*	550.00	550.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
231	Park use (Non-animal Circus) - Non performance day	*	61.50	61.50	0.00	0.00
232	Park use by Fairs - Small Fair	*	320.00	330.00	10.00	3.13
233	Park use by Fairs - Large Fair	*	415.00	428.00	13.00	3.13
234	Park use by Fairs - Event Fair - 2 days at Dagenham Town Show	*	675.00	695.00	20.00	2.96
235	Park use by Fairs - Non Operational Days	*	61.50	65.00	3.50	5.69
236	Car Park at Dagenham Town Show	*	4.00	4.00	0.00	0.00
Leisure Activities						
237	Leisure - LeisureSmart card - adult - pa	**	31.00	31.70	0.70	2.26
238	Leisure - LeisureSmart card - junior - pa	**	15.50	15.85	0.35	2.26
239	Leisure - LeisureSmart card - family - pa	**	78.00	79.70	1.70	2.18
240	Leisure - LeisureSmart card - replacement card	**	4.50	4.60	0.10	2.22
241	Leisure - fitness gym - STD card holder	**	5.30	5.40	0.10	1.89
242	Leisure - fitness gym - concession card holder	**	2.65	2.70	0.05	1.89
243	Leisure - fitness gym - STD card holder induction	*	12.00	15.00	3.00	25.00
244	Leisure - fitness gym - Concession card holder induction	*	6.00	7.50	1.50	25.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
245	Leisure - badminton - STD non card holder peak 1 hour	**	10.25	10.50	0.25	2.44
246	Leisure - badminton - STD non card holder off peak 1 hour	**	8.50	8.70	0.20	2.35
247	Leisure - badminton - junior off peak 60 mins	**	4.25	4.35	0.10	2.35
248	Leisure - squash court STD non card holder peak	**	7.75	7.90	0.15	1.94
249	Leisure - squash court STD non card holder off peak	**	5.75	5.90	0.15	2.61
250	Leisure - squash court concession off peak	**	2.90	2.95	0.05	1.72
251	Leisure - table tennis STD non card holder peak	**	3.60	3.70	0.10	2.78
252	Leisure - table tennis STD non card holder off peak	**	3.10	3.20	0.10	3.23
253	Leisure - table tennis - Concession card holder	**	1.50	1.60	0.10	6.67
254	Leisure - creche per child per hour Charge Withdrawn for 2011-12	**	3.00	0.00	-3.00	-100.00
255	Creche room hire	**	51.50	52.60	1.10	2.14
256	Leisure - five a side pitch outdoor synthetic STD non card holder peak	**	41.00	41.90	0.90	2.20
257	Leisure - five a side pitch outdoor synthetic STD non card holder off peak	**	36.00	36.80	0.80	2.22
258	Leisure - five a side pitch outdoor synthetic concession card holder peak	**	21.00	21.45	0.45	2.14
259	Leisure - five a side pitch outdoor synthetic concession card holder off peak	**	15.50	15.85	0.35	2.26

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
260	Leisure - five a side pitch outdoor tarmac STD non card holder peak	**	20.00	20.40	0.40	2.00
261	Leisure - five a side pitch outdoor tarmac STD non card holder off peak	**	14.50	14.80	0.30	2.07
262	Leisure - five a side pitch outdoor tarmac concession card holder peak	**	10.50	10.75	0.25	2.38
263	Leisure - five a side pitch outdoor tarmac concession off peak	**	8.00	8.20	0.20	2.50
264	Leisure - hall hire Goresbrook full peak -ph	**	82.00	84.00	2.00	2.44
265	Leisure - hall hire Goresbrook full off peak - ph	**	65.60	69.60	4.00	6.10
266	Leisure - hall hire Goresbrook half peak - ph	**	41.00	42.00	1.00	2.44
267	Leisure - half hall hire Goresbrook- off peak - ph	**	32.80	34.80	2.00	6.10
268	Leisure - hall hire Goresbrook quarter peak	**	10.25	10.50	0.25	2.44
269	Leisure - hall hire Goresbrook quarter off peak	**	8.50	8.70	0.20	2.35
270	Leisure - Dance Studio	**	52.00	53.00	1.00	1.92
271	Leisure - hall hire Wood Lane/Abbey full peak	**	41.00	42.00	1.00	2.44
272	Leisure - hall hire Wood Lane/Abbey full off peak	**	32.80	34.80	2.00	6.10
273	Leisure - hall hire Wood Lane/Abbey half peak	**	20.50	21.00	0.50	2.44
274	Leisure - hall hire Wood Lane/Abbey half off peak	**	16.40	17.40	1.00	6.10

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
275	Leisure - hall hire Wood Lane/Abbey quarter peak	**	10.25	10.50	0.25	2.44
276	Leisure - hall hire Wood Lane/Abbey quarter off peak	**	8.50	8.70	0.20	2.35
277	Leisure - Dance Studio - Abbey	**	27.00	27.60	0.60	2.22
278	Leisure - Dance Studio - WLSC	**	27.00	27.60	0.60	2.22
279	Leisure - rifle range per hour (Authorised Clubs) - WLSC	**	18.50	18.90	0.40	2.16
280	Bar	**	57.00	58.50	1.50	2.63
281	Leisure - swimming Dagenham/Abbey STD non card holder	**	3.30	3.40	0.10	3.03
282	Leisure - swimming Goresbrook STD non card holder	**	4.00	3.40	-0.60	-15.00
283	Leisure - swimming Dagenham/Abbey concession	**	2.20	2.25	0.05	2.27
284	Leisure - swimming Goresbrook concession	**	1.90	2.25	0.35	18.23
285	Leisure - swimming Dagenham/Abbey family	**	10.50	10.75	0.25	2.38
286	Leisure - swimming Goresbrook family	**	12.50	10.75	-1.75	-14.00
287	Parent & Baby - DSP	**	3.20	3.30	0.10	3.12
288	Parent & Baby - GLC	**	4.00	3.30	-0.70	-17.50
289	Leisure - swimming lessons STD non card holder 10 lessons	*	51.50	55.00	3.50	6.80

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
290	Leisure - swimming lessons STD card holder 10 lessons	*	41.50	42.50	1.00	2.41
291	Leisure - swimming lessons concession non card holder 10 lessons	*	41.50	41.50	0.00	0.00
292	Leisure - swimming lessons concession card holder 10 lessons	*	36.50	36.50	0.00	0.00
293	One to One Swimming lessons - All sites	*	15.50	15.50	0.00	0.00
294	Education School Swimming	*	1.90	1.90	0.00	0.00
295	Leisure - swimming pool hire - Galas - Dagenham 3 hours	**	290.00	290.00	0.00	0.00
296	Leisure - swimming pool hire - Galas - Dagenham hourly over run charge	**	115.00	115.00	0.00	0.00
297	Leisure - swimming pool hire - clubs per hour Abbey main pool	*	46.50	46.50	0.00	0.00
298	Leisure - swimming pool hire - clubs per hour Dagenham main pool	*	51.50	51.50	0.00	0.00
299	Leisure - swimming pool hire - clubs per hour Dagenham learner pool	*	32.75	32.75	0.00	0.00
300	Leisure - swimming pool hire - clubs per hour Dagenham diving pool	*	39.00	39.00	0.00	0.00
301	All Aerobics/workout sessions - STD card holder	*	4.50	4.50	0.00	0.00
302	Elderberries - include 50+ sessions	*	3.20	3.20	0.00	0.00
Memberships						
303	Joining Fee	**	20.00	20.00	0.00	0.00
Active Fitness						

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
304	Active Fitness - Adult	**	36.00	37.00	1.00	2.78

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
305	Active Fitness - Couple	**	62.00	64.00	2.00	3.23
306	Active Fitness - Staff	**	23.50	24.00	0.50	2.13
307	Active Fitness - Concession (Student/Elders/Graduate)	**	23.50	24.00	0.50	2.13
Active Aqua						
308	Active Aqua - Adults	**	26.00	27.00	1.00	3.85
309	Active Aqua - Couple	**	41.50	44.00	2.50	6.02
310	Active Aqua - Staff	**	23.50	24.00	0.50	2.13
311	Active Aqua - Concession (Students/Elders/Graduate)	**	23.50	24.00	0.50	2.13
Fitness Gym						
312	Junior Gym - Concession card holder	**	3.30	3.35	0.05	1.52
313	Junior Gym Induction - Concession card holder	**	3.60	3.70	0.10	2.78
314	Personal Training	**	26.00	27.00	1.00	3.85
315	Health Checks	**	26.00	27.00	1.00	3.85
Holiday Activities						
316	Half Day	**	5.15	6.00	0.85	16.50
317	Full Day	**	8.75	13.00	4.25	48.57
318	Week	**	41.20	60.00	18.80	45.63

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
Courses						
319	NPLQ	*	225.00	230.00	5.00	2.22
320	NPLQ Renewal	*	78.00	80.00	2.00	2.56
321	First Aid at Work	*	225.00	230.00	5.00	2.22
322	First Aid at Work - Renewal	*	78.00	80.00	2.00	2.56
Health Suite						
323	Health Suite - STD card holder Peak	**	7.50	7.70	0.20	2.67
324	Health Suite - STD card holder Off Peak	**	6.50	6.70	0.20	3.08
New Leisure Centre Prices						
325	Leisure - badminton - STD card holder peak 1 hour	**	9.25	9.50	0.25	2.70
326	Leisure - badminton - STD card holder off peak 1 hour	**	7.50	7.70	0.20	2.67
327	Leisure - fitness gym - Std non card holder induction	*	13.00	13.00	0.00	0.00
328	Leisure - squash court - STD card holder peak	**	6.75	6.90	0.15	2.22
329	Leisure - squash court - STD non card holder off peak	**	4.75	4.90	0.15	3.16
330	Leisure - table tennis - STD card holder peak	**	2.60	2.70	0.10	3.85
331	Leisure - table tennis - STD card holder off peak	**	2.10	2.20	0.10	4.76

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
332	Leisure - swimming Dagenham/Abbey STD card holder	**	2.30	2.40	0.10	4.35
333	Leisure - swimming Goresbrook STD card holder	**	3.00	2.40	-0.60	-20.00
334	All Aerobics/workout sessions - STD non card holder	*	5.50	5.50	0.00	0.00
335	All Aerobics/workout sessions - Concession card holder	*	3.20	3.20	0.00	0.00
336	Junior Gym - non card holder	**	3.80	3.85	0.05	1.32
337	Junior Gym Induction - non card holder	**	4.10	4.20	0.10	2.44
338	Active Gym only	**	28.00	29.00	1.00	3.57
339	Active Fitness - Junior Membership	**	16.00	16.50	0.50	3.13
340	Admission Fee - STD	**	1.00	1.00	0.00	0.00
341	Admission Fee - Concession	**	0.50	0.50	0.00	0.00
342	Club/Block booking charge per booking 1-20 people - STD	*	20.00	20.00	0.00	0.00
343	Club/Block booking charge per booking 21-40 people - STD	*	40.00	40.00	0.00	0.00
344	Club/Block booking charge per booking 41+ people - STD	*	45.00	45.00	0.00	0.00
345	Club/Block booking charge per booking 1-20 people - Concession	*	10.00	10.00	0.00	0.00
346	Club/Block booking charge per booking 21-40 people - Concession	*	20.00	20.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
347	Club/Block booking charge per booking 41+ people - Concession	*	22.50	22.50	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
348	Function/Weddings/Parties and Presentations Charge per hour 1-200 people	*	150.00	150.00	0.00	0.00
349	Function/Weddings/Parties and Presentations Charge per hour 201-400 people	*	300.00	300.00	0.00	0.00
350	Function/Weddings/Parties and Presentations Charge per hour 401+ people	*	450.00	450.00	0.00	0.00
351	Therapy Room per hour	**	6.50	7.00	0.50	7.69
352	Health Suite - STD non card holder peak	**	8.50	8.70	0.20	2.35
353	Health Suite - STD non card holder off peak	**	7.50	7.70	0.20	2.67
Park Sports						
354	Parks - Cricket adults - Mayesbrook Park & St Chad's Park	**	66.00	70.00	4.00	6.06
355	Parks - Cricket juniors - Mayesbrook Park & St Chad's Park	**	33.00	33.70	0.70	2.12
356	Barking Park - Cricket Net	**	6.70	7.00	0.30	4.48
357	Parks - Cricket - Adults 40 games plus pavilion - Mayesbrook Park & St Chad's Park	*	2640.00	2640.00	0.00	0.00
358	Cricket Clubs with Delegated Management / Lease Agreement on Pavilion Facilities - Adults Additional Matches	*	46.20	47.20	1.00	2.16
359	Cricket Clubs with Delegated Management / Lease Agreement on Pavilion Facilities - Adults Season Booking	*	1848.00	1848.00	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
360	Cricket Clubs with Delegated Management / Lease Agreement on Pavilion Facilities - Juniors	*	23.00	23.00	0.00	0.00
361	Parks - Football pitch - adults	**	56.00	65.00	9.00	16.07
362	Parks - Football pitch - Juniors	**	28.00	28.60	0.60	2.14
363	Parks - Football pitch - Mini Soccer	**	14.00	14.30	0.30	2.14
364	Parks - Football clubs pitch adults season prepaid by 01/10/11 - 30 Games (15% discount for full payment before 01/10/11)	*	1428.00	1657.50	229.50	16.07
365	Parks - Football clubs pitch adults season (30 games) paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 30 games	*	1680.00	1950.00	270.00	16.07
366	Parks - Football clubs pitch adults season prepaid by 1/10/11 - Alternate weeks - 15 Games (15% discount for full payment before 01/10/11)	*	714.00	828.75	114.75	16.07
367	Parks - Football clubs pitch adults season(15 games) paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 15 games	*	840.00	975.00	135.00	16.07
368	Parks - Football clubs pitch juniors season prepaid weekly by 01/10/11 - 30 Games (15% discount for full payment before 01/10/11)	*	714.00	714.00	0.00	0.00
369	Parks - Football clubs pitch juniors season paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 30 games	*	840.00	840.00	0.00	0.00
370	Parks - Football clubs pitch juniors season prepaid by 1/10/11 - Alternate weeks - 15 Games (15% discount for full payment before 01/10/11)	*	357.00	357.00	0.00	0.00
371	Parks - Football pitch juniors season (15 games) paid by 6 installments - first on signature of contract and 5 equal payments Sept, Oct, Nov, Dec & Jan. - 15 games	*	420.00	420.00	0.00	0.00
372	Parks - football training permit - up to 50 participants	*	32.00	32.00	0.00	0.00
373	Parks - football training permit - up to 200 participants	*	64.00	64.00	0.00	0.00
374	Parks - football clubs with delegated management of facilities - adults per pitch per game	**	39.20	45.50	6.30	16.07

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
375	Parks - football clubs with delegated management of facilities - juniors per pitch per game	**	19.60	20.00	0.40	2.04

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
376	Parks - football clubs with delegated management of facilities - mini soccer per game	**	9.80	10.00	0.20	2.04
377	Parks - football clubs with delegated management of facilities - adults 30 weeks	*	1176.00	1365.00	189.00	16.07
378	Parks - football clubs with delegated management of facilities - juniors 30 weeks	*	588.00	588.00	0.00	0.00
379	Parks - football clubs with delegated management of facilities - adults 15 weeks	*	588.00	682.50	94.50	16.07
380	Parks - football clubs with delegated management of facilities - juniors 15 weeks	*	294.00	294.00	0.00	0.00
381	Parks - Rugby per game	**	56.00	65.00	9.00	16.07
382	Parks - Rugby 30 week season at £65 - included previously with football pitches	*	1680.00	1950.00	270.00	16.07
383	Parks - Rugby pitch adults season prepaid by 01/10/10 - 30 Games (15% discount for full payment before 01/10/11) at £65	*	1428.00	1657.50	229.50	16.07
384	Parks - Rugby 30 week season- junior	*	840.00	840.00	0.00	0.00
385	Parks - Rugby 30 week season (15% discount if paid in full by 1/10/11)	*	714.00	714.00	0.00	0.00
386	Parks - Hurling per season	*	325.00	325.00	0.00	0.00
387	Parks - Bowling Greens - club rental price per green	*	4017.00	4217.85	200.85	5.00
388	Parks - Bowling Greens - Pavilion (20% Discount for Parsloes Park)	*	1030.00	1081.50	51.50	5.00
389	Parks - Pavilion Hire, The Leys - occasional letting 4hrs - Mon to Sat	*	160.00	160.00	0.00	0.00
390	Parks - Pavilion Hire, The Leys - occasional letting 4hrs - Sun	*	215.00	215.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
391	Parks - Pavilion Hire, The Leys - occasional letting - Additional hourly charge for above 4hrs use	*	32.00	32.00	0.00	0.00
392	Parks - Athletics - Licence Agreement with Mayesbrook and Havering AA (HMA) for use 3 times a week	*	5950.00	5950.00	0.00	0.00
393	Parks - Athletics - hourly charge for HMA use of arena	**	17.50	17.50	0.00	0.00
394	Parks - Athletics - hourly charge for use of arena by schools and other groups	**	35.00	35.00	0.00	0.00
395	Aero Club - Licence Agreement with Dagenham Model Aero Club	*	196.00	196.00	0.00	0.00
396	Barking Park Lodge Café	*	8500.00	8500.00	0.00	0.00
397	Barking Park Model Railway	*	1.00	1.00	0.00	0.00
398	Mayesbrook Football Ground per game	**	85.00	102.00	17.00	20.00
399	Mayesbrook Football Ground - training session with floodlights	**	31.00	37.20	6.20	20.00
Allotments						
400	Cost per acre of usable allotment land leased to Allotment Associations	*	105.00	110.25	5.25	5.00
Ranger Services						
401	Environmental Education - 30 Students Maximum (School Visits to Eastbrookend Country Park, The Chase & use of Millennium Centre)	*	38.15	75.00	36.85	96.59
402	Millennium Centre - Internal Organisations - Hire of Classroom	*	8.75	8.75	0.00	0.00
403	Millennium Centre - External Organisations - Hire of Classroom	*	13.25	13.25	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
404	Millennium Centre - Out of Hours Hire - subject to staff availability	*	32.50	32.50	0.00	0.00
405	Angling License - Valence Moat (BecMain)	*	262.65	275.78	13.13	5.00
406	Outreach Sessions in Parks and Open Spaces	*	32.50	40.00	7.50	23.08
407	Out of Borough Schools - for standard 2 hour visit	*	65.00	75.00	10.00	15.38
408	Bardag Lake - Bardag Angling Society	*	4011.85	4212.44	200.59	5.00
409	Lake - Tom Thumb - Lake currently being redeveloped.	*	550.00	577.50	27.50	5.00
410	Lake - Eastbrook Pond & Chase Waters	*	2111.50	2217.08	105.58	5.00
411	Lake - Hooks Hall Pond	*	1214.11	1274.82	60.71	5.00
412	Lake - The Members Pool	*	950.18	997.69	47.51	5.00
CHILDREN'S SERVICES						
Childcare Services						
413	Early Years - Day Nurseries and Children's Centres - full time weekly rate	*	190.00	210.00	20.00	10.53
414	Early Years - Day Nurseries and Children's Centres - daily rate - morning session	*	21.00	23.00	2.00	9.52
415	Early Years - Day Nurseries and Children's Centres - daily rate - afternoon session	*	19.00	21.00	2.00	10.53
416	Catering Services - Primary Meal	*	1.90	2.00	0.10	5.26

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
417	Catering Services - Secondary Meal	*	2.10	2.20	0.10	4.76
418	Butler Court Teachers teacher room small room	*	75.00	78.75	3.75	5.00
419	Butler Court Teachers teacher room medium room	*	86.00	90.30	4.30	5.00
420	Butler Court Teachers teacher room large room	*	97.00	101.85	4.85	5.00
421	Butler Court Teachers teacher room double room	*	108.00	113.40	5.40	5.00
422	Butler Court Teachers teacher room double room large	*	138.00	144.90	6.90	5.00
423	Butler Court guest room single occupancy	*	46.00	48.30	2.30	5.00
424	Butler Court guest room double occupancy	*	57.00	59.85	2.85	5.00
425	Butler Court student rooms	*	40.00	42.00	2.00	5.00
CUSTOMER SERVICES						
Environmental Services						
Refuse						
426	Trade Refuse Collection - Refuse Sacks	**	4.58	4.89	0.31	6.83
427	Trade Refuse Collection - Euro or Paladin Bin Per Collection	**	22.99	24.56	1.57	6.83
428	Trade Refuse Collection - Euro or Paladin Bin Per Collection where there are more than six units on site	**	16.09	17.19	1.10	6.83

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
429	Trade Refuse Collection - Euro or Paladin Bin Annual rental	**	124.03	132.49	8.47	6.83
430	9 Cubic yard Demountable container -Charge per Collection	**	218.19	233.08	14.89	6.83
431	9 Cubic yard Demountable container - Annual rental	**	756.24	807.86	51.62	6.83
432	Clinical Waste Collections - Annual charge for weekly collections	**	415.28	443.63	28.35	6.83
433	Clinical Waste Collections - Charge per sack	**	8.30	8.86	0.57	6.83
434	Clinical Waste Collections - box	**	8.30	8.86	0.57	6.83
435	Miscellaneous Services - Cesspool Emptying	**	202.36	216.17	13.81	6.83
Fleet						
436	Miscellaneous Services - Motor cycle MOT Service & Income transferred to Translinc for 2011-12	**	30.31	0.00	-30.31	-100.00
437	Miscellaneous Services - Motor Cycle with sidecar MOT Service & Income transferred to Translinc for 2011-12	**	38.68	0.00	-38.68	-100.00
438	Miscellaneous Services - Class IV MOT Test Service & Income transferred to Translinc for 2011-12	**	56.20	0.00	-56.20	-100.00
439	Miscellaneous Services - Class V MOT Test (13 to 16 seats) Service & Income transferred to Translinc for 2011-12	**	61.00	0.00	-61.00	-100.00
440	Miscellaneous Services - Class V MOT Test (Over 16 seats) Service & Income transferred to Translinc for 2011-12	**	82.71	0.00	-82.71	-100.00
441	Miscellaneous services - Class VII MOT Test Service & Income transferred to Translinc for 2011-12	**	60.05	0.00	-60.05	-100.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
Licences						
442	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity up to 150	*	242.00	242.00	0.00	0.00
443	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 151-300	*	410.00	410.00	0.00	0.00
444	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 301-600	*	776.00	776.00	0.00	0.00
445	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 601-1,000	*	1411.00	1411.00	0.00	0.00
446	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 1,001-2,500	*	2682.00	2682.00	0.00	0.00
447	Licences - Authorisations for Hypnotism under section 2 of The Hypnotism Act- Premises capacity 2,501-4000	*	4257.00	4257.00	0.00	0.00
448	Licences - Special treatment premises- health and safety at work (a1) Issue	*	382.00	382.00	0.00	0.00
449	Licences - Special treatment premises- health and safety at work (b1) Renewal	*	382.00	382.00	0.00	0.00
450	Licences - Special treatment premises- health and safety at work (c1) Variation	*	382.00	382.00	0.00	0.00
451	Licences - Special treatment premises- health and safety at work (d1) Transfer	*	382.00	382.00	0.00	0.00
452	Licences - Animals (a) Dog Breeders	*	200.00	200.00	0.00	0.00
453	Licences - Animals (b) Riding Establishments	*	547.00	547.00	0.00	0.00
454	Licences - Animals (c) Animal Boarding	*	382.00	382.00	0.00	0.00
455	Licences - Animals (d) Pet Shops	*	300.00	300.00	0.00	0.00
456	Licences - Animals (e) Dangerous Wild Animals	*	382.00	382.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
457	Licences - Performing animals New Charge for 2011-12	*		200.00	200.00	
458	Licences - Sex shop Licence	*	22523.00	22523.00	0.00	0.00
459	Licences - Sex Shop - Variation	*	750.00	750.00	0.00	0.00
460	Licences - Safety at sports ground Act- fees charged on officer time spent processing application	*	174.00	174.00	0.00	0.00
461	Licences - Poisons Act -entry	*	114.00	114.00	0.00	0.00
462	Licences - Poisons Act -Retention or alteration	*	64.00	64.00	0.00	0.00
463	Licences - Auction Rooms Registration	*	496.00	496.00	0.00	0.00
464	Licences - Occasional Sales- up to 50 stalls/vehicles/pitches	*	102.00	102.00	0.00	0.00
465	Licences - Occasional Sales- 51-150 stalls/vehicles/pitches	*	166.00	166.00	0.00	0.00
466	Licences - Occasional Sales- over 150 stalls/vehicles/pitches	*	281.00	281.00	0.00	0.00
467	Licences - Motor Salvage Operators	*	170.00	170.00	0.00	0.00
468	Licences - Motor Salvage Operators certified copy of single register entry	*	39.00	39.00	0.00	0.00
469	Licences - Game Dealers	*	39.00	39.00	0.00	0.00
470	Other income - Pollution - Seizure of Equipment by Noise Patrol -Fee for reclamation of property (NON-BUSINESS)	*	185.00	185.00	0.00	0.00
471	Trespassing Animals - Reclamation of Animal (NON- BUSINESS)	*	70.00	70.00	0.00	0.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
472	Trespassing Animals - Kennelling Fees (NON-BUSINESS)	*	24.00	24.00	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
473	Micro chip implants - Implant and registration with national pet register per animal (VARIABLE)	**	47.00	48.00	1.00	2.13
474	Registration - Lotteries New Charge for 2011-12	*		100.00	100.00	
475	Registration - Lotteries renewal New Charge for 2011-12	*		100.00	100.00	
New Regional Casino premises licence						
476	Application for a provisional statement	*	16500.00	15000.00	-1,500.00	-9.09
477	Application for a new premises licence	*	16500.00	15000.00	-1,500.00	-9.09
478	Application to vary a new premises licence	*	8250.00	7500.00	-750.00	-9.09
479	Application to transfer a premises licence	*	7150.00	6500.00	-650.00	-9.09
480	Application for a new premises licence with Provisional Statement	*	8800.00	8000.00	-800.00	-9.09
481	Annual fee	*	16500.00	15000.00	-1,500.00	-9.09
482	Reinstatement of a licence	*	7150.00	6500.00	-650.00	-9.09
483	Copy of licence	*	16.50	16.50	0.00	0.00
484	Notification of change of details	*	38.50	38.50	0.00	0.00
New Large Casino premises licence						
485	Application for a provisional statement	*	11000.00	10000.00	-1,000.00	-9.09
486	Application for a new premises licence	*	11000.00	10000.00	-1,000.00	-9.09

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
487	Application to vary a new premises licence	*	5500.00	5000.00	-500.00	-9.09
488	Application to transfer a premises licence	*	2365.00	2150.00	-215.00	-9.09
489	Application for a new premises licence with Provisional Statement	*	5500.00	5000.00	-500.00	-9.09
490	Annual fee	*	11000.00	10000.00	-1,000.00	-9.09
491	Reinstatement of a licence	*	2365.00	2150.00	-215.00	-9.09
492	Copy of licence	*	16.50	16.50	0.00	0.00
493	Notification of change of details	*	38.50	38.50	0.00	0.00
New Small Casino premises licence						
494	Application for a provisional statement	*	8800.00	8000.00	-800.00	-9.09
495	Application for a new premises licence	*	8800.00	8000.00	-800.00	-9.09
496	Application to vary a new premises licence	*	4400.00	4000.00	-400.00	-9.09
497	Application to transfer a premises licence	*	1980.00	1800.00	-180.00	-9.09
498	Application for a new premises licence with Provisional Statement	*	3300.00	3000.00	-300.00	-9.09
499	Annual fee	*	5500.00	5000.00	-500.00	-9.09
500	Reinstatement of a licence	*	1980.00	1800.00	-180.00	-9.09
501	Copy of licence	*	16.50	16.50	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
502	Notification of change of details	*	38.50	38.50	0.00	0.00
Converted Casino premises licence						
503	Fast track conversion application	*	308.00	300.00	-8.00	-2.60
504	Non -Fast track conversion application	*	2200.00	2000.00	-200.00	-9.09
505	Application to vary a new premises licence	*	2200.00	2000.00	-200.00	-9.09
506	Application to transfer a premises licence	*	1485.00	1350.00	-135.00	-9.09
507	Annual fee	*	3300.00	3000.00	-300.00	-9.09
508	Reinstatement of a licence	*	1650.00	1350.00	-300.00	-18.18
509	Copy of licence	*	16.50	16.50	0.00	0.00
510	Notification of change of details	*	38.50	38.50	0.00	0.00
Bingo premises licence						
511	Fast track conversion application	*	308.00	300.00	-8.00	-2.60
512	Non -Fast track conversion application	*	1375.00	1750.00	375.00	27.27
513	Application for a provisional statement	*	3399.00	1200.00	-2,199.00	-64.70
514	Application for a new premises licence	*	3399.00	3500.00	101.00	2.97
515	Application to vary a new premises licence	*	1813.00	1750.00	-63.00	-3.47

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
516	Application to transfer a premises licence	*	1223.00	1200.00	-23.00	-1.88
517	Application for a new premises licence with Provisional Statement	*	1223.00	1200.00	-23.00	-1.88
518	Annual fee	*	1020.00	1000.00	-20.00	-1.96
519	Reinstatement of a licence	*	1223.00	1200.00	-23.00	-1.88
520	Copy of licence	*	16.50	16.50	0.00	0.00
521	Notification of change of details	*	38.50	38.50	0.00	0.00
	Betting premises (other) licence					
522	Fast track conversion application	*	308.00	300.00	-8.00	-2.60
523	Non -Fast track conversion application	*	1485.00	1485.00	0.00	0.00
524	Application for a provisional statement	*	3059.00	3000.00	-59.00	-1.93
525	Application for a new premises licence	*	3059.00	3000.00	-59.00	-1.93
526	Application to vary a new premises licence	*	1530.00	1500.00	-30.00	-1.96
527	Application to transfer a premises licence	*	1223.00	1200.00	-23.00	-1.88
528	Application for a new premises licence with Provisional Statement	*	1223.00	1200.00	-23.00	-1.88
529	Annual fee	*	624.00	600.00	-24.00	-3.85
530	Reinstatement of a licence	*	1223.00	1200.00	-23.00	-1.88

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
531	Copy of licence	*	16.50	16.50	0.00	0.00
532	Notification of change of details	*	38.50	38.50	0.00	0.00
Betting premises (track) licence						
533	Fast track conversion application	*	308.00	300.00	-8.00	-2.60
534	Non -Fast track conversion application	*	1375.00	1250.00	-125.00	-9.09
535	Application for a provisional statement	*	2750.00	2500.00	-250.00	-9.09
536	Application for a new premises licence	*	2750.00	2500.00	-250.00	-9.09
537	Application to vary a new premises licence	*	1375.00	1250.00	-125.00	-9.09
538	Application to transfer a premises licence	*	1045.00	950.00	-95.00	-9.09
539	Application for a new premises licence with Provisional Statement	*	1045.00	950.00	-95.00	-9.09
540	Annual fee	*	1100.00	1000.00	-100.00	-9.09
541	Reinstatement of a licence	*	1045.00	950.00	-95.00	-9.09
542	Copy of licence	*	16.50	16.50	0.00	0.00
543	Notification of change of details	*	38.50	38.50	0.00	0.00
Adult Gaming Centre premises licence						
544	Fast track conversion application	*	308.00	300.00	-8.00	-2.60

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
545	Non -Fast track conversion application	*	1045.00	1000.00	-45.00	-4.31
546	Application for a provisional statement	*	2039.00	2000.00	-39.00	-1.91
547	Application for a new premises licence	*	2039.00	2000.00	-39.00	-1.91
548	Application to vary a new premises licence	*	1020.00	1000.00	-20.00	-1.96
549	Application to transfer a premises licence	*	1020.00	1020.00	0.00	0.00
550	Application for a new premises licence with Provisional Statement	*	1223.00	1200.00	-23.00	-1.88
551	Annual fee	*	1020.00	1000.00	-20.00	-1.96
552	Reinstatement of a licence	*	1223.00	1200.00	-23.00	-1.88
553	Copy of licence	*	16.50	16.50	0.00	0.00
554	Notification of change of details	*	38.50	38.50	0.00	0.00
	Family entertainment centre premises licence					
555	Fast track conversion application	*	308.00	300.00	-8.00	-2.60
556	Non -Fast track conversion application	*	1045.00	1000.00	-45.00	-4.31
557	Application for a provisional statement	*	2039.00	2000.00	-39.00	-1.91
558	Application for a new premises licence	*	2039.00	2000.00	-39.00	-1.91
559	Application to vary a new premises licence	*	1020.00	1000.00	-20.00	-1.96

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
560	Application to transfer a premises licence	*	1020.00	950.00	-70.00	-6.86
561	Application for a new premises licence with Provisional Statement	*	991.00	950.00	-41.00	-4.14
562	Annual fee	*	770.00	750.00	-20.00	-2.60
563	Reinstatement of a licence	*	991.00	950.00	-41.00	-4.14
564	Copy of licence	*	16.50	16.50	0.00	0.00
565	Notification of change of details	*	38.50	38.50	0.00	0.00
<u>Building Control</u>						
566	Hourly rate for fees and charges New Charge for 2011-12 (subject to Government Legislation)	**		94.44	94.44	
<u>Graffiti & Deep Cleaning</u>						
567	Graffiti & Deep Cleaning - First removal of graffiti - In Default (per sqm)	**	36.82	38.36	1.54	4.17
568	Graffiti & Deep Cleaning - Subsequent removal of graffiti - In Default (per sqm)	**	36.82	38.36	1.54	4.17
569	Graffiti & Deep Cleaning - First removal of graffiti - Subsidies (per sqm)	**	18.15	18.91	0.76	4.17
570	Graffiti & Deep Cleaning - Subsequent removal of graffiti - Subsidies (per sqm)	**	18.15	18.91	0.76	4.17
571	Graffiti & Deep Cleaning - First removal of graffiti - Parks (per sqm)	**	6.05	6.30	0.25	4.17

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
572	Graffiti & Deep Cleaning - Subsequent removal of graffiti - Parks (per sqm)	**	6.05	6.30	0.25	4.17
573	Graffiti & Deep Cleaning - Anti-Graffiti Coating - Parks (per sqm)	**	6.05	6.30	0.25	4.17
574	Graffiti & Deep Cleaning - First removal of graffiti is free when signed up to the Charter	*	0.00	0.00	0.00	0.00
575	Graffiti & Deep Cleaning - Subsequent removal of graffiti - With Charter (per sqm)	**	12.10	12.61	0.50	4.17
576	Graffiti & Deep Cleaning - Graffiti removal kit - With Charter	**	12.10	12.61	0.50	4.17
577	Graffiti & Deep Cleaning - Graffiti removal kit refill - With Charter	**	6.05	6.30	0.25	4.17
578	Graffiti & Deep Cleaning - Anti-Graffiti Coating - With Charter (per sqm)	**	6.05	6.30	0.25	4.17
579	Graffiti & Deep Cleaning - First removal of graffiti - Without Charter (per sqm)	**	18.15	18.91	0.76	4.17
580	Graffiti & Deep Cleaning - Subsequent removal of graffiti - Without Charter (per sqm)	**	18.15	18.91	0.76	4.17
581	Graffiti & Deep Cleaning - Graffiti removal kit - Without Charter	**	18.15	18.91	0.76	4.17
582	Graffiti & Deep Cleaning - Graffiti removal kit refill - Without Charter	**	9.68	10.09	0.40	4.17
583	Graffiti & Deep Cleaning - Anti-Graffiti Coating - Without Charter (per sqm)	**	12.10	12.61	0.50	4.17
Pest Control						
584	Pest Control - Council Tenants Low risk insects	**	100.00	112.35	12.35	12.35
585	Pest Control - Council Tenants Squirrels per trap per week	**	128.00	143.80	15.80	12.34

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
586	Pest Control - Council Tenants Pigeons per hour or part plus materials	**	72.00	80.89	8.89	12.35
587	Pest Control - Owner occupiers mice	**	72.00	80.89	8.89	12.35
588	Pest Control - Owner occupiers wasps	**	72.00	80.89	8.89	12.35
589	Pest Control - Owner occupiers fleas	**	93.00	104.48	11.48	12.34
590	Pest Control - Owner occupiers rats free in 2006/07	**	35.00	39.32	4.32	12.35
591	Pest Control - Owner occupiers bedbugs	**	93.00	104.48	11.48	12.34
592	Pest Control - Owner occupiers cockroaches	**	100.00	112.35	12.35	12.35
593	Pest Control - Owner occupiers pharaoh ants	**	100.00	112.35	12.35	12.35
594	Pest Control - Owner occupiers low risk insects	**	100.00	112.35	12.35	12.35
595	Pest Control - Owner occupiers squirrels per trap per week	**	128.00	143.80	15.80	12.34
596	Pest Control - Owner occupiers pigeons per hour or part hour plus materials	**	72.00	80.89	8.89	12.35
597	Pest Control - Owner occupiers on benefits mice	**	43.00	48.31	5.31	12.35
598	Pest Control - Owner occupiers on benefit wasps	**	43.00	48.31	5.31	12.35
599	Pest Control - Owner occupiers on benefit fleas	**	57.00	64.03	7.03	12.34
600	Pest Control - Owner occupiers on benefits rats free in 2006/07	**	57.00	64.03	7.03	12.34

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
601	Pest Control - Owner occupiers on benefits bedbugs	**	64.00	71.90	7.90	12.34
602	Pest Control - Owner occupiers on benefits cockroaches	**	57.00	64.03	7.03	12.34
603	Pest Control - Owner occupiers on benefits pharaoh ants	**	64.00	71.90	7.90	12.34
604	Pest Control - Owner occupiers on benefits low risk insects flies ants etc	**	57.00	64.03	7.03	12.34
605	Pest Control - Owner occupiers on benefits squirrels per trap per week	**	79.00	88.74	9.74	12.33
606	Pest Control - Owner occupiers on benefits pigeons per hour or part plus materials	**	43.00	48.31	5.31	12.35
607	Pest Control - Commercial including LBBB and private landlords mice	**	107.00	120.20	13.20	12.34
608	Pest Control - Commercial including LBBB and private landlords wasps	**	107.00	120.20	13.20	12.34
609	Pest Control - Commercial including LBBB and private landlords fleas	**	139.00	156.16	17.16	12.34
610	Pest Control - Commercial including LBBB and private landlords rats	**	107.00	120.20	13.20	12.34
611	Pest Control - Commercial including LBBB and private landlords bedbugs	**	139.00	156.16	17.16	12.34
612	Pest Control - Commercial including LBBB and private landlords cockroaches	**	139.00	156.16	17.16	12.34
613	Pest Control - Commercial including LBBB and private landlords pharaoh ants	**	149.00	167.39	18.39	12.34
614	Pest Control - Commercial including LBBB and private landlords low risk insects flies ants etc	**	149.00	167.39	18.39	12.34
615	Pest Control - Commercial including LBBB and private landlords squirrels per week or part	**	192.00	215.69	23.69	12.34

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
616	Pest Control - Commercial including LBBD and private landlords pigeons per hour or part plus materials	**	107.00	120.20	13.20	12.34

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
Careline Service						
617	Social Alarm Service - Charge per annum	*	202.00	202.00	0.00	0.00
Registrars						
618	Nationality Checking Service Flat Charge per Document	*	45.00	45.00	0.00	0.00
619	Individual Citizenship Payments	*	60.00	60.00	0.00	0.00
620	Individual Citizenship Payments (FAMILY)	*	80.00	80.00	0.00	0.00
621	Marriages/Civil Partnerships at Arden House (Mon - Thurs)	*	90.00	90.00	0.00	0.00
622	Marriages/Civil Partnerships at Arden House (Friday)	*	110.00	110.00	0.00	0.00
623	Marriages/Civil Partnerships at Arden House (Sat up to 12.30pm)	*	200.00	200.00	0.00	0.00
624	Marriages/Civil Partnerships at Arden House (Sat from 1.45pm)	*	210.00	210.00	0.00	0.00
625	Marriages/Civil Partnerships at Arden House (Sunday & Bank Holidays)	*	370.00	370.00	0.00	0.00
626	Marriages/Civil Partnerships at Approved Premises	*	310.00	310.00	0.00	0.00
627	Marriages/Civil Partnerships at Approved Premises (Sundays & Bank Holidays)	*	370.00	370.00	0.00	0.00
628	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Mon-Fri)	**	100.00	102.13	2.13	2.13
629	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Saturday)	**	135.00	137.87	2.87	2.12

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
630	Non-Statutory Ceremonies (Renewal of Vows & Baby Naming) (Sunday)	**	320.00	326.81	6.81	2.13
631	Application to be an Approved Premises - Non refundable application fee for 3 year approval excluding the cost of advertisement which is the responsibility of the applicant	*	650.00	650.00	0.00	0.00
632	Application for an Approved Premises - Non refundable application for renewal excluding the cost of advertisement which is the responsibility of the applicant	*	650.00	650.00	0.00	0.00
633	Approved Premises - Fee for review by the Review Officer or Assembly following refusal	*	287.00	287.00	0.00	0.00
634	Web Casting for Civil Marriages	**	10.00	10.21	0.21	2.12
635	Non-Statutory services - commemorative certificate	**	10.00	10.21	0.21	2.12
636	Citizenship - Framed Certificate	**	10.00	10.21	0.21	2.12
637	Priority service for copy certificates issued same day	**	10.00	10.21	0.21	2.12
638	Marriage Rehearsals	**	25.00	25.54	0.54	2.14
639	Appointments for Marriage Notices outside of normal office hours	*	10.00	10.00	0.00	0.00
640	Birth/Death/Marriage General Search (historical search by public in indexes)	**	18.00	18.38	0.38	2.13
641	Marriage - historical searches (if copy not provided)	**	7.00	7.15	0.15	2.17
642	Copy full & short certificates (open)	**	3.50	3.58	0.08	2.17
643	Copy full certificates (closed)	**	7.00	7.15	0.15	2.17
644	Copy short certificates (closed)	**	5.50	5.62	0.12	2.11

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
645	Registrar Attendance at place of worship (includes stat certificate)	**	50.50	51.58	1.08	2.13
On Street Parking Services						
646	Operational Permit	*	66.00	67.30	1.30	1.97
647	Annual Residents Parking Permit (for first vehicle)	*	24.75	25.30	0.55	2.22
648	Annual Residents Parking Permit (for second vehicle)	*	33.00	33.70	0.70	2.12
649	Annual Residents Parking Permit (for third vehicle)	*	44.00	44.90	0.90	2.05
650	Annual Residents Parking Permit (for fourth and subsequent vehicle)	*	66.00	67.30	1.30	1.97
651	Visitor Parking Permit (10 lines) - all areas	*	4.95	5.00	0.05	1.01
652	Visitor Parking Permit (20 lines) - all areas	*	9.35	9.50	0.15	1.60
653	Annual Heathway Business Parking Permit (On Street)	*	129.80	132.40	2.60	2.00
654	Suspension of parking space (per place 6 metre length on street)	*	22.00	22.40	0.40	1.82
655	Business Permit - Annual - Dagenham East, Upney, Heathway, Beconrtee and Chadwell Heath areas	*	129.80	132.40	2.60	2.00
656	Business Permit - Annual - Barking Town Centre	*	385.00	392.70	7.70	2.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
<u>On-street Pay & Display - Wakering Rd, Park Av, Longbridge Rd, George St, Linton Rd, London Rd, Abbey Rd, St Paul's</u>						
657	Up to 30 minutes	**	0.90	1.00	0.10	10.79
658	Up to 1 hour	**	1.60	1.70	0.10	6.09
659	Up to 2 hours	**	2.70	2.80	0.10	3.70
660	Up to 3 hours	**	3.80	4.00	0.20	5.26
661	Up to 4 hours	**	4.80	5.00	0.20	4.26
662	Shared Business Bays	**	376.80	392.50	15.70	4.17
<u>Off Street Parking Services</u>						
663	Doctor's Parking Permit	*	62.50	63.80	1.30	2.08
664	30 Day Temporary Cover (Residents Permits)	*	12.00	12.20	0.20	1.67
665	Annual Pre-Paid Parking Permit (local worker only) - London Rd & Linton Rd	*	440.00	448.80	8.80	2.00
666	Quarterly Pre-Paid Parking Permit (local worker only) - London Rd & Linton Rd	*	125.00	127.50	2.50	2.00
667	Annual Pre-Paid Parking Permit (local worker only) - Heathway	*	350.00	357.00	7.00	2.00
668	Quarterly Pre-Paid Parking Permit (local worker only) - Heathway	*	100.00	102.00	2.00	2.00
669	Metropolitan Police (Annual) London Road Multi-Storey Car Park	*	220.00	440.00	220.00	100.00
670	Essential Health Worker Parking Permit	*	36.00	36.70	0.70	1.94

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
Off-Street Pay & Display Axe St including Broadway Theatre Service Road, London Rd & North Street Shoppers Car Park, London Road Multi Storey, Linton Rd Shoppers Car Park						
671	Up to 1 hour	**	1.00	1.00	0.00	0.00
672	Up to 2 hours	**	4.65	4.90	0.25	5.38
673	Up to 4 hours	**	4.00	4.20	0.20	5.00
674	Up to 6 hours	**	7.00	7.30	0.30	4.23
675	Over 6 hours	**	12.50	13.00	0.50	4.00
Off-Street Pay & Display Heathway Multi Storey Car Park						
676	Up to 1 hour	**	0.50	0.20	-0.30	-60.00
677	Up to 2 hours	**	1.00	0.50	-0.50	-50.00
678	Up to 4 hours	**	1.70	1.80	0.10	5.64
679	Up to 6 hours	**	3.00	3.10	0.10	3.34
680	Over 6 hours	**	4.00	4.20	0.20	5.00
Highways						
681	Skip Permits	*	15.97	30.00	14.03	87.85
682	Footway Crossing Administration Fee	*	81.89	85.66	3.77	4.60

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
Cemeteries						
683	Grave fees - A Grade Mounded (50 years)	*	2420.00	2531.32	111.32	4.60
684	Grave fees - Mounded (50 years)	*	2058.00	2152.67	94.67	4.60
685	Grave fees - Lawn (50 years)	*	980.00	1025.08	45.08	4.60
686	Grave fees - Children's Corner (50 years) depth for one only	*	349.00	365.05	16.05	4.60
687	Grave fees - Ashes only grave in Garden of Rest (25 years)	*	214.00	223.84	9.84	4.60
688	Grave fees - Ashes only above ground vault (25 years)	*	968.00	1012.53	44.53	4.60
689	Internment fees - Private Grave - Non-private Grave (excluding still-born)	*	650.00	679.90	29.90	4.60
690	Internment fees - Additional Charge per Casket	*	128.00	133.89	5.89	4.60
691	Internment fees - Additional Charge per body over depth of two	*	111.00	116.11	5.11	4.60
692	Internment fees - Child in Non-private Grade (Aged between 3 weeks and 12 years)	*	113.00	118.20	5.20	4.60
693	Internment fees - Child up to the age of 12 years old in Children's Corner (depth for 1 only)	*	118.00	123.43	5.43	4.60
694	Internment fees - Still Born Babies & Children up to 3 weeks old	*	113.00	118.20	5.20	4.60
695	Cremated remains fees - Internment of child's cremated remains in Children's Corner	*	118.00	123.43	5.43	4.60
696	Cremated remains fees - Internment of cremated remains in Private Grave - Internment of cremated remains in Ashes Grave in Garden of Rest - Cremated remains in Garden of Rest	*	161.00	168.41	7.41	4.60
697	Cremated remains fees - Each additional line in the Book of Remembrance	*	36.00	37.66	1.66	4.60

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
698	Cremated remains fees - Second Internment of cremated remains in "above ground vault".	*	68.00	71.13	3.13	4.60
699	Memorial fees - Right to place memorial on lawn & non-lawn type grave - Right to place single or double memorial vase on any grave - Right to place memorial book or plaque on	*	128.00	133.89	5.89	4.60
700	Memorial fees - Provision of soil in kerb sets	*	59.00	61.71	2.71	4.60
701	Memorial fees - Adding inscription, levelling/straightening memorials, cleaning/restoration works	*	47.00	49.16	2.16	4.60
702	Use of Cemetery Chapel	*	77.00	80.54	3.54	4.60
703	Registration of declaration regarding Non-production of Registrar's Certificate	*	30.00	31.38	1.38	4.60
704	Transfer of Exclusive Right of Burial	*	30.00	31.38	1.38	4.60
705	Family Trace (per named entry)	*	24.00	25.10	1.10	4.60
706	Photocopies per A4 sheet	*	2.00	2.09	0.09	4.60
707	Grounds Annual Maintenance - non-lawn type grave	*	116.00	121.34	5.34	4.60
708	Grounds Annual Maintenance - lawn type grave	*	74.00	77.40	3.40	4.60
709	Memorial Benches (Standard 6ft Hardwood Bench)	*	599.00	626.55	27.55	4.60
710	Provision of Concrete Base onto which a bench can be placed	*	268.00	280.33	12.33	4.60
711	Provision of Commemorative Plaque - Standard	*	58.00	60.67	2.67	4.60
712	Provision of Commemorative Plaque - Large	*	69.00	72.17	3.17	4.60

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
713	Provision of Memorial Tree - (8/10 Standard Sized)	*	137.00	143.30	6.30	4.60

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
714	Provision of Memorial Tree Plaque	*	105.00	109.83	4.83	4.60
715	Scattering of ashes and plaque in Garden of Rest	*	133.00	139.12	6.12	4.60
Housing Advice Services						
Private Sector Leasing						
716	Private Sector Leasing, Administration Fee	*	100.00	100.00	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
General Housing						
717	Eastbrookend - Travellers caravan site Weekly Licence Charge - Single Pitch	*	88.41	107.50	19.09	21.59
718	Eastbrookend - Travellers caravan site Weekly Licence Charge - Double Pitch	*	110.51	212.39	101.88	92.19
Right To Buy						
719	Retrospective Consent (charged by Housing including VAT)	**	125.00	180.00	55.00	44.00
720	Lease holders Enquiries (including VAT)	**	125.00	180.00	55.00	44.00
Street Trading Services						
721	Street Trading Charges - 2 metres+	**	265.00	270.64	5.64	2.13
722	1 to 2 metres	**	220.00	224.68	4.68	2.13
723	Small area (-1 metre).	**	167.00	170.56	3.55	2.13
724	Mobile Catering Vans	**	265.00	270.64	5.64	2.13
Barking Market Fees and Charges Saturdays.						
725	Street trading licence - Barking market per linear foot	*	0.80	0.88	0.08	10.00
726	London Road (excluding licence fee)	**	3.35	3.89	0.54	16.12
727	Ripple Rd (excluding licence fee) Charge Withdrawn for 2011-12 - trading site replaced by ELT bus service	**	3.55	0.00	-3.55	-100.00

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
728	East Street (excluding licence fee)	**	3.55	3.91	0.36	10.14
729	Station Parade (excluding licence fee) Charge Withdrawn for 2011-12 - trading site replaced by ELT bus service	**	3.55	0.00	-3.55	-100.00
730	Old' East Street. (excluding licence fee)	**	2.90	3.19	0.29	10.00
731	Market Square Zone A (excluding licence fee)	**	3.45	3.79	0.34	9.86
732	Market Square Zone B (excluding licence fee)	**	2.20	2.42	0.22	10.00
733	Market Square Zone C (excluding licence fee) Charge Withdrawn for 2011-12 - no longer a trading area	**	1.70	0.00	-1.70	-100.00
Midweek (Tues/Thurs)						
734	Street trading licence - Barking market per linear foot	*	0.80	0.88	0.08	10.00
735	London Road (excluding licence fee)	**	2.40	2.64	0.24	10.00
736	Ripple Rd (excluding licence fee) Charge Withdrawn for 2011-12 - trading site replaced by ELT bus service	**	2.40	0.00	-2.40	-100.00
737	East Street (excluding licence fee)	**	2.40	2.64	0.24	10.00
738	Station Parade (excluding licence fee) Charge Withdrawn for 2011-12 - trading site replaced by ELT bus service	**	2.40	0.00	-2.40	-100.00
739	Old' East Street. (excluding licence fee)	**	1.80	1.98	0.18	10.00
740	Market Square Zone A (excluding licence fee)	**	2.40	2.64	0.24	10.00
741	Market Square Zone B (excluding licence fee)	**	1.70	1.87	0.17	10.00
742	Market Square Zone C (excluding licence fee) Charge Withdrawn for 2011-12 - no longer a trading area	**	1.20	0.00	-1.20	-100.00

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		£	£	£	%

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Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
RESOURCES						
Planning Services						
743	Charges to consultant per hour	*	85.00	85.00	0.00	0.00
Street Naming and Numbering						
744	Street naming and Numbering Service - new property (1)	*	40.00	41.50	1.50	3.75
745	Street naming and Numbering Service - change of approved address	*	40.00	41.50	1.50	3.75
746	Street naming and Numbering Service - new Road Name	*	210.00	220.00	10.00	4.76
747	Street naming and Numbering Service - new property name	*	190.00	200.00	10.00	5.26
748	Street naming and Numbering Service Conversion of existing property to up to 4 units	*	95.00	100.00	5.00	5.26
749	Street naming and Numbering Service - new plots (2-25) each	*	31.50	32.00	0.50	1.59
750	Street naming and Numbering Service - new plots 26 to 99 each	*	26.25	27.00	0.75	2.86
751	Street naming and Numbering Service - new plots 100 or more each	*	21.00	21.50	0.50	2.38
Pre-Application Charges						
752	Category A - Major Scale Developments	**	1762.50	1860.00	97.50	5.53
753	Category B – Large Scale Developments	**	881.25	930.00	48.75	5.53

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			Charge	Charge from 4	£	%
			£	£	£	%
754	Category C – Medium Scale Developments	**	470.00	492.00	22.00	4.68
755	Category D – Small Scale Developments	**	176.25	186.00	9.75	5.53
Local Land Charges						
Post & DX						
756	Full Search	*	150.00	150.00	0.00	0.00
757	LLC1	*	67.50	67.50	0.00	0.00
758	Con 29 <R>	*	82.50	82.50	0.00	0.00
759	Con 29 (O) Questions	*	16.00	16.00	0.00	0.00
760	Additional Parcel of Land	*	25.00	25.00	0.00	0.00
761	Common Land Village Green	*	16.00	16.00	0.00	0.00
National Land Information Service						
762	Full Search	*	113.00	113.00	0.00	0.00
763	LLC1	*	51.00	51.00	0.00	0.00

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Description of Service			Current 2010/11	Proposed	Proposed Increase	
			Charge	Charge from 4	£	%
			£	£	£	%
764	Con 29 <R>	*	62.00	62.00	0.00	0.00
765	Conn 29 (O) Questions	*	14.00	14.00	0.00	0.00
766	Additional Parcel of Land	*	23.00	23.00	0.00	0.00
767	Common Land Village Green	*	14.00	14.00	0.00	0.00
768	Personal Search (Currently Regulated) Charge withdrawn for 2011-12 (subject to Government Legislation)	*	22.00	0.00	-22.00	-100.00
769	Copy Documents - First Page	*	1.60	1.60	0.00	0.00
770	Copy Documents - Subsequent Pages	*	0.15	0.15	0.00	0.00
771	Copies of Searches	*	30.00	30.00	0.00	0.00
Right To Buy (RTB)						
772	Repayment of Discount	*	80.00	80.00	0.00	0.00
773	Deeds of Covenant/Rectification/Variation/Enforcement	*	425.00	425.00	0.00	0.00
774	Licences	*	425.00	425.00	0.00	0.00
775	Licences for Garden Land	*	200.00	200.00	0.00	0.00
776	Sale of Garden Land	*	425.00	425.00	0.00	0.00
777	Duplicate DS1/Replacement form 53	*	30.00	30.00	0.00	0.00

FEES AND CHARGES from 4 JANUARY 2011

APPENDIX A

Not Vatable *
includes VAT **

Description of Service			Current 2010/11 Charge	Proposed Charge from 4 January 2011	Proposed Increase	
			£	£	£	%
778	Deed of Release	*	550.00	550.00	0.00	0.00
779	Copy Transfer	*	55.00	55.00	0.00	0.00
780	Notice of Assignment	*	75.00	75.00	0.00	0.00
781	Notice of Mortgage	*	75.00	75.00	0.00	0.00
782	Notice of Sub-let	*	75.00	75.00	0.00	0.00
783	Postponements	*	65.00	65.00	0.00	0.00
784	Retrieval of file	*	15.00	15.00	0.00	0.00
785	Duplicate Transfer/Lease (Unsealed) - New Charge for 2011-12	*		35.00	35.00	
786	Duplicate Papers (Flats) - New Charge for 2011-12	*		35.00	35.00	
787	Duplicate Papers (House) - New Charge for 2011-12	*		25.00	25.00	
788	General Photocopy (Per sheet) - New Charge for 2011-12	*		1.50	1.50	
789	Copy of S.125 (Landlord's Offer Notice) - New Charge for 2011-12	*		15.00	15.00	

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR CULTURE AND SPORT

Title: Future Arrangements for the Management of Community Centres	For Decision
<p>Summary:</p> <p>Voluntary and community organisations bring a wide range of activities and benefits to local people. There is potential for community organisations to realise significant benefits for local communities by taking on the management and ownership of local assets. This transfer will also deliver significant financial savings to the Council.</p> <p>In the current challenging financial climate, the Council cannot afford to continue to run Community Centres where community groups are not willing to take them on long-term leases.</p> <p>This report seeks approval to grant a registrable long lease to Community Associations in respect of Abbey, Hatfield, Heath Park, Ted Ball, Teresa Greene, Thames View, Village and Wantz Community Centres.</p> <p>Wards Affected: Abbey, Eastbrook, Goresbrook, Heath, Mayesbrook, River, Thames, Village</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to agree:</p> <p>(i) To authorise officers to grant a registrable long lease for the following Community Centres to their respective Community Associations, subject to satisfactory negotiation of the lease and associated legal agreements:</p> <ul style="list-style-type: none"> • Abbey • Hatfield • Heath Park • Ted Ball • Teresa Greene • Village • Wantz <p>(ii) In the event that it is not possible to enter into a lease agreement with any of the relevant Associations at (i) above, to authorise officers to advertise more widely the opportunity to enter into a registrable long lease for the relevant Community Centre.</p> <p>(iii) To delegate authority to the Corporate Director of Adult and Community Services, in consultation with the Corporate Director of Finance and Resources and on the advice of the Legal Partner, to agree the terms of the lease and management agreements.</p>	

Reason(s)		
<p>The proposals are designed to support the achievement of the Council's aim, 'Better Together', and specifically the objective 'To build a stronger, more cohesive community by building social capital, building capacity in the third sector and building pride in the borough'. The proposals will also assist the Council to achieve a balanced budget.</p>		
Comments of the Chief Financial Officer		
<p>Proposals contained within the report if approved will deliver £300,000 savings from the Community Centres budgets, over the next two financial years. This will go towards the Adult and Community Services three year savings target of £10.77m.</p>		
Comments of the Legal Partner		
<p>The Council will retain the freehold interest and grant a long lease of 30 years for a peppercorn rent to the relevant Community Association.</p> <p>The Council will enter into a management agreement with the relevant Community Association to deal with the management of the Centre.</p> <p>The Council and the relevant Community Association will agree heads of terms for leasing arrangements.</p> <p>The Corporate Director, Adult and Community Services can agree the terms of the lease and management agreements in consultation with the Corporate Director of Finance and Resources (Constitution Land Acquisition and Disposals Rules refer) and on the advice of the Legal Partner.</p>		
Head of Service: Heather Wills	Title: Head of Community Cohesion & Equalities	Contact Details: Tel: 020 8227 2786 E-mail: heather.wills@lbbd.gov.uk
Cabinet Member: Cllr Herbert Collins	Portfolio: Culture and Sport	Contact Details: Tel: 020 8724 2892 E-mail: Herbert.collins@lbbd.gov.uk

1. Background

- 1.1 Increasing the ownership and management of land and assets by community organisations was a particular focus of the previous Government. The Coalition Government has built on this in its approach to 'Big Society': indicating that this approach is one means by which to give our communities more power and for them to take more responsibility and control of local resources.
- 1.2 The 2006 Local Government White Paper set out the Government's intention to increase opportunities for community asset ownership and management and promoted asset transfer as part of a local authority's 'placeshaping' role. The Government established the £30 million Community Assets Fund to help achieve this, managed by the Big Lottery Fund. From this fund almost £1 million was

awarded to the Ripple Hall development which has created a resource centre for the voluntary sector in the borough, through granting a registrable long lease to the Council for Voluntary Service (CVS) for the premises.

1.3 A policy was established in Barking and Dagenham in 1986 permitting local community associations to manage Community Centres under a management agreement on weekdays. A 2003 report to the Cabinet considered the possibility of formally leasing the premises to these community groups with the Council retaining responsibility for the maintenance of the centres. In 2005 a further report to the Cabinet recommended that an asset transfer take place under full repairing and insuring leases.

1.4 Following the Central Government endorsement of the value of asset transfer as detailed above, a 2008 report to the Council's Cabinet restated the case for asset transfer in this borough and the Cabinet agreed a policy which included:

Community Halls may be transferred on a long lease to voluntary sector organisations where a business case has demonstrated social or community benefits which would arise from such a transfer and where the management capacity of the organisation has been demonstrated to be sufficiently robust.

1.5 The Council's current network of Community Centres is:

Abbey	Heath Park	Ted Ball
Fanshawe	Marks Gate	Thames View
Gascoigne	Ripple	Village
Hatfield	Teresa Green	Wantz

A map showing the locations of these centres appears at **Appendix A**.

1.6 The Council is facing significant challenges due to the shortfalls in budgets and the reduction in Local Government Funding through the Comprehensive Spending Review (CSR) 2010. The latest estimates for 2011/12, indicate the Council as a whole needs to save at least £17.79 million, and within that figure the Adult and Community Services Department has been tasked to find £4.77m. The Director of Finance has recently advised that due to the timing and phasing of the recently announced Coalition Government savings requirements, additional savings may be required across the Council.

1.7 A proposal has been developed to deliver the following savings from the Community Centres budget. If approved this will go towards the Department's savings target, and totals £300,000 (phased over the next two years):

2011/12 - £125,000
2012/13 - £175,000

1.8 In addition to the network of Community Centres owned by the Council, there is a number of other facilities available for community use:

i) Spaces for hire in **schools and Children's Centres**: the Labour government stated that:

“Where a school has facilities suitable for use by the wider community (e.g. playing fields, sports facilities, IT facilities, halls), it should look to open these up to meet community needs in response to an assessment of local demand”

The Council provides guidance to schools to support them in their role of extended school provision, and every school in the borough does provide wider community access in some form, although this may be through the provision of groups and classes specifically linked to the school, such as activities for parents.

In recent years Government capital funding has enabled works to 16 primary schools in the borough to enable wider access to their facilities (e.g. ‘zoning’ off areas to enable the public to come in).

Currently 18 primary schools, 8 secondary schools and one special school let their halls out for access by the community.

- ii) Premises owned by **faith organisations**: most faith organisations in the borough make their space available for hire to the wider community, and the Faith Forum is aware of at least 50 who do so.
- iii) Spaces in **leisure centres** at Goresbrook, Abbey – and soon to be at Becontree Heath, plus **heritage buildings** at Valence House Museum and Eastbury Manor House.
- iv) Premises owned by **other community organisations and private companies** such as Kingsley Hall, Harmony House and Dagenham and Redbridge Football Club

2. Proposal

2.1 Transferring Community Centres as assets to the community would deliver a number of key objectives and outcomes:

- To enable the Council to achieve significant revenue savings while still enabling valued community services to be available to the community
- To provide a stable and ongoing infrastructure of community centres as community hubs in the borough for the foreseeable future
- To increase the capacity of Community Associations to manage and deliver diverse programmes to meet local needs and interests, and to contribute to wider partnership objectives such as building a strong community
- To enable Community Associations to leverage funding from other sources (not available to the Council) to enable continued investment in the facilities, delivering continuous modernisation, upgrading and maintenance of the community centres’ infrastructure

2.2 Proposals have therefore been prepared to deliver the required savings through granting a registrable long lease for the premises, with the exception of the following, for the reasons below:

Centre	Reason
Fanshawe	The Council is currently reviewing options for the future of the hall.
Gascoigne	The Gascoigne Community Centre has recently been refurbished as a joint Community and Youth Centre. Further work is required to re-establish a robust Community Association, with the aim of transferring the Centre at a later date.
Marks Gate	Discussions are currently underway with ward Councillors and St Marks church around options for development in the area: it is proposed to revisit the potential to transfer the Community Centre when these discussions are further developed.

Consultation with Community Associations

2.3 On 21 October, meetings were held with representatives of Community Associations to discuss proposals for asset transfer. The Associations were advised:

- The Council's commitment to transfer assets to Community Associations, previously discussed with them, remains. The Council has invited groups to take over the centres at a peppercorn rent, on a long, full repairing lease.
- The Council will not be able to continue to fund the centres beyond the end of March next year: the future of the centres can only be secured if groups are willing to take them on.
- Cabinet would, on 21 December, review proposals for the way forward for Community Associations, including proposals to grant registrable long leases where associations are willing to take them on, and to close centres where there is no such willingness.
- Due to the budget situation, no repairs or maintenance beyond that required for urgent health and safety reasons will be carried out this year, if works have not already been agreed.
- Condition surveys for community centres were being completed, and would be copied to Community Associations as soon as they were received. This would enable Associations to have a clear picture of the nature of works which would be required for the centre into the future, for which they would be liable.
- If a Community Association agreed in principle to take a lease, there would then be detailed discussions to clarify the basis on which all relevant costs for the centre (or the relevant part of the premises if it is part of a site with several different occupants) would be allocated to the Association.
- The precise length of the lease is subject to detailed discussion, but it was envisaged that it would be 25 or 30 years.
- A draft form of lease currently proposed was being sent to Associations for review. A management agreement will also be developed to supplement the lease, to include provisions such as the requirement that Community Associations must ensure that the centre remains fully accessible to all sections of the community.

2.4 The Associations were additionally advised that there are a number of sources of support and advice available to them, which they were strongly advised to make

use of during and after their considerations. These included:

- Advice provided by the CVS on how to develop organisations and issues relating to legal constitutions
- A temporary additional resource at the CVS, working specifically to support Community Associations and Tenants' and Residents' Associations. This resource will be supplemented and then replaced by a new Centre Manager at the Ripple Centre, currently being recruited
- The organisation Community Matters, which Associations in the borough are members of.

Contact details for these sources of support and advice were provided to Associations. Officers will continue to work closely with the Associations to ensure that issues of governance, policy and sustainability are appropriately addressed by the Associations prior to leases being completed.

- 2.5 Associations were asked to respond in writing by 25 November, to confirm whether or not they were willing in principle to take a long lease on the Community Centre they currently occupy.
- 2.6 Associations not able to be represented at the meetings on 21 November were sent letters containing the information discussed at the meetings.
- 2.7 Condition surveys for each of the centres have been carried out, and shared with the Associations when received (week beginning 15 November). They show that a range of repair and maintenance works is required. This is reflected in the offer of leases at a peppercorn to Community Associations. Associations are aware of the need to make provision for regular repairs and maintenance as part of their annual budgeting.
- 2.8 The Big Lottery has recently announced that, in addition to its existing funding programme for improvements to facilities such as community centres (which can provide up to £50,000 for capital projects), a new programme will fund centres in areas of greater deprivation, for capital projects between £100,000 and £500,000. From the community centres currently proposed for consideration, Abbey, Teresa Greene, Village and Thames View Community Associations would be eligible to apply for funding under this programme.
- 2.9 Community Associations are also able to use the services of the Reparation Service for low-level, decorative works.
- 2.10 The following Community Associations have agreed in principle to take on a long lease for their respective community centre:
 - Abbey
 - Hatfield
 - Heath Park
 - Ted Ball
 - Teresa Greene
 - Thames View
 - Village
 - Wantz

It is therefore proposed to work with these Associations to complete lease agreements with them, and to ensure they are supported to develop robust business plans for their centres.

- 2.11 If for any reason it does not prove possible to enter into a lease agreement with the relevant Community Association by 31 March 2011, then it is proposed to advertise more widely the opportunity to take on the lease, on the same terms as before.

3. Financial Issues

- 3.1 The total net budget of the community centres service, excluding provision for recharges from corporate services and depreciation of buildings is £357,000.

- 3.2 Savings proposed to be achieved from the community centres budget in the forthcoming budget years are:

2011/12 - £125,000

2012/13 - £175,000

- 3.3 A saving of £27,900 will be made as a result of the transfer of Ripple Hall to the CVS, which was achieved in October 2010.

- 3.4 The transfer of the centres proposed at paragraph 2.10 above, the transfer of Ripple Hall and the transfer to another organisation or closure of Thames View Community Centre, will deliver the £125,000 savings for 2011-12, as required by the proposal.

4. Legal Issues

- 4.1 The legal issues are set out in the comments of the Legal Partner above.

5. Other Implications

5.1 Risk Management

The following risks have been identified in relation to these proposals:

- i) Community Associations do not have the necessary skills or capacity to successfully manage the Centres. This risk is mitigated by the provision of advice and support to enable Associations to get appropriately constituted, and to build capacity.
- ii) Community Associations fold for some reason. It is recognised that many groups have been run ably by individuals for many years but they will not be able to do so for ever. The support available to Associations includes advice on sustainability and succession planning. However, if an Association were to fold, the lease would be terminated, and the property would return to the control of the Council. There would then be another opportunity to re-advertise it to the community to seek another managing organisation for a long lease.
- iii) Community Associations themselves activate the lease break clause. In this case, the Council would need to consider its position at the time, and again

could proceed to re-advertise, but the continued availability of the Centre to the community could not be guaranteed.

- iv) If Community Associations do fold and / or the lease is terminated, charges on the property and / or external funding obligations may remain unfulfilled. This is considered to be a small risk, mitigated by advice and support provided to the Associations. The drafting of the lease and associated management agreements will seek to ensure that any obligations entered into by Community Associations remain the legal duty of the Associations and do not revert to the Council in the case of termination.
- v) Community Centres become used exclusively by one group in the community, without achieving the wider social objectives for which they were designed. This risk will be mitigated by the insertion of a requirement in the lease's management agreement that the facility must remain fully accessible to all in the community: failure to comply would constitute a breach of the lease agreement.
- vi) There may be an impact on the affordability and accessibility of space available to groups currently using community centres, as Associations review pricing policies to ensure that they reflect the need to cover repairs and maintenance costs, and seek to fill them at all times. The Council may need to rationalise provision if this becomes an issue for any services which it provides.
- vii) In the recession, Community Associations cannot find funding sources to enable them to do the necessary works to the centres. Support and advice is available to Community Associations to enable them to bid to all relevant funding bodies. It is also anticipated that Associations may wish to use the skills of local people where appropriate to complete works with the aim of increasing their affordability.

5.2 **Contractual Issues**

No contractual issues have been identified.

5.3 **Staffing Issues**

The savings proposals have been developed based on the assumption that the level of caretaking provision will be reduced as the number of Community Centres is reduced. The impact of this has been allowed for through the use of a temporary contract for relevant caretaking staff and thus no redundancy costs are anticipated.

In due course, depending on the number and phasing of Centres transferred, the role of Community Centres Manager will be reviewed.

5.4 **Customer Impact**

Provisions will be inserted into lease and / or management agreements with the community associations to ensure that halls remain accessible by all groups in the community. This should mitigate the risk of impacts on equality groups and customers.

The transfer of Centres to community groups has the potential to positively impact on customers and community cohesion, since the facilities will remain open for

community use, activities will continue to run which bring people from different backgrounds together, and there will be the potential for Community Associations to leverage funds not currently available in relation to Community Centres to enable their further development.

If Community Associations or other organisations cannot be found to take on the centres and closures are necessary, then, depending on the geographical location and presence of other facilities in the area, there is a risk that there will be a negative impact on services to customers, and to the ability to build community cohesion. As older people and people with young children are less able to travel to alternative facilities, they may be particularly affected by such closures.

5.5 **Health Issues**

Community Centres provide important social networking and interaction spaces, including venues for peer support health related community groups, which are beneficial to individuals' mental and physical health as well as increasing social capital and sense of community well-being. If there were insufficient alternative premises in areas where Centres are closed, this could have a negative impact on health and well-being locally.

In order to mitigate this impact, where it is not possible to identify an alternative leaseholder then a rapid mapping of facility usage should be undertaken and alternative venue space identified at comparable rent and accessibility and communicated to community groups prior to closure to allow relocation and continuation of community support.

5.6 **Crime and Disorder Issues**

Community Centres provide space for the provision of diversionary activities, particularly for children and young people. If there were insufficient alternative premises in areas where Centres are closed, this could have a negative impact on crime and disorder locally. In addition, where Community Centres were to close and not be taken on by Associations there is the opportunity for vandalism to disused buildings. Consideration should be given as to how to protect the asset should closure be necessary.

5.7 **Property / Asset Issues**

Regular monitoring by Property Services will ensure that Community Associations are complying with the lease conditions, enabling action to be taken as appropriate if any are in breach.

6. **Options appraisal**

6.1 The options considered are as follows:

- i) **Status quo:** this was rejected both because this will not enable the Community Associations to develop the Centres as community assets and to raise funds for them, and also because it will not deliver savings required by the Council.
- ii) **Close all Community Centres:** it was decided not to pursue this option to achieve savings without first pursuing the option of transferring the assets to the community in order to seek to retain the centres for community use.

- iii) Seek enter into registrable long leases for the Centres en bloc to an alternative provider: this remains an option for any Centres for which the Association does not wish to take a lease. However, given the work that Associations have done to date in developing their Centres, and the closeness of their members to the community, it was considered appropriate to give them the first option to take on the centres.
- iv) Offer Community Associations the opportunity to take on the Centres, proceeding to closure if no organisation can be found to take them on: this option is recommended as providing the best balance of achieving savings options while retaining facilities for the community.

7. Background Papers Used in the Preparation of the Report:

Report to Cabinet, Community halls – savings package, 8 July 2003
Report to Cabinet, Community halls – leasing to community associations- rent plan, 13 December 2005 (Minute 202)
Report to Cabinet: Community Facilities Review, 9 September 2008 (Minute 38)

8. List of appendices:

Appendix A: Map of community centres in the Borough

Community Halls

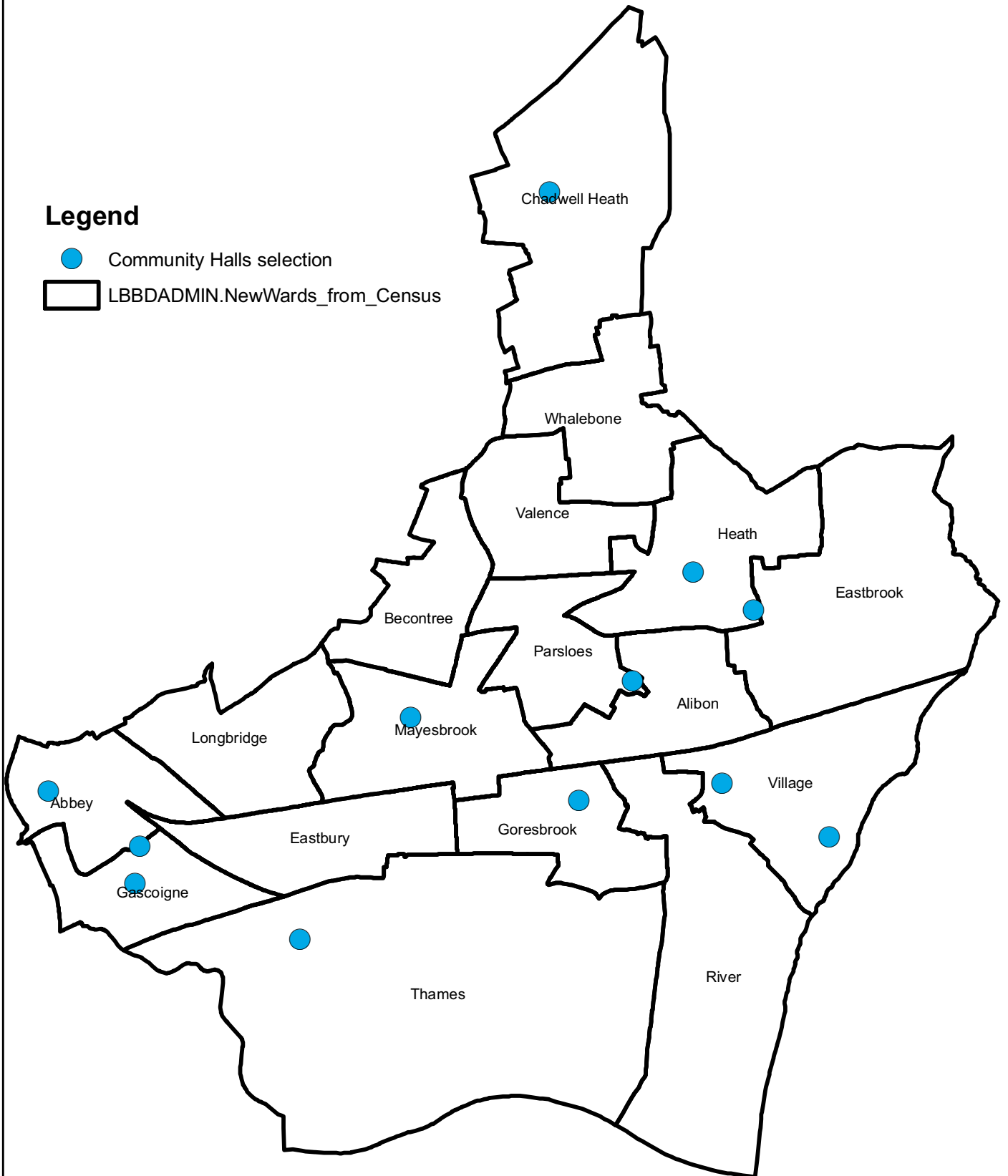
Legend



Community Halls selection



LBBDADMIN.NewWards_from_Census



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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR REGENERATION

Title: London Development Agency Sustainable Employment Pilot	For Decision
<p>Summary:</p> <p>Officers have worked over the last year with colleagues from Havering, Redbridge, Lewisham and Bexley to secure funding through the London Development Agency (LDA) to assist the Borough's residents into work in 2010-11 and 2011-2.</p> <p>This report seeks Cabinet agreement to enter into an agreement with the London Borough of Bexley, who is the accountable body for the LDA, to secure up to £595,155 in funding from the LDA. This will part-fund the Borough's job shops.</p> <p>There are no risks associated with this programme during 2010-11 as it is paid entirely on the basis of outputs and has no additional staffing implications. There are matching outputs required which could be difficult to achieve in 2011-12 without further direct support for the Borough's job shops. In the latter eventuality there would be a need to re-negotiate lower outputs and a smaller programme of activity with London Borough of Bexley / London Development Agency (or Greater London Authority on the demise of the LDA).</p> <p>Wards Affected: All</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to agree to the Council entering into an agreement with the London Borough of Bexley for the sum of £595,155 to support Borough residents into employment via the Sustainable Employment Pilot Project.</p>	
<p>Reason(s)</p> <p>To assist the Council in achieving its Community Priority of "Prosperous", by providing assistance to Borough residents to access employment.</p>	
<p>Comments of the Chief Financial Officer</p> <p>The contract relates to £595,155 income linked to the creation and sustainability of 139 jobs. This is a contract between the London Borough of Barking and Dagenham and London Borough of Bexley. Bexley are acting as the Accountable Body on behalf of the LDA. This agreement was made by Bexley prior to LDA funding reductions; this should not affect the income associated with the creation of sustainable employment.</p>	
<p>Comments of the Legal Partner</p> <p>The Legal Partner has been consulted in the preparation of this report and the Legal</p>	

Practice assisted with the preparation of the funding agreement. As this arrangement does not constitute procurement by the Council and the agreement is a funding agreement, under which the Council receives funds from the LDA via Bexley, there are no specific legal or procurement issues or processes to comply with. Councillors need, however, to be satisfied that the proposals set out in this report are consistent with the Council's policies and strategies.

Head of Service: Alan Lazell	Title: Head of Skills, Learning and Employment	Contact Details: Tel: 020 8724 8038 E-mail: alan.lazell@lbbd.gov.uk
Cabinet Member: Councillor McCarthy	Portfolio: Regeneration	Contact Details: Tel: 020 8724 8013 E-mail: mick.mccarthy@lbbd.gov.uk

1. Background

- 1.1 Officers in the Skills, Learning and Employment division have worked over the last year with colleagues from Havering, Redbridge, Lewisham and Bexley to secure funding through the London Development Agency's (LDA) Sustainable Employment Programme, with the Bexley in the role of accountable body.
- 1.2 The programme is targeted at residents who are either long-term unemployed (12+ months) or economically inactive (people on incapacity benefit, income support or not claiming benefits, or who have not recently been looking for work). Bexley have a signed contract in place with the LDA and delivery is underway.

2. Proposal

- 2.1 Payments will be made to the Council on the basis of achieving the following targets over the life of the programme:
 - 600 eligible residents to be supported
 - 259 to secure employment
 - 139 to be in employment for a minimum of 6 months
- 2.2 This funding will be used to provide part of the funding support for the Borough's job shops. Importantly it provides a funding stream into 2011-12. It has no additional staffing implications.
- 2.3 Cabinet is asked to note that the Job Shop service is currently available to all residents looking for work. The service provides one-to-one mentoring and support, access to training and job vacancies and a range of other support (e.g. better off calculations from trained advisors, help with claiming in-work benefits and tax credits) which is not available from Jobcentre Plus (JCP).
- 2.4 The service also supports key client groups not well served by JCP, not least potential second earners from hard working families who are not currently claiming any benefits. Finally, it provides post-employment contact and support to offer assistance to residents to stay in work.

- 2.5 As match for its funding the LDA will be looking for both monies (£200,000 over the life of the programme - this can be resourced from existing mainstream budgets, including staff time) and outputs (these would be residents not eligible for this project, but supported in any case by the job shops).
- 2.6 The ability to generate matching outputs in 2011-12 will, therefore, be dependent on securing at least some continued Council funding for the job shop service. External funding from a range of other sources will also be sought. Failure to generate sufficient match may lead the LDA (or GLA) to ask for programme activity to be scaled down.

3. Financial Issues

- 3.1 This project will provide an in-year saving for the Children's Services Department of £150,000 in the form of a reduced Area Based Grant allocation.
- 3.2 The £595,155 will be paid based on 139 people sustained in employment for six months. Barking and Dagenham will be required to submit quarterly claims to Bexley, the accountable body, to evidence the outputs. The £200,000 match funding will be made up of job brokers as well as core staffing. Despite the LDA being disbanded, the LDA contractual commitments will be honoured as the contract between Bexley and the LDA was signed in March 2010.

4. Legal Issues

- 4.1 The comments of the Legal Partner appear at the beginning of this report.

5. Options appraisal

- 5.1 The agreement assists in the funding of the Council's job shop service. A do nothing approach would therefore not be appropriate.

6. Background Papers Used in the Preparation of the Report:

None.

7. List of appendices:

None

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR FINANCE, REVENUES & BENEFITS

Title: Calculation and Setting of the Council Tax Base for 2011/12	For Decision
<p>Summary:</p> <p>This report seeks approval of the Authority's Council Tax Base for 2011-12, which is the responsibility of the Cabinet.</p> <p>This report sets out the calculation of the Council Tax Base for 2011-12 and provides information on powers available to the Council to reduce discounts for second homes and long-term empty properties, and to award locally determined discounts. Information is also provided on powers available to the Council to offer discounts for prompt payment, where bills are paid immediately in full without the need for an instalment plan.</p> <p>Wards Affected: All</p>	
<p>Recommendation(s)</p> <p>The Cabinet is asked to agree:</p> <ol style="list-style-type: none"> 1. That in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by the London Borough of Barking & Dagenham Council as its Tax Base for the year 2011-12 shall be 52,723.7 Band 'D' properties; 2. That the discount for long-term empty properties and second homes continues to be set at 10% 3. That no locally determined discounts based on categories of property or occupier be awarded for 2011-12 but reconsidered for possible implementation in 2012-13. 4. That there should be no award of reductions for prompt payment during 2011-12 but reconsidered for possible implementation from 2012-13 onwards 	
<p>Reason(s)</p> <p>In order to comply with statute and assist in the calculation of the Authority's Council Tax for 2011-12.</p>	
<p>Comments of the Chief Financial Officer</p> <p>The Corporate Director of Finance and Resources has confirmed that relevant financial issues are set out in Appendix A of the report</p>	
<p>Comments of the Legal Partner</p>	

Head of Service: Ralph Wilkinson	Title: Interim Head of Revenues & Benefits	Contact Details: Tel: 020 8724 8774 E-mail: Ralph.wilkinson@lbbd.gov.uk
Cabinet Member: Councillor Geddes	Portfolio: Finance, Revenues & Benefits	Contact Details: Tel: 020 8227 2892 E-mail: cameron.geddes2@lbbd.gov.uk

1. Background

- 1.1 The Council has a duty to set a Tax Base for Council Tax purposes by 31 January each year under Section 67 of the Local Government Finance Act 1992. The setting of the tax base is now a function of the Cabinet.
- 1.2 The Tax Base must be conveyed to the major precepting Authorities by 31 January prior to the start of the financial year.
- 1.3 The Tax Base must be calculated in accordance with regulations made by the Secretary of State under Section 33(5) of the Local Government Finance Act 1992 i.e. The Local Authorities (Calculation of Tax Base) Regulations 1992.
- 1.4 The regulations set a prescribed period for the calculation of the tax, which is between the 1 December and 31 January in the financial year preceding that for which the calculation of the council tax base is made. The data used in the calculation must be that held on the Council Tax records at that date.
- 1.5 Appendix A sets out the Calculation of Tax Base.

2. Locally determined and reduced discounts

- 2.1 The Local Government Act 2003 gives the Council discretion to vary certain discounts that were previously prescribed. The powers, which came into force for the 2004/05 financial year, are to:
 - Reduce the 50% discount on second homes to 10%
 - Reduce, or remove entirely, the 50% discount for properties that have been empty for more than six months
 - Award 'locally determined discounts' of up to 100%, determined by categories of properties or persons, or on a case by case basis.
- 2.2 In December 2008 the Assembly accepted a recommendation to continue a 10% discount on long term empty properties and second homes. This is consistent with the approach and application of reduced discounts that has been adopted by most other local authorities.
- 2.3 In addition, the Assembly also agreed that no locally determined discounts based on category of property or occupier would be awarded for 2009/10 onwards. The decision to agree local discounts is a decision that must be made prior to the start of the financial year. In the current economic climate, the Council are committed to supporting customers through these difficult times and a number of measures have

been taken to do this. During 2011-12, consideration will be given to the establishing a policy for a locally determined discount on the basis of hardship from 2012-13.

3. Reductions for Prompt Payment and Non-Cash Payments

- 3.1 In December 2008 the Assembly accepted a recommendation not to award reductions for prompt and non-cash payments for 2009/10 but to reconsider the possibility of this in future years.
- 3.2 Under reg.25 of the Council Tax Administration and Enforcement Regulations, a billing authority may set a resolution on or before the date that the Council Tax is set, that will allow a scheme to be run which would allow Council Tax payers to receive a discount for paying their Council Tax by a specified date / day, in one lump sum.
- 3.3 The Council has not previously operated such a scheme. There was some research undertaken previously to establish whether customer interest would be sufficient to justify the introduction of a scheme. The system functionality is available to be able to operate and administer these reductions.
- 3.4 The typical level of discount offered by Authorities who operate these schemes is 2%. Following a survey undertaken previously there did appear to be some level of interest in this type of reduction. However, since the survey was undertaken, the economic climate may have affected this interest and the likely take up is not clear.
- 3.5 Taking account of current economic factors and lack of clarity of interest in a scheme, careful consideration would have to be given to the level of discount allowable. It would be very difficult to calculate an appropriate discount level that could be guaranteed to not significantly disadvantage the Council or appropriately incentivise the Council Tax payer.
- 3.6 It is recommended that this matter be revisited at a time of more stable economic conditions and a clearer understanding of whether interest in the scheme would justify its implementation.

4. Background Papers Used in the Preparation of the Report:

Not Applicable

5. List of appendices:

- Appendix A – Council Tax Base 2011-12
- Appendix A1- Council Tax Base Data 2011-12

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Calculation of Tax Base

1. Calculation of Tax Base

- 1.1 The valuation of properties for Council Tax purposes is carried out by the Valuation Office Agency.
- 1.2 For Council Tax purposes each property is placed in a band based on its open market value as at 1st April 1991. The bands are as follows: -

Range of Values Band	Valuation
Values not exceeding £40,000	A
Values exceeding £40,000 but not exceeding £52,000	B
Values exceeding £52,000 but not exceeding £68,000	C
Values exceeding £68,000 but not exceeding £88,000	D
Values exceeding £88,000 but not exceeding £120,000	E
Values exceeding £120,000 but not exceeding £160,000	F
Values exceeding £160,000 but not exceeding £320,000	G
Values exceeding £320,000	H

- 1.3 The Tax Base is calculated in terms of the equivalent number of Band 'D' properties after discounts and exemptions have been taken into account. There are statutory ratios which determine the proportion of the band D charge that will be charged for a property in each band. The ratios are as follows:

A = 6/9ths	E = 11/9ths
B = 7/9ths	F = 13/9ths
C = 8/9ths	G = 15/9ths
D = 1	H = 18/9ths

- 1.4 The standard Council Tax is set in relation to Band 'D' properties, this will mean that somebody living in a Band 'A' property pays 2/3rds of the standard amount whilst somebody in a Band 'H' property pays twice the standard amount.
- 1.5 The full Council Tax charge is based on the assumption that the property is occupied by two or more adults. However, some properties are exempt from any charge, and others qualify for a discount. In determining the Tax Base the following discounts and exemptions are taken into account: -

a) Single Person Discount

Where only one adult lives in the property the Council Tax bill for that property is reduced by 25%. A full and comprehensive review of all of these discounts is undertaken during the year.

b) Status Discounts

For the purpose of determining the number of adults living in the property certain categories of people are not taken into account. Examples include:

- Full time students and student nurses
- Recent school leavers
- People with severe mentally impairment
- People living in a nursing or care home
- Certain care workers
- People in prison

Where the number of adults to be counted after allowing these disregards is one, a 25% discount is allowed. Where the number of adults is nil a 50% discount is allowed. Status discounts are reviewed during the year.

c) Empty Properties

Properties that are unoccupied, but not exempt, are currently entitled to a reduced 10% discount which was previously approved by the Assembly.

d) Exemptions

There are 23 categories of property which are exempt. The main exemptions that apply in Barking and Dagenham are:

- Unoccupied properties (for the first six months they are unoccupied)
- Properties undergoing major repairs
- Properties left unoccupied because the occupier has died
- Properties occupied only by full time students
- Properties occupied only by people with severe mental impairment.

Exemptions are reviewed regularly during the year.

e) Reductions for People with Disabilities

Under certain circumstances, a property that is the home of a person with a disability is charged at the rate for the band below that which would normally be charged. For properties in band A the charge is reduced by 1/9th of the band D charge.

- 1.6 The calculation of the Council Tax Base for Formula Grant Purposes is required to be submitted to the department for Communities and Local Government each year. The calculation was submitted on 15th October 2010 and the tax base for Grant purposes was 54,323.4 band D equivalent properties.
- 1.7 For the purposes of setting the tax base for calculating the Council Tax, the information to be used is that recorded in the valuation list and the Council Tax records as at 1st December 2010. The number of band D equivalents for each property band at that date is shown below with a comparison to the figures at the time the tax base was set for 2010-11.

2010-11		Band	2011-12	
Last Year Totals	Band 'D' Equivalents		Total	Band 'D' Equivalent
4.50	2.5	A*	4.50	2.5
5,625.80	3,750.5	A	5,715.85	3810.6
8,755.55	6,809.9	B	8945.50	6,957.6
37,415	33,257.8	C	37954.80	33737.6
7,363.8	7,363.8	D	7444.30	7444.3
1,505.35	1,839.9	E	1497.40	1830.2
311.8	450.4	F	309.05	446.4
39.8	66.3	G	39.65	66.1
6.7	13.4	H	6.40	12.8
61,028.30	53,554.5		61,917.45	54,308.1

*Disabled person's reductions

2. Adjustments

2.1 When determining the tax base for the purpose of setting the Council Tax an allowance must be made for a number of factors such as:

- New properties expected to be completed
- Properties expected to be demolished
- Anticipated change to the number of discounts and exemptions
- An allowance for non-collection

2.2 For 2011-12, adjustments are required in respect of new properties, changes to exemptions and discounts, and the allowance for losses on collection. The adjustments, expressed as band D equivalents, are shown below.

Basic tax base at 1 st December 2010	54,308.1
Anticipated effect of new properties	+390.7
Adjustment for anticipated demolitions	-72.9
Anticipated effect of changes to discounts and exemptions	-271.5
	<hr/>
	54,354.4
Losses on collection allowance at 3.0%	-1,630.6
Final Tax Base for 2011-12	<hr/>
	52,723.7

2.3 The losses on collection allowance for 2011-12 has been assessed as 3.0% which is the same as the previous year.

2.4 When compared to the Tax Base for 2010-11 of 51,630.5, there has been an increase equivalent to 1,093.2 band D properties (2.1% of the Tax Base).

2.5 Predictions of the change to the tax base over the course of 2011-12 have taken account of the current economic climate which indicates an improvement in the number of developments and building of new properties in 2011-12.

3. **Single Person Discount**

- 3.1 During 2010-11 a review of single person discounts has been completed in conjunction with the National Fraud Office which has resulted in the removal of over 369 discounts. The removal of the discounts has been reflected in the detailed calculation of the tax base in Appendix A/1.
- 3.2 All single person discounts are reviewed annually to ensure that the tax base is accurate and up to date.
- 3.3 A fully detailed calculation of the tax base is contained in **Appendix A1**

		Band A Disabled	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Totals
Line 1	Total dwellings on valuation list	0	7148	10687	43072	8243	1654	329	44	20	71197
Line 2	Number of exempt dwellings [Class A to W exemptions]	0	318	479	1061	182	43	8	3	0	2094
Line 3	Number of demolished dwellings and boundary changes	0	0	0	0	0	0	0	0	0	0
Line 4	Chargeable dwellings treating demolished dwellings etc as exempt [Lines 1 - 2 - 3]	0	6830	10208	42011	8061	1611	321	41	20	69103
Line 5	Chargeable dwellings in line 4 subject to disabled reduction	0	5	14	176	65	19	3	5	12	299
Line 6	Dwellings subject to Council Tax by virtue of disabled relief	5	14	176	65	19	3	5	12	0	299
Line 7	Chargeable dwellings adjusted in accordance with lines 5 and 6 [lines 4 - 5 + 6]	5	6839	10370	41900	8015	1595	323	48	8	69103
Line 8	Number of dwellings adjusted in line 7 entitled to a 25% [SPD] discount	2	4314	5421	14890	2078	347	40	3	0	27095
Line 9	Number of dwellings adjusted in line 7 entitled to a 25% discount with 1 or more disregard	0	59	141	514	96	15	3	0	0	828
Line 10	Number of dwellings adjusted in line 7 entitled to 2 x 25% discount	0	5	2	13	9	2	4	15	2	52
Line 11	Number of dwellings adjusted in line 7 classed as second homes [Classes A & B] & Standard Empty [RSG = 50% even if discount granted =< 50%]	0	29	42	119	36	10	2	0	1	239
Line 12	Number of dwellings adjusted in line 7 classed as long term empty [Class C] receiving 50% discount	0	0	0	0	0	0	0	0	0	0
Line 13	Number of dwellings adjusted in line 7 entitled to a 50% discount for RSG purposes [lines 10+11+12]	0	34	44	132	45	12	6	15	3	291

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR FINANCE, REVENUE AND BENEFITS

Title: Renewal of Construction Related Framework Agreements	For Decision
<p>Summary:</p> <p>The Council's current Construction Related Framework agreements are due to expire in August 2011.</p> <p>The existing Frameworks have produced shorter procurement timescales, cost efficiencies when benchmarked against similar projects, and employment and training initiatives that have led to the London Borough of Barking and Dagenham (LBBB) being one of the first councils to be awarded National Skills Academy For Construction status. These achievements need to be continued and developed to meet the pressures facing both the Council's construction investment programmes and the needs of the local economy over the next few years.</p> <p>Officers have also been working alongside East London Solutions (ELS), the London Borough of Haringey and other councils across London to develop a model for collaboration in the procurement and management of these Frameworks. It is proposed that LBBB will take the lead in East London and the London Borough of Haringey will do the same for North-east London that will allow sharing of good practice, market intelligence and efficiencies between these authorities.</p> <p>Wards Affected: None</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to agree:</p> <ul style="list-style-type: none"> (i) To the procurement of the Construction Related Framework Agreements as detailed within this report. (ii) To the Council collaborating with East London Solutions (ELS) and Capital Ambition in order to secure additional funding for this project. (iii) To the Council leading on a collaborative procurement approach with other London boroughs, in order to procure a construction framework agreement that can be used by all. 	
<p>Reason(s)</p> <p>The efficient procurement methods set out in this report will enhance the Council's performance and therefore will assist in achieving the Council's community priorities of Raising General Pride in the Borough and Regenerating the Local Economy.</p>	

Comments of the Chief Financial Officer		
The Corporate Director of Finance and Resources has confirmed the financial comments in Section 4 of this report.		
Comments of the Legal Partner		
The Legal Partner has confirmed the legal comments in Section 5 of the report.		
Head of Service: Sue Lees	Title: Divisional Director of Asset Strategy and Capital Delivery	Contact Details: Tel: 020 8227 3300 E-mail: sue.lees@lbbd.gov.uk
Cabinet Member: Councillor Cameron Geddes	Portfolio: Cabinet Member for Finance Revenue and Benefits	Contact Details: Tel: 020 724 2892 E-mail: cameron.geddes2@lbbd.gov.uk

1. Background

- 1.1 The Council's current Construction Related Framework agreements are due to expire in August 2011.
- 1.2 The existing Frameworks have produced reduced procurement timescales; cost efficiencies when benchmarked against similar projects and, employment and training initiatives that have led to the London Borough of Barking and Dagenham (LBBDD) being one of the first councils to be awarded National Skills Academy for Construction status. These achievements need to be continued and developed to meet the pressures facing both the Council's construction investment programmes and the needs of the local economy over the next few years.
- 1.3 When the Frameworks were first introduced their principal aim was to reduce the time and the cost associated with construction procurement and in particular, that procurement over the EU thresholds. The Council also wanted to develop a collaborative approach with the Framework Contractors so that it could look at cost and efficiency in more detail. It also wanted greater predictability and higher levels of customer satisfaction. In addition, it wanted to work with Contractors to encourage greater local employment and training opportunities.
- 1.4 The Frameworks are managed and monitored through the Council's Corporate Client Group that controls the procurement and delivery of the Council's construction capital programme. Regular meetings are held with the Framework Contractors to discuss performance (measured through KPI's), future construction programmes, project options, and other initiatives. As a result, the Frameworks have produced efficiencies through project partnering and innovative methods of construction.
- 1.5 The willingness of framework contractors to engage positively with the Council has also been enhanced by the fact that the majority of the current contractors are

located in East London, South East London and Essex; many are regional rather than national organisations and view the Council as an important Client. They are also the types of firms that provide these services to other council's in east London. There is a synergy between both the potential supply chain and councils involved with the East London Solutions group that makes a collaborative procurement arrangement attractive. The opportunities for extending the use of the Frameworks to other east London councils are being explored through East London Solutions group.

2. Proposal

- 2.1 The proposal is for the procurement of Construction related Framework Agreements for Housing New Build and Refurbishment Schemes, and Education and other Services works. These are replacements for existing Frameworks procured by the LBBB and which expire in August 2011.
- 2.2 Currently, there are three frameworks; one for local authority housing projects, the other for Education related and other works (this incorporates refurbishment and new build work on schools, corporate buildings and other council owned property) and the third for civil engineering and highways projects. It is proposed to re-tender the Housing and, Education and Other Services Frameworks. However, after an analysis of the projects carried out through the Civils and Highways Frameworks it is considered more appropriate to deliver those works through a term maintenance contract to be procured separately.
- 2.3 The Frameworks are easy to use and well understood by users. As a consequence it is proposed that the principles and processes embodied in the current documentation will be re-employed albeit modified where necessary to take into account any legislative changes. The overall objectives are to make efficiencies in construction procurement time through a well administered framework arrangement; through collaborative working with a small group of constructors to identify the potential cost savings through innovative design and work practices; to continue and develop training and employment initiatives for local school leavers and others; to continue and develop local supply chains and small / medium sized businesses.
- 2.4 The Council has also been in discussion with other London councils through the East London Solutions Group and with the London Borough of Haringey. It is the Council's intention to lead on the procurement of the Frameworks so that they can be used by other adjacent boroughs (through East London Solutions). London Borough of Haringey (LBH) have also expressed an interest in the Frameworks and it has been suggested that the Frameworks be developed using a collaborative approach with an east London hub (administered by LBBB) and another for north east London (administered by LB Haringey).
- 2.5 By working with other councils in the area and collaborating with Haringey in North London it is envisaged that the benefits and resources can be shared more widely, and good management practice agreed, developed and implemented through partnership with other London Authorities. There should be advantages that can be achieved through aggregation of demand and also through the sharing of market intelligence.

- 2.6 This collaborative approach to the procurement and management of construction investment is supported by Capital Ambition, which is the Regional Improvement and Efficiency Partnership (RIEP) for the London area. As a consequence, £10,000 has been secured from the RIEP via East London Solutions to develop the proposal. Capital Ambition have made it clear that more funding may be available if there is an appetite for council's in east London to work together on these issues and at their request, a more detailed business case has been prepared that sets out the rationale for such support should LBBD lead the process.
- 2.7 The value of the frameworks is such that they will be subject to the Public Contracts Regulations and an advertisement placed in OJEU. A timetable is attached at **Appendix B** that sets out the expected time frame for their implementation.

3. Benefits of this Approach

3.1 Benefits of the Frameworks

- Reduction in procurement time for contracts let under the Frameworks.

One of the obvious benefits from the use of Frameworks is the reduction in time taken to procure projects whose value is above the EU procurement thresholds. There are benefits in terms of hidden costs and time saving in not having to go to tender via OJEU. Typically a time saving of six to nine months can be achieved and to date, ten large projects have been let through the Frameworks that are over the EU procurement thresholds and which would have incurred these costs. It is also the case that the procurement time for smaller projects has been reduced and data provided by the Office of Government Commerce has suggested that cash savings of £2800 can be achieved each time a framework is used to let a lower value contract.

- Efficiency improvements

The existing LBBD Frameworks have had an impact upon construction cost through early contractor involvement in the design and feasibility stages of projects. This has resulted in clearer, better defined project briefs and led to a reduction in construction time through the introduction of modern methods of construction and project partnering arrangements. As an example, the Cannington Road School which utilised an industrialised construction method, was delivered for £1'600 per m², which compared favourably with £2'000 plus achieved on conventionally procured schools in other boroughs. The collaborative approach with other councils is intended to facilitate shared practice and market intelligence between the two hubs. Officers will ensure that there is a structured sharing of information to facilitate a comparison of project costs, construction innovation etc.

- Improved Cost and Time Predictability

The Corporate Client Group uses the Constructing Excellence KPI's to measure performance. These include the measurement of cost and time predictability for both the Design and Construction stages. These are used to inform the post-project reviews that are now carried out in conjunction with the Framework Contractors to identify those areas where both cost and time improvements can

be made on similar future projects. Working with a group of contractors both over a period of time and in collaboration with other Council's should facilitate the development of shared best practice leading to overall cost efficiencies.

- Customer Satisfaction

The LBBB Frameworks have achieved high levels of customer satisfaction. This will continue to be measured internally and compared across the Frameworks.

- Disputes and Differences

There have been no disputes or differences on any of the projects let through the current Frameworks. This is primarily because of their collaborative basis and the relationships that have been developed through the Framework Management Groups. This practice will continue when the replacement framework is put in place.

- Information Exchange and Development of Good Practice

LBBB has an advantage over other councils since it has a centralised performance management, procurement and delivery arrangement for construction projects, The Corporate Client Group, and is well placed to co-ordinate collection of information, and data for construction services. If the Frameworks are extended for use by other councils, it is proposed that LBBB will manage and facilitate information exchange through the East London Solutions hub. Although not as comprehensive as the LBBB arrangement, London Borough of Haringey has a centralised construction procurement section and will do the same for its partner north east London councils. It is not a simple process to assess the benefit of information sharing and exchange, although it may be possible to place a value if for example, a comparison of prices for similar works leads to a reduction in costs for one or more of the partners. At this stage, it is envisaged that the benefits will be measured through regular reviews of the framework operation by LBBB and LB Haringey.

- Training and Employment

A notable area of success for the existing LBBB Framework Agreement is the degree to which framework contractors have supported local small contractors and training initiatives for local people. Given current circumstances in the economy, any way in which the Frameworks can stimulate local economic activity will be crucial. A target for the use of local supply chain on projects will be incorporated into measurement of project success (e.g. 30% local labour); and arrangements will be continued to encourage participation in training initiatives.

3.2 Links to other initiatives / opportunities

- 3.2.1 The proposal is for the procurement of a Construction Framework that will also be available for use by councils in east London. These frameworks will have a sub-regional focus and are intended to attract interest from medium sized organisations. The existing LBBB framework has profited from a close working relationship between the contractors and the client. This has meant that the contractors have a

clearer understanding of the Council's investment plans and internal processes, which has produced a number of benefits that would not have arisen if the Framework had not been in place. This two-way process will be easier to develop and manage if the number of client organisations and contractors are limited.

3.2.2 The arrangement is designed to foster proper collaboration between the client councils and contractors so that innovation etc. can be actively shared. As a consequence, the proposal is for two hubs (one led by LBBB for east London and the other by the London Borough of Haringey for north east London) that are of a manageable size and which could develop the approach followed by LBBB over the term of its own Framework.

3.3 Impact of the project

3.3.1 In many respects the implementation of this Framework will be a continuation of existing arrangements which are well understood by staff in LBBB and, although there will be the inevitable process of relationship building with any new contractors, it is envisaged that LBBB will be able to build upon the existing achievements. It is also the case that existing documentation can be used as the basis for the replacement Frameworks. However, progressing the arrangement with other authorities will increase the burden on LBBB and, whilst it has a management structure for capital works that is better placed than most, resources will need to be made available to develop the proposed collaborative arrangements. It is for this reason that a business case has been submitted to Capital Ambition to apply for additional funding to support the additional costs of setting up the arrangement.

3.3.2 Even if the Frameworks resumed on the same terms as before with LBBB as the sole client, it would continue to have a beneficial impact in terms of improved efficiencies and added value. It is also the case that investment activity over the coming four year term is hard to predict and previous experience has shown that regular dialogue with a small group of contractors allows them to respond to a changing capital programme in a planned and systematic way that is beneficial to the Council.

4. Financial Issues

4.1. The cost of re-procuring the Frameworks for LBBB's use can be contained within the current resources of the Corporate Client Group.

4.2 East London Solutions has already provided £10,000 towards the cost of developing the Frameworks for use by other councils in east London. However, the proposal for collaborating with other councils across both east and north east London will require additional resources for liaison and co-ordination activities with those councils. A business case has been prepared and submitted to Capital Ambition setting out the financial support required.

5. Legal Comments

5.1 This report is seeking cabinet approval to re-procure two of the Council's three existing Construction-related framework agreements, which will expire in August 2011. The third framework agreement will not be re-procured because it has

been decided that it is more efficient for the works under it (i.e. civil works) to be delivered separately under a joint procurement initiative with Havering. A separate report has already been presented to cabinet in relation to this.

- 5.2 It is anticipated that education and other framework agreements, will be for a term of four years. It is anticipated that the housing framework agreement will be for a term of two years, extendable by a further two years. This approach will ensure that the council has the opportunity to consider whether the framework for housing improvements should be linked to the future provision of housing repairs, the contract for which expires in 2013.
- 5.3 The Council has power to enter into contractual agreements for the provision of professional construction services under section 1 of the Local Government (Contracts) Act 1997 on the basis that such services are properly required for the discharge of the Council's duties. Furthermore the Public Contract Regulations 2006 empower the Council to establish framework agreements with duration of up to four years, and to select contractors to undertake specific projects from amongst those contractors with which it has concluded framework agreements.
- 5.4 It is anticipated that the respective values of the proposed framework agreements will be in excess of the threshold for application of the Public Contracts Regulations 2006 (the Regulations) of £139,893 and therefore subject to the full application of the Regulations. In compliance with the Regulations, the report states framework agreement will be tendered in the EU using the restricted procedure - two-stage tendering process which allows contracting authorities to draw up a short-list of interested parties by undertaking a selection / pre-qualification stage, prior to the issue of invitation to tender documents.
- 5.5 The report is also requesting that Cabinet approves a proposed collaboration between the Council, East London Solutions (ELS) and Capital Ambition, and to a proposal for the Council to take the lead in a collaborative procurement with other London boroughs of a framework Agreement that can be used by all.
- 5.6 The Government has for some time now been actively encouraging collaborative working between local authorities, and as far back as 2006, the Local Government White Paper – "Strong and Prosperous Communities" – encouraged joint commissioning of services by local councils and highlighted its potential benefits, including achieving economies of scale.
- 5.7 The Legal Partner (Property, Procurement and Planning) confirms that there are no legal reasons preventing the Cabinet from approving the recommendations of this report. Pursuant to Council Contract Rule 3.6 which requires the strategy for the procurement of contracts of above £400,000 in value to be submitted to the Cabinet for approval prior to procurement of such contracts, however, a further report will need to be presented to the Cabinet for approval prior to undertaking the procurement.

6. Risk Management

- 6.1 The main risks are those linked to the proposals for collaboration with other councils and are:

- A lack of commitment from other councils
- The availability of resources necessary to negotiate with potential partners, establish joint aims, targets and approaches; and simultaneously procure new arrangements
- Underestimation of time taken to liaise with other councils during the procurement of the Framework.
- Failure to put management processes in place for the duration of the Framework
- Lack of resources available to manage the Framework during its term.

6.2 The Council is capable of managing the Frameworks for its own use. However, coordinating their use by others is new territory and can only be implemented if there is sufficient support forthcoming from Capital Ambition for its implementation and sufficient commitment from participating councils through all stages of the arrangement. These risks will be closely monitored during the development of the process.

7. Contractual Issues

7.1 The proposed Frameworks are a replacement for existing arrangements that expire in August 2011. This is an agreement with a number of contractors that has been procured through an EU compliant process and allows the Council to tender individual contracts to those contractors. The Framework Agreements themselves do not commit the Council to carry out any specific amounts of work with those contractors nor do they guarantee that the contractors will be awarded any contracts.

7.2 It is anticipated that education and other framework agreement, will be for a term of four years. It is anticipated that the housing framework agreement will be for a term of two years, extendable by a further two years. This approach will ensure that the council has the opportunity to consider whether the framework for housing improvements should be linked to the future provision of housing repairs, the contract for which expires in 2013.

8. Staffing Issues

8.1 The current Frameworks are administered by the Corporate Client group who will continue this function when the Frameworks are re-let. If the proposals for greater collaboration with other Councils in east London and with the LB of Haringey develop in the way that it is anticipated then the level of co-ordination required should be supportable within the current establishment. However, if during the course of their procurement, it becomes apparent that other councils will require greater support, then the means to finance this will need to be incorporated into the arrangements through the introduction of an appropriate levy.

9. Customer Impact

9.1 In many respects the implementation of this Framework will be a continuation of existing arrangements which are well understood by staff in LBBDD and, although there will be the inevitable process of relationship building with new contractors, it is envisaged that LBBDD will be able to build upon the existing achievements, which includes high levels of customer satisfaction as described above.

9.2 As part of the award process, all contractors are required to demonstrate their commitment to customer consultation and involvement; and this will be monitored as part of on-going management processes.

10. Options Appraisal

10.1 LBBD has existing Framework Agreements in place that expire in August 2011. Prior to re-procuring the Frameworks on the same basis, an appraisal of other options was undertaken. A paper was prepared for the LAW board on this subject. See **Appendix A**.

10.2 As described above the current Frameworks have achieved a reduction in the transaction costs that might be expected from such an agreement. In addition, the cost benefits have been derived from innovative procurement, employment and training benefits etc. from the collaborative approach to management. Alternative external frameworks were considered but none met the requirements of the Council. Many had restrictions on procurement routes, contract types etc and all placed an interface between the Council and the Contractor. Any efficiency savings offered tended to be predicated on the buying power of national contractors and opportunities for standardisation. There is also a question about the legitimate use of such Frameworks since the recent advice on advertising the geographic limitations in OJEU notices.

14.3 The Council considers that greater savings can be achieved through a thorough analysis of costs and options on each project, and in particular, working with contractors directly to investigate more efficient construction methods that can reduce on site costs etc.

10.4 A do nothing option was not considered since a Framework or longer term strategic agreement is necessary to ensure that the Council is not subject to higher than necessary transaction costs associated with the tendering of individual projects. The alternative to this would be the use of other existing frameworks which the Council has already considered and rejected.

10.5 LBBD has experience in both procuring and managing long term framework agreements; and has the expertise, processes and documentation that make the re-procurement of its current arrangement a straightforward exercise.

10.6 The proposal assumes that LBBD will lead on the procurement of the Framework; liaising with other authorities on the procurement strategy, documentation, and evaluation processes. LB Haringey will take the lead on evaluation of submissions for those councils in the North East of London.

10.7 A programme has been devised that would allow the Framework to be implemented in October 2011.

11. Background Papers Used in the Preparation of the Report:

11.1 CMT Report - Construction Related Framework Agreements Re-Procurement Dated 1 December

12. List of appendices:

Appendix A – LAW Board Procurement Options Report

Appendix B – Draft Implimentation Programme

**Strategic Asset Management and Capital Delivery
Corporate Client Group**

Draft Report

Construction Procurement Report

September 2010

Introduction

This paper looks at the current status of the various arrangements, options and opportunities for the future procurement of various construction related contracts throughout the council and the possible synergies between these.

Range of Construction Related Contracts

The Strategic Asset Management and Capital Delivery Division have let a number of construction related maintenance and facilities management contracts.

In addition, the Corporate Client team administers the Council's Construction Framework Agreements. These three frameworks were procured to meet the majority of the council's capital works requirements and are split into three distinct framework agreements, one for Housing, another for Highways and Civil Engineering work and the third for Education and other projects.

These frameworks are essentially "agreements to agree" and individual capital works contracts are let through the arrangements as and when required. These Frameworks were put in place in 2007 and expire in August 2011.

There are also a number of other significant construction related maintenance contracts managed by Customer Services; principally the Housing Repairs and Maintenance Term Contract currently let to Enterprise plc and the Highways Planned Maintenance and Reactive Maintenance contracts both let to Bardon Contracting. The Enterprise contract is a ten year agreement that expires in April 2013; the Highways planned maintenance contract expires in July 2011 and the reactive maintenance a year later.

The diagram below illustrates the range of current contracts that are in place.

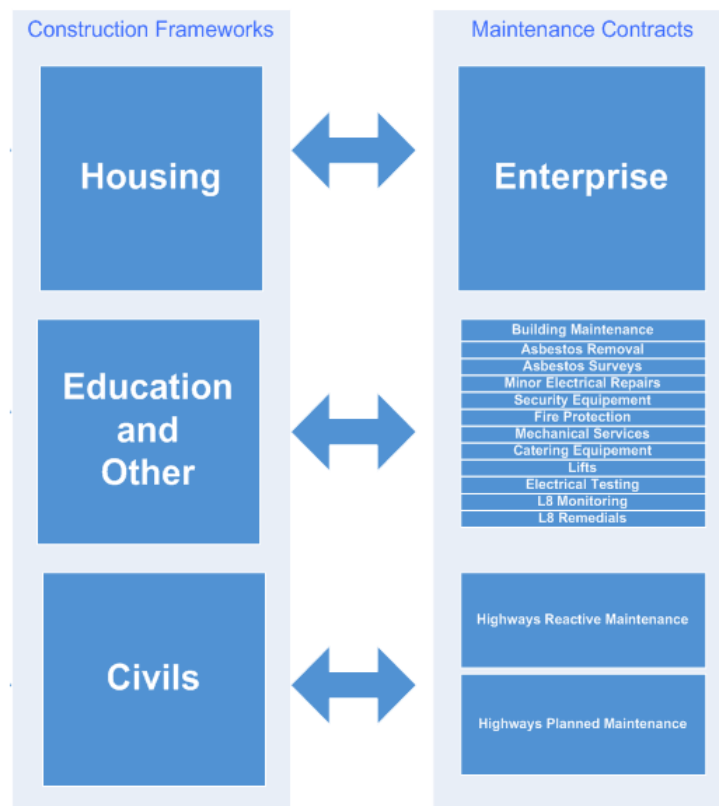


Figure 1 – Current arrangements

Options and the way forward

There are various options available to us. For example some of the current contracts could be amalgamated in order to form, for example, a hybrid maintenance contract covering a range of

areas from Housing, to education and public buildings as well as highways maintenance. There are also other options, for example to combine the current housing maintenance and planned works areas. As well as these options, there are also a number of others available, which are discussed further on in this report.

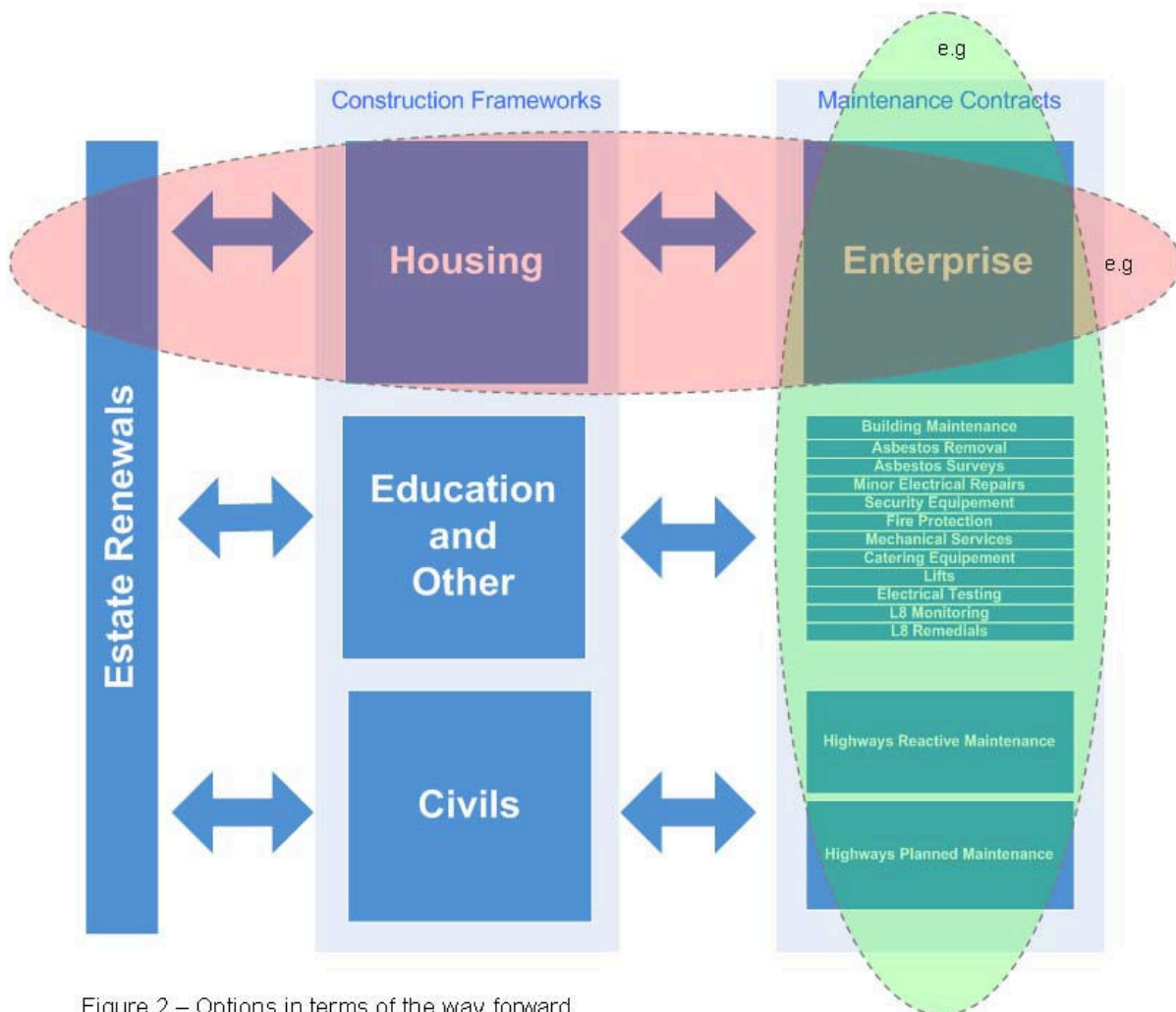


Figure 2 – Options in terms of the way forward

Timescales

Any rationalisation of contract arrangements would require an alignment of contract dates for those contracts affected. The end dates of the current arrangements vary greatly with some requiring urgent re-procurement. It could well be that the best course of action is to use the re-provision of the Housing Maintenance Term Contract in 2013, as a key date and ensure that other maintenance contracts let in the interim terminate on or around this date, if it is likely that they could be included in a larger holistic approach.

This principal could also be adopted in relation to the current Construction Framework Agreements, which are due to expire in August of next year and are urgently needed to be re-procured in order that the council can efficiently deliver on its future capital commitments.

London Position/Shared Services

We are currently in dialogue with East London Shared Services (ELS) and the North London Strategic Alliance (NLSA) in relation to construction procurement. Although the dialogue is currently in the early stages, there is the likelihood that we will be able to work together with a

number of neighbouring boroughs in order to develop joint procurement strategies, such as the development of regional London construction framework agreements.

LBBB are in an excellent position to capitalise on this, as they are in a much more advanced position than almost all of the other London Boroughs in relation to construction procurement and project delivery through the use of framework agreements and the construction Corporate Client model. This means that LBBB are in a position to lead of these initiatives going forward with the possibility of providing these services to others.

Permutations and Combinations

When considering the most appropriate way forward, there are a number of options. There is also the possibility to combine some of these into a hybrid model, which could have different aspects of each. This is as illustrated in the diagram below:

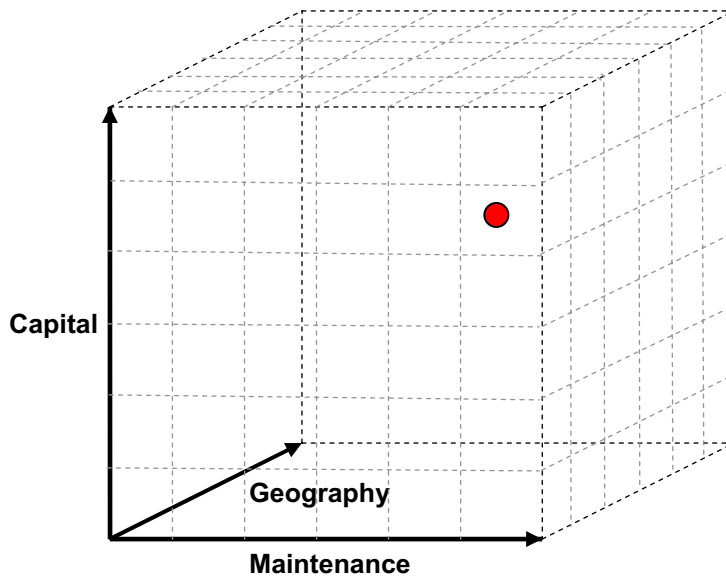


Figure 3 – Options in terms of the way forward

These various combinations will influence the proposed way forward and each have their own advantages and disadvantages, some of which are as detailed further on in this report.

Possible Options

In terms of the way forward there are a number of possible options, some of which, along with the pros and cons of each option are set out below:

1. Re-procure existing Framework Agreements for capital works only (Possibly a London regional framework)
2. Combine capital and FM/Repair arrangement
3. Use other existing external Framework Agreement
4. Combine Capital and FM/Repair asset management arrangements

Re-procure existing arrangements – Frameworks for Capital Works Only (Possibly a London Regional Framework)	
Pros	Cons
Existing documentation only requires “refreshment”	Cost of re-procurement
Can be procured in time to replace existing	

framework	
Savings on the procurement costs of contracts let under the frameworks; particularly those over the OJEU limit.	Limited to planned and capital works
Can be adjusted to reflect current council requirements e.g. value banding	
Added benefits. Frameworks have used smaller regional builders; that have supported local training/education initiatives (LBBD now accredited as National Skills Academy for Construction status).	
Smaller regional builders – greater use of local sub-contractors and supply chain leading to inward investment into the local economy	
Collaborative approach and early engagement of framework – led to savings through innovation (modern methods of construction at Cannington Road)	
Non-adversarial approach with contractors based on having a long term regular relationship with a limited number of suppliers	
Simple to use and non-bureaucratic; understood by staff	
The council is important to the framework contractors, especially for medium sized firms. Therefore they are prepared to go the extra mile.	
Flexibility in terms of procurement routes and contractual form depending upon the project specifics.	
Flexible to changing circumstances; no commitment to let any contracts through framework – no upper or lower limits of value	
Possible collaboration with other boroughs and wider sharing of costs/resources or income generation through the use of our framework agreements	

Combined Capital and FM/Repair arrangements	
Pros	Cons
Combined management of maintenance and capital investment could provide an integrated asset management approach with efficiencies.	Construction firms not structured to operate on a “combined” repairs and capital works basis. Although branded under one name, divisions operate separately and there are rarely synergies between them. Any combined arrangement would require a robust business plan and market analysis (i.e. what is required, what will it cost and who can provide it) before a procurement route could be determined.
	Current Housing Repair arrangements do not expire until April 2013; negotiations to determine earlier (incl. TUPE etc.) still likely to take the procurement process beyond the expiry date of the current framework arrangements.

	Current housing repairs provided by one contractor; one provider of capital works unlikely to provide value for money available under a competitive framework arrangement, although this could be dealt with by introducing a geographical split.
	Time to procure would take the process beyond the expiry date of the current capital framework arrangement.
Splitting repairs/works contracts between more than one contractor (To reflect Framework competitive arrangements) could improve services provided.	Having more than one service provider could lengthen procurement process (issues around transfer of existing staff etc.)
	Cost of procurement, although this would be offset by only having one procurement process to go through.
	Repair pricing based upon a predicted through put of orders; how easy will this be to predict on the education stock given the Governments proposed plans for schools?

Use other existing external Framework Agreement	
Pros	Cons
No re-procurement cost	Most frameworks have either a one-off joining fee or an ongoing usage cost. CityWest and SmartEast charge a £25,000 per framework usage fee.
Savings on OJEU procurement costs	Management and procurement outsourced to another organisation that will not have an understanding of the Council's business drivers;
Use of large national contractors could bring benefits on purchasing if standardisation possible	The contractors' primary client is not LBBD and given that these large contractors work over a wide area it is unlikely that they will develop locally based supply chains, nor will they have the same interest in developing a local workforce.
	Cooperating with the Council's employment and training initiatives is written into the LBBD framework; it is not written into other external frameworks.
	Use of national companies that tend to have higher operating costs reflected in tender prices.
	Management processes of external frameworks duplicate the council's own programme and performance management processes. Most require cooperation from clients resulting in an increased bureaucratic burden for the Council
	Council does not have a direct relationship with framework contractors and cannot develop the regular contact/shared knowledge that has led to innovation and efficiencies.
	External frameworks can include firms that

	have previously been rejected by LBBD.
	Most framework agreements tend to offer prescribed procurement routes, which means that they are less flexible and in some cases impose unsuitable procurement and contract solutions.

Combined Capital and FM/Repair – Asset Management arrangement.	
Pros	Cons
Arrangement with provider to deliver repairs and improvements up to a defined standard for a defined fee could eliminate overlap of expenditure between repairs and capital works functions	Would require accurate information regarding the current condition of the asset (e.g. housing stock condition), acceptable repairs standards and expenditure, clearly agreed standard to be achieved to ensure that the council received value for money and to attract bidders.
Asset management planning and delivery combined in one function with the provider	Questions regarding the maturity of the market to provide this service at the current time particularly in housing market.
Possible variation of Design/Build/Maintain arrangement for new capital funded asset (e.g. new schools)	Loss of control over investment decision making. Outputs would need to be set at the outset and any changes of requirements during term could be expensive.
Could also include funding options in order to support estate renewals	Little flexibility for council to influence delivery, quality, outputs during term of arrangement
	Unpredictability of asset base at current time (e.g. central government proposals for local authority control of schools could affect arrangements for repair etc.
	“Eggs in one basket”. Questions of over reliance on one provider in a time of economic uncertainty although the contract could potentially be split on a geographical or workstream basis.
	Cost of procurement
	Time taken to procure (Negotiation?) would take the process beyond the timetable for the renewal of current capital arrangements

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Construction Framework Agreements Draft Implementation Programme

Task	Date	Comments
Report to Cabinet	21 December, 2010	
OJEU advert placed	4 January, 2011	Scrutiny period would expire on 28 December; but it is assumed that it is more practical to suggest that the advert is placed after the Christmas break.
Expressions of Interest to be received	9 February, 2011	37 days allowed
PQQ's Returned	21 February, 2011	
Evaluate PQQ's	4 April, 2011	Five weeks allowed. Anticipates high level of returns.
Agree Tender Lists	11 April, 2011	
Issue Tenders	18 April, 2011	
Tender Return	27 May, 2011	
Tender Evaluation	24 June, 2011	Four weeks allowed.
Interviews	8 July, 2011	
Moderation and tender finalisation	15 July, 2011	
Stakeholder Approval	22 July, 2011	
Cabinet Approval	7 September, 2011	Assumed to be the early September date.
Award of Contract	14 September, 2011	
Standstill Period	23 September, 2011	Statutory 10 day period.
Remedies Directive Allowance (if required)	24 October, 2011	
Mobilisation	31 October, 2011	

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR FINANCE, REVENUES AND BENEFITS

Title: Framework Agreement for Repairs and Maintenance of Mechanical Equipment in Public Buildings, Schools and Leisure Buildings	For Decision
<p>Summary:</p> <p>This report asks for authority to seek tenders in accordance with the European Procurement Directive, for a framework agreement for the repairs and maintenance of mechanical equipment in public buildings, schools and leisure buildings, split into three lots: Lot 1 – Public Buildings, Lot 2 – Schools, Lot 3 – Leisure Buildings. The framework would be for a period of twenty months with the possibility to extend each lot for a period of a further twelve months, subject to the satisfactory performance of the contractor(s).</p> <p>The framework will cover the day-to-day reactive repairs, planned maintenance and minor works of a general nature of mechanical equipment, in public buildings, schools and leisure buildings. The previous term contract was ended by mutual agreement in January 2010 and work is currently carried out by J Scott & Sons Ltd on an ad-hoc basis.</p> <p>It is proposed to seek tenders for a framework to cover a period of twenty months from 1 July 2011 with an option to extend each lot for further 12 months, subject to satisfactory performance.</p> <p>Tenderers can apply to bid for one or more of the lots but would be required to provide proof of capacity to be able to deliver the level of services for the number of lots that they apply for. The new contracts are timed to enable collaboration of future contracts which may lead to other potential benefits and efficiencies that such arrangements can offer.</p> <p>It is confirmed that the relevant provisions of the Council's Contracts Rules and European Union (EU) Procurement Rules will be fully adhered to.</p> <p>Wards Affected: None</p>	
<p>Recommendation(s)</p> <p>The Cabinet is asked to agree to tenders being sought for a framework agreement for the repairs and maintenance of mechanical equipment in public buildings, schools and leisure buildings, over a 20 month term with the possibility to extend for a further 12 months.</p>	
<p>Reason(s)</p> <p>To provide a safe and cost effective maintenance and minor works service to all public buildings, schools and leisure services, thus helping to achieve one of the Community Priorities of "Making Barking and Dagenham Cleaner and Safer".</p>	

Comments of the Chief Financial Officer

Current costs associated with the mechanical servicing and maintenance for public buildings, schools and leisure buildings amount to £261.000 per annum.

The Resources department administers the contract for the Council, and all costs are charged to and met from relevant departmental and service budgets.

The costs of servicing and maintenance, as a result of the new contract, will continue to be met from existing departmental and service budgets.

Comments of the Legal Partner

1. The Council has power, under section 1 of the Local Government (Contracts) Act 1997, to enter into contracts for the provision of mechanical servicing and building maintenance services (“the Services”) on the basis that such services are properly required for the discharge of the Council’s duties.
2. This report is seeking Cabinet’s approval to tender a framework contract for the provision of the services, with a proposed original term of 20 months, and an option to extend for a further period of up to 12 months.
3. It is anticipated that the estimated value of the services to be let under the proposed framework contract will be in excess of the EU thresholds for application of the Public Contracts Regulations 2006 (the EU Regulations), therefore there is a legal obligation to tender the contract in the EU.
4. In compliance with Contract Rule 3.6 which requires the proposed strategy for contracts above £400,000 to be presented to Cabinet for approval, the report sets out the proposed strategy for the procurement of the proposed framework contract, which includes tendering in the Official Journal of the European Union (OJEU), using the restricted procedure.
5. The report states that for efficiency reasons, the proposed framework contract will be split into three lots, and that the Services will be “called off” from each lot under the framework contract, as and when required by the Council.
6. The EU Regulations allow the splitting of contracts into lots insofar as the purpose of doing this is not to avoid the application of public procurement rules.
7. The EU Regulations also permit local authorities to “call-off” (i.e. commission) works, supplies and services from a duly established framework contract provided the terms applicable to the call-offs (e.g. price) are set out precisely in the framework contract.
7. The report confirms that fixed prices, based on a schedule of rates to be set out in the proposed framework contract will apply to call-offs under the framework contract.
8. The Constitution (Contract Rules 13.3) provides for delegated authority to the Corporate Director of Finance and Resources to award the framework contract upon conclusion of the procurement process.

<p>9. Cabinet has the power under Section 15 (6) of the Local Government Act 2000 and under Part C of the Council's Constitution to delegate its powers to officers.</p> <p>10. The Legal Partner (Procurement, Property and Planning) confirms that there are no legal reasons preventing Cabinet from approving the recommendations of this report. The Legal Partner should however be consulted in relation to the contractual terms and conditions that will apply to the proposed framework contract.</p>		
<p>Head of Service: Sue Lees</p>	<p>Title: Divisional Director of Asset Strategy and Capital Delivery</p>	<p>Contact Details: Tel: 020 8227 3300 Fax: 020 8227 3060 E-mail: sue.lees@lbbd.gov.uk</p>
<p>Cabinet Member: Cllr C Geddes</p>	<p>Portfolio: Finance, Revenues and Benefits</p>	<p>Contact Details: Tel: 020 8227 2116 Fax 020 8227 2162 E-mail: cameron.geddes2@lbbd.gov.uk</p>

1. Background

- 1.1 These contracts enables the mandatory routine testing of various mechanical systems as well as the day-to-day repairs and minor works within the Borough's schools, public buildings and leisure buildings expediting the Council's responsibility to comply with all current legislative requirements and Health and Safety at Work etc Act.
- 1.2 The Council has a statutory responsibility to comply with the Gas Safe regulations within public buildings, schools and leisure buildings.
- 1.3 It is proposed to split the framework into three lots, Lot 1 – Public Buildings, Lot 2 – Schools and Lot 3 – Leisure Buildings

2. Proposal

2.1 Current Position

The last term contract for the Mechanical Servicing and Maintenances within Public Buildings, Schools and Leisure Services buildings was awarded to Birdsall Ltd in September 2007, with mutual termination of the contract agreed in January 2010.

J Scott & Sons are currently acting on an ad-hoc basis to fulfill the Council's mandatory obligation.

This tender does not include works to domestic properties mechanical plant and services, which are under a separate contract to Enterprise, who are the Customer Services client's term maintenance contractor; or the schools catering equipment which is currently let under a separate contract; or the Borough's leased out properties that have not agreed a full maintenance type contract with Property Services.

The completion time of this framework has been tailored to coincide with the completion of the electrical small works contract with the intention that these two contracts can be combined into a new framework agreement producing potential future savings and efficiencies by eliminating individual procurement costs.

It is also perceived that these contracts may also be combined into an East London Solutions procurement initiative for term maintenance contracts that is currently being worked on and led by London Borough of Tower Hamlets. This form of compilation is in its infancy with regards to term contracts and it is Asset Management's intention to commit its building term maintenance contract to this collaboration to test the scheme for best value purposes.

2.2 Report detail

2.3 The contract will utilise the new Asset Management K2 data base administered by the Asset Management Help Desk to accept / receive the jobs from the various clients and then forwarded to the appropriate contractor(s) via a dedicated e-mail address, this system will also allow electronic invoicing which will greatly improve the administration of these contracts. The system is also in accordance with current E-government aims.

2.4 It is proposed that the new contract will work on a "Call Off" basis from a priced Schedule of Rates for the duration of the contracts. This will ensure that the Council enjoys the benefits of economies of scale. The "Call Off" arrangements do not commit the Council to guaranteed payments to the contractors by way of any stand-by arrangements, but will ensure a continued supply of important services throughout the contract period.

2.5 It is expected that the contract will be used to meet the Council's day-to-day repairs and service requirements for mechanical servicing and maintenance.

2.6 The estimated expenditure is a combination of small works and major upgrades up to a maximum single order value of £50,000. The planned service costs are based on the priced Schedule of Rates to comply with all relevant regulations or changes in legislation including the Councils' Constitution Contracts Rules for Class B contracts. It is intended that the price schedules will be fixed throughout the term of the framework to offer the Council the benefits of economies of scale whilst improving maintenance efficiency and enabling the Council to standardise equipment used. All planned maintenance works will be carried out at regular pre-determined intervals in conjunction with regular service plans as generated by the Council.

2.7 Tender Process

The tender will be advertised in the Official Journal of the European Union (OJEU) and will use the two stage Restricted Procedure comprising of Pre-Qualification (PQQ) and an invitation to tender (ITT). This is in accordance with the EU Procurement Directive 2004/18/EC for Services Contracts. The opportunity will also be advertised in The News as well as being posted on the Council's web site and Supply2gov.

2.8 Tender Evaluation

The tender evaluation will not be based on price alone; each lot will be evaluated on a 70% quality and 30% price basis.

The tender process will evaluate eligibility, financial viability, environmental and quality assurance, technical capabilities and references, health and safety, and equalities and diversity.

Following tender evaluation and in line with the Council's Constitution, unless otherwise instructed by Cabinet, a recommendation report in the form of a Delegated Decision will be submitted to the Corporate Director of Finance and Resources for approval to award of the contract.

3. Financial Issues

3.1 Financial

The framework is estimated to be at the combined value of approximately £717,332 over the twenty month term plus the additional twelve month extension with Schools expenditure £325,446, public buildings £198,316 and £193,570 for leisure buildings. These estimates are based on the historic pattern of expenditure.

Client departments hold the budget to fund this expenditure. Expenditure will be incurred on a "Call Off" basis and all expenditure will need to be contained within each departments overall budget.

	Projected Contract Expenditure	Projected Contract Expenditure	Projected Contract Expenditure (possible extension period)	Totals Including (possible extension period)
Year	2011/2012	2012/2013	2013/2014	
Schools	£88,758	£118,344	£118,344	£325,446
Public Buildings	£54,086	£72,115	£72,115	£198,316
Leisure Services buildings	£52,792	£70,389	£70,389	£193,570
Combined Contract Expenditure	£195,636	£260,848	£260,848	£717,332

4. Legal Issues

4.1 See comments of the Legal Partner at the beginning of this report.

5. Other Implications

5.1 Risk Management

Technical officers will administer the contract to pre-arranged service level agreements, strictly monitoring the performance levels of each contractor. The contract will also be carried out in accordance with the Health and Safety at Work Act 1974.

Contractual Issues

No Specific Implications

Staffing Issues

The Race Relations (Amendment) Act 2000 (RRAA) places a requirement on local authorities to make an assessment of the impact of new and revised policies in terms of race equality. Existing policies have already been subjected to impact assessments. This Authority has adopted an approach of extending the impact to cover gender, disability, sexuality, faith, age, and community cohesion. The tender process will be undertaken including current requirements for assessment of tenderers ability to meet the RRAA during contract performance. The subsequent contract will be managed in such a manner to include monitoring of RRAA requirements. The Council will encourage contractors to use local labour where practical and if possible to encourage local training schemes.

Customer Impact

The failure of the previous term contract resulted in early termination and potentially left our customers with a poor service towards the end of the contract and lack of continuity once it had finally been terminated. It is intended that by evaluating the capacity of the contractor(s) to deliver the separate lots under the framework this will provide the Borough with the potential of appointing up to three specialist mechanical contractors that will be capable of maintaining the continuity of the business.

Safeguarding Children

The contractors shall take all reasonable precautions to prevent injury to children by implementation of measures set out in Guidance notes H.S.G 151 issued by H.S.E. All operatives and contractual staff working in schools, nurseries, and children's centres will have been CRB checked which will be on file and must be produced on request

Property / Asset Issues

Good and regular planned maintenance will prolong the life of the mechanical equipment by a significant period.

Environmental Impact

Although the environmental impact of this contract is minimal, regular service and maintenance will provide greater longevity of the Council's assets and equipment thus reducing costly breakdown and failure times. This is also in line with making and maintaining a safer Borough and therefore compliant with the "Cleaner and Safer" mandate of the Council. An ongoing performance monitoring regime will be put in place to identify failure rates of individual manufacturer's equipment. This will allow the Authority to identify unreliable plant and enable the future procurement more robust energy efficient and economical equipment.

A standardisation of cost effective reliable equipment will be achieved on this basis.

6. Options appraisal

6.1 (A) To do nothing – Not considered as current legislation prevents this.

(B) Combine this contract into the East London procurement initiative framework for term maintenance contracts currently led by LB Tower Hamlets. This form of compilation is in its infancy with regards to term contracts and it is Asset Management's intention to commit its Building Term Maintenance contract to this collaboration to test the scheme for best value purposes. The reason for this selection is that the Building Maintenance Term contract has high financial value but very little legislative content as it deals with only reactive maintenance, and this will allow us to monitor the performance of the framework contract without risk to our legislative duties within this contract, if successful, then it is our intention to combine these works with the electrical minor works term maintenance contract and then join these combined contracts into the East London Framework initiative. However, this option has not been considered at this stage due to the available time constraints and the unsure position and un-advanced position of the LB Tower Hamlets framework contract and specialist nature of these works.

(C) To renew the Mechanical Contract in the same format as previous years – This option was rejected due to the failure of the previous contract to provide a robust solution to the Borough's needs in this area in the event of an early termination of contract.

7. Background Papers Used in the Preparation of the Report:

None

8. List of appendices:

None

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR FINANCE, REVENUES & BENEFITS

Title: Council Debt Write-Offs 2010/11 - 1 April to 30 September 2010 (Quarters 1 and 2)		For Information
Summary:		
<p>Revenues and Benefits is made up of a number of service areas covering the billing, collection and recovery of the vast majority of debts that fall due to be paid to the Council for chargeable services and statutory levies such as Council Tax, Housing Rents and Business Rates.</p> <p>The value and type of debts written off as uncollectible within these two sections are reported to the Cabinet on a quarterly basis in line with the Council's financial regulations. This report provides a summary of debts written off for the periods 1 April to 30 June 2010 (Q1) and 1 July 2010 to 30 September 2010 (Q2), as detailed in tables 5 and 6 of Appendix A. In total £110,389.53 has been written off in Q1 and £45,382.67 in Q2.</p>		
Wards Affected: None		
Recommendation(s)		
The Cabinet is asked to note the debt write-offs for quarter 1 and 2 of 2010/11 as detailed in the report and that a number of these debts will be publicised in accordance with the policy agreed by Minute 69 (6 November 2007).		
Reason(s)		
As a matter of good financial practice and to accord with the Council's Financial Rules.		
Comments of the Chief Financial Officer		
The Corporate Director of Finance and Resources has confirmed that relevant financial issues are set out in section 8 of the report.		
Comments of the Legal Partner		
The Legal Partner has confirmed that relevant legal issues are set out in section 9 of the report.		
Head of Service: Ralph Wilkinson	Title: Interim Head of Revenues & Benefits	Contact Details: Tel: 020 8724 8774 E-mail: ralph.wilkinson@lbbd.gov.uk
Cabinet Member: Councillor Geddes	Portfolio: Finance, Revenues & Benefits	Contact Details: Tel: 020 8227 2892 E-mail: cameron.geddes2@lbbd.gov.uk

1. Background

- 1.1 The Income & Collection section and the Rents and Benefits Sections are responsible for the collection of the vast majority of debts falling due to the Council by way of statutory levies and chargeable services. Whilst measures are taken to collect all debts and levies due, it is invariably the case that some debts will remain unpaid, even after concerted efforts have been made to collect them.
- 1.2 In order that the Council can take proper account of debts that will actually be paid and also take account of debts that are unlikely to be paid, the writing off of uncollectible debts are carried out on a regular basis. This way the Council is able to take account of just those debts that it knows will be paid, whilst making some provision within its accounts for debts that are unlikely to be paid.

2. Policy for write off of irrecoverable debts & unclaimed credits

- 2.1 The processes and procedures in place for managing and recording debts written off are governed by the Council's write off policy. The purpose of the policy is to establish a framework to regulate the write off of irrecoverable debts and long standing unallocated and unclaimed credits.
- 2.2 Adherence to this policy will ensure that there is always consistency and probity adopted in the procedures of debt and credit write offs and that best practice is followed in:
- Debt collection and recovery
 - Accountancy code of practice
 - Audit controls

3. Authorisation to write off debts

- 3.1 Authority to write off debts and credits is delegated to the Chief Financial Officer by the Council's Constitution. Further delegation is made via the constitution and is specified below:
- Up to £2,000 Group Managers
 - £2,000.001 to £10,000 Head of Barking & Dagenham Direct
 - Over £10,000 Corporate Director of Customer Services or the
 Corporate Director of Finance and Resources

- 3.2 These authorisation levels are strictly adhered to for all write offs.

4. Current Position

- 4.1 The net value of debts written off for the first quarter (Q1) of 2010/11 (i.e. April 2010 – June 2011) was £110,389.53 as shown in table 5 of appendix A.
- 4.2 The net value of debts written off for the first quarter (Q2) of 2010/11 (i.e. July 2010 – September 2011) was £45,382.67 as shown in table 6 of appendix A.
- 4.3 The total debt write off for 2010/11 now stands at £155,772.20.

5. Points to note from debt write off tables (Appendix A)

- 5.1 Council Tax and Business Rates are both statutory debts and for the most part, regular monthly write offs take place.
- 5.2 General Income debts relate to debts raised for chargeable services that the Council either provides as a statutory duty or as a service where no other providers are available to provide a similar service.
- 5.3 Home Care and Residential Care debts are also dealt with within the General Income section and are shown separately.
- 5.4 Housing Benefit overpayment debts written off relate to relevant adjustments in this area.
- 5.5 Former tenant arrears relate to previous occupation of rented Council housing.

6. Publication of individual details of debts written off

- 6.1 A number of Authorities publicise the details (names, addresses etc.), of residents who have had debts written off. In the vast majority of cases, these debts have been written off where the debtor has absconded.
- 6.2 The Cabinet agreed in November 2007 (Minute 69, 6 November 2007) that a list showing the details of debtors, who have had debts written off, would be attached to this report. A list has been attached at Appendix B. The list has been limited to the top ten debts only
- 6.3 As was previously outlined within the 6th November 2007 Cabinet report, It was recommended that the following types of debt write offs are excluded from this publicised list:
 - a) Debts that have been written off following a corporate complaint being upheld
 - b) Debts that have been written off due to the debtor falling within one of the many vulnerable groups (e.g. elderly, disabled, infirm etc.)
 - c) Where the original debt was raised in error
 - d) Where debts have been written off, but no legal action has been taken to prove that the debt was legally and properly due
 - e) Where the debt has been written off following bankruptcy or insolvency action (the majority of these cases will be individually publicised)
- 6.4 The exclusion of the category of debts listed above will eliminate the possibility of any unnecessary and potentially costly legal challenges from debtors, who take issue with their details being publicised. It is intended that where the details or whereabouts of debtors become known following publication, those debtors will be pursued as far as is possible, to secure full payment of the debt.
- 6.5 The list provided at appendix B does not include any debts or debtors that fall within categories a-e above, so the list as it stands can be publicised after the removal of date of birth and national insurance number details.

7. Ongoing debt recovery and tracing work

- 7.1 It should be noted that debt recovery and tracing work is an ongoing activity within the Income & Collection and Rents & Benefits section. Some form of tracing work continues on debts even after the debt has been written off. We have a number of management tools to find debtors, including national systems such as Experian. In many cases, tracing and follow-up work can continue for up to a year after the debt has been written off (e.g. in the case of higher debts) and debtors have been known to resurface up to five years after a debt has been written off.
- 7.2 Where debtors are located either by ourselves or other departments, for example often Tenancy audit find debtors, the section who owns the debt is advised and the recovery process can be resumed. The debt is often written back on so that legal action can commence or be restarted from where it was left.
- 7.3 Every effort is being made to support customers and minimise debt. A multi-disciplinary rent panel has been established to look at each individual case and take appropriate action. A business process re-engineering exercise has been carried out on temporary accommodation and income recovery procedures, to ensure the appropriate use of resources and efficient streamlined procedures are in place in preparation of the implementation of Capita I.T. system. This system will provide robust data for better charging, quicker response time, and improvement in customer experience.

8. Financial Issues

- 8.1 All debts written off, will have been provided for within the Council's Bad Debt Provision and as such there should be no specific financial implications. However, there is the possibility that unforeseen and unplanned additional write offs occur, which lead to the value of debts written off in any year, exceeding the agreed bad debt provision.
- 8.2 Where this is likely to happen, this quarterly report will act as an early warning system and will enable additional control measure to be agreed and taken, to either bring the situation back under control, or to make appropriate adjustments to the bad debt provision.

9. Legal Issues

- 9.1 It was decided at the meeting of 6 November 2007 of the Cabinet to publish the names of debtors whose debts have been written off subject to certain exceptions set out in the report. The publicising of the names of debtors constitutes processing of their personal data under Data Protection Act 1998 (DPA). In order to process i.e. publish this information lawfully the legislation sets out a number of requirements the most pertinent being that processing must be fair, lawful that any one of the permissible grounds listed in schedule 2 DPA be found.
- 9.2 The relevant ground in schedule 2 DPA to the publication of debtor names is that 'the processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject'. This means that the

Council may lawfully publish the data on the basis that it is thereby pursuing some legitimate interest.

9.3 One possible interest through publication may be the identification of named debtors who the Council could then pursue to recover the debt. The Council must also be satisfied that no prejudice to the rights and freedoms of the data subjects (named debtors) would be occasioned by the publication. The Legal Partner has not seen any basis for suggesting such prejudice would be occasioned. If any individual had concern as to publication of their details they could raise objection with the Council who could then revisit the issue in the light of the legal considerations here outlined.

9.4 It is not suggested that the debtors named have committed any offence in which case the data would be 'sensitive' personal data requiring an further additional ground form schedule 3 to be also identified. This aspect can thus be discounted. It has been highlighted in previous reports that the sums being written-off in the report were quite substantial. This report is no different. Members will be concerned as to what efforts are being made to recover debts before they are written-off.

9.5 The Legal Partner for Corporate Law has advised that a summary of efforts to recover bad debt are addressed in these reports. The report author has indicated he is unable to do so for this report but can in relation to future reports. This will hopefully give Members confidence that debt is only being written off after the fullest efforts to recover have been made.

10. Other Implications

10.1 Risk Management

No specific implications save that of this report acting as an early warning system to any problems in the area of write off's.

11. Background Papers Used in the Preparation of the Report:

None

12. List of appendices:

- Appendix A – Debt Write Off Tables
- Appendix B – Top 10 Debts Written Off

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Debts written off during 2006/7

Table 1

Write Offs	Housing Benefit	General Income Debts	Former Tenant Arrears	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2006/07	£74,086	£209,571	£698,423	£32,234	£98,608	£1,965,030	£82,256	£3,160,208

Debts written off during 2007/8

Table 2

Write Offs	Housing Benefit	General Income Debts	Former Tenant Arrears	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2007-8 Totals	£335,194	£165,413	£373,275	£ -	£10,543	£ 668,163	£169,657	£1,722,245

Debts written off during 2008/09

Table 3

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2008-9 Totals	£413,313	£1,170,066	£641,637	£2,530	£693	£1,661	£435,088	£106,629	£2,771,617

Please note the Housing Benefit & Rents was not included in the 2008/2009 total.

Debts written off during 2009/10**Table 4**

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2009-10 Totals	£243,546	£361,613	£383,789	£2,595	£182,353	£560	£11,721	£688,274	£734,355	£2,608,808

Table 5
Debts Written Off during 2010/11 Quarter 1

Write Offs		Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
Apr-10	Under £2k	£11,384.98	£29,455.52						-£671.87	£478.16	£40,646.79
	Over £2k		£4,864.39								£4,864.39
	Over £10k									£26,398.78	£26,398.78
	Total	£11,384.98	£34,319.91	£0	£0	£0	£0	£0	-£671.87	£26,876.94	£71,909.96
May -10	Under £2k	£10,190.21	£3,876.15						-£771.90	-£2,962.72	£10,331.74
	Over £2k	£2,220.00	£13,844.82								£16,064.82
	Over £10k										£0
	Total	£12,410.21	£17,720.97	£0	£0	£0	£0	£0	-£771.90	-£2,962.72	£26,396.56
Jun-10	Under £2k	£6,319.97	£3,426.71						-£15.76	-£55.87	£9,675.05
	Over £2k		£2,407.96								£2,407.96
	Over £10k										£0
	Total	£6,319.97	£5,834.67	£0	£0	£0	£0	£0	-£15.76	-£55.87	£12,083.01
Quarter 1 Totals		£30,115.16	£57,875.55	£0	£0	£0	£0	-£1,459.53	£23,858.35	£110,389.53	

Table 6
Debts Written Off during 2010/11 Quarter 2

Write Offs		Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
Jul-10	Under £2k	£403.79	£1,564.76						-£41.83	-£63.68	£1,863.04
	Over £2k		£3564.34								£3,564.34
	Over £10k		£16,049.00								£16,049.00
	Total	£403.79	£21,178.10	£0	£0	£0	£0	£0	-£41.83	-£63.68	£21,476.38
Aug -10	Under £2k	£0.57	£517.88						-£0.35		£518.10
	Over £2k		£2,736.81								£2,736.81
	Over £10k										£0
	Total	£0.57	£3,254.69	£0	£0	£0	£0	£0	-£0.35	£0	£3,254.91
Sep-10	Under £2k	£5,236.06	£4,427.70						-£22.61		£9,641.15
	Over £2k	£3,759.99	£7250.24								£11,010.23
	Over £10k										£0
	Total	£8,996.05	£11,677.94	£0	£0	£0	£0	£0	-£22.61	£0	£20,651.38
Quarter 2 Totals		£9,400.41	£36,110.73	£0	£0	£0	£0	-£64.79	-£63.68	£45,382.67	

Table 7
Debts written off during 2010/11

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2010-11 Totals	£39,515.57	£93,986.28	£0	£0	£0	£0	£0	-£1,524.32	£23,794.32	£155,772.20

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Top 10 debts written off in Quarter 2

NAME	ACCOUNT NUMBER	AMOUNT	DEPARTMENT	REASON
Abraham Ullman	61720347	£4,671.09	HH - Finance	Property was sold before charging order was registered.
Mandy Power	61931302	£ 3,564.34	HH - Finance	Written off as per PSL Panel instruction
Trishnar Kaur	60944460	£2,736.81	HH - Finance	Charging order has been obtained and money is now protected.
ABC Travels	Various	£2,579.15	Trade refuse	Letter from Insolvency company, little chance of recovery
A Hamid	63058300	£1,135.00	Adult & Community Service	Claim form was returned to court. Experian searches does not show him at issuing address.
M Allen	60936581	£843.14	General Income	Invoice was raised prior to 2005, HB overpayment and there is no backup paperwork.
Holly Wickens	61322897	£550.90	HH - Finance	Gone far as possible with recovery, Issuing dept are unable to provide backup paperwork.
Hillgate Property Ltd	545594	£539.62	Housing Benefit	Company liquidated
Veni Properties Ltd	62906892	£467.88	Environmental Services	Court date was obtained, defence was filed and case struck out
Mr Jamie Bird	602246	£450.00	Housing Benefit	Unable to trace debtor

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THE CABINET

21 DECEMBER 2010

REPORT OF THE CHIEF EXECUTIVE

Title: Urgent Action – Building Schools for the Future ICT Contract		For Information
<p>Summary</p> <p>As reported to the last meeting of Cabinet on 23 November 2010, it was necessary to withdraw from that evening's agenda the recommendation relating to the award of the contract for the supply of ICT equipment and resources under the Building Schools for the Future project. This was necessary as the award had to take place, and the relevant documentation entered into, later that week and this would not be possible if the decision had been taken by the Cabinet, as the matter would have been subject to the Call-In process until midday on 1 December.</p> <p>In the circumstances, the Chief Executive dealt with the matter the following day under the Urgent Action provisions of the Constitution.</p> <p>Recommendation</p> <p>The Cabinet is asked to note the action taken by the Chief Executive under the urgency procedures contained within paragraph 17 of Article 1, Part B of the Council's Constitution in entering into the BSF Contract with RM Education plc for the supply of ICT equipment and resources to the two sample schools (Dagenham Park Church of England School and Sydney Russell Comprehensive School) which will be funded by capital grant, and to provide for optional additional services for all schools, to be funded from school budgets.</p>		
<p>Head of Service: Nina Clark</p>	<p>Title: Divisional Director of Legal and Democratic Services</p>	<p>Contact Details: Tel: 020 8227 2114 E-mail: nina.clark@lbbd.gov.uk</p>

Background Papers

- Report and Minutes of Cabinet 23 November 2010 re “Building Schools for the Future - Progress Report”
- Letter and enclosures from the Chief Executive of 24 November 2010 entitled “Urgent Action under Paragraph 17, Article 1, Part B of the Constitution - Building Schools for the Future - Progress Report”.

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR CHILDREN AND EDUCATION

Title: Proposed Expansion of Primary Schools	For Decision
<p>Summary:</p> <p>At its meeting on 16 March 2010 (Minute 139), the Cabinet approved the allocation of funding within the Capital Programme to support an investment programme to respond to the demand for additional school places in the primary age range. The report to the 16 March meeting, together with several previous reports, outlined interim arrangements that had been agreed with Headteachers and Governing Bodies to meet immediate demand issues at a number of the Borough's schools. This report seeks to formalise those arrangements through the permanent expansion of the following schools with effect from 1 September 2011:-</p> <ul style="list-style-type: none"> • Valence Primary School: To expand from two to five forms of entry by bringing back into use a former school building in Halbutt Street, together with 39 full-time equivalent (FTE) nursery places. • Ripple Primary School: To expand from three to five forms of entry by bringing the Westbury Centre back into use as a school building, together with 26 FTE nursery places. • Thames View Junior School: To expand from three to four forms entry. • St Peter's Primary School: To expand from one and a half to two forms of entry. • Cambell Junior School: To expand from three to four forms of entry. <p>The benefits of this proposal will be to increase school places in the primary age range in order to meet the increasing demand for school places. This increase in demand for school places is being caused by the changes experienced in the age profile of the Borough, most notably the rise in birth rates and changes in migration patterns into the Borough.</p> <p>Wards Affected: Valence, Parsloes, Gascoigne, Eastbury, Thames, Goresbrook and Heath Wards</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to agree the formal expansion of the Valence, Ripple and St. Peter's Primary Schools and Thames View and Cambell Junior Schools with effect from 1 September 2011 as detailed in the report.</p>	

Reason(s)		
To assist the Council in achieving its Community Priority of “Inspired and Successful” and in fulfilling its duty to provide every child in the Borough with a school place.		
Comments of the Chief Financial Officer		
There is a lag in funding increases in pupil numbers and there will be insufficient funding to meet the costs from the 2011/12 Dedicated School Grant (DSG) allocation. These costs should be met from the provisions set aside from the DSG in this financial year.		
The capital grant to fund the expansion has not been confirmed at the time of writing this report but is expected to be announced by 21 December.		
Comments of the Legal Partner		
The Legal Partner has confirmed that relevant legal issues are set out in section 4 of the report		
Head of Service: Jane Hargreaves	Title: Head of Quality and School Improvement	Contact Details: Tel: 020 8227 4148 E-mail: jane.hargreaves@lbbd.gov.uk
Cabinet Member: Councillor R Gill	Portfolio: Lead Member for Children and Education	Contact Details: Tel: 020 8724 2892 E-mail: rocky.gill@lbbd.gov.uk

1. Background

- 1.1 The Council has planned for steady expansion of school places in the primary sector over the past few years. The requirement to make the right number of places available and being able to satisfy demand involves analysis of demographic data for which there are established methods for planning pupil places which we have followed.
- 1.2 However, the borough has seen an unprecedented rise in births since 2003/04 and the impact of this was first seen in the Reception Cohort in 2008/09. It followed, demand being such, that an additional seven Reception classes were made available in 2008/09 in addition to the two planned Reception classes.
- 1.3 Similarly, for 2009/10, thirteen additional Reception classes were made available together with the two planned classes.
- 1.4 For 2010/11 to date an additional sixteen Reception classes have been made available. These additional classes include permanent expansions and one-off ‘blip’ classes that will move through the school year on year.

Table 1

Number of births in Barking & Dagenham (adjusted to Academic Year)

Year of Birth	Number of Births
2000/2001	2,380
2001/2002	2,416
2002/2003	2,535
2003/2004	2,698
2004/2005	2,907
2005/2006	3,134
2006/2007	3,325
2007/2008	3,541

Source: Office for National Statistics

- 1.5 In addition to the increased births, Admissions are also receiving high numbers of late applications for Reception age and Year 1 children and this has compounded the difficulty in planning for the right number of school places. As an example, the closing date for applications into Reception for 2010/11 was 29 January 2010. As at 30 September 2010, Admissions had received 573 late applications. Last year, approximately 500 late applications were received. Further, the number of casual admissions into Year 1 and Year 2 has risen substantially compared to previous years.
- 1.6 A further issue is the change in the retention rate regarding the number of children born in the borough requiring a Reception place. This had been averaging 96% but over the past few years has been over 100% as new residents move to the Borough with larger families.
- 1.7 This increase in pupil numbers is being reflected in many London boroughs including our neighbouring boroughs Redbridge, Newham and, to a lesser extent, Havering.
- 1.8 In response to this need for additional places, the following additional classes were created at the following schools in September 2010:

School	No. of Additional Classes	No. of Additional Places
Valence Primary	5 classes	150 places
Ripple Primary	4 classes	120 places
St Peter's Primary	0.5 classes	15 places
Cambell Juniors	1 class	30 places

- 1.9 The Cabinet has previously approved a range of necessary actions taken by the Corporate Director of Children's Services to respond to the demand for additional school places in the primary phase.
- 1.10 Meetings with the Chair and Board of Governors of the schools have been held over the past year to discuss the wider proposals and support was received to expand the schools permanently from 1 September 2011 subject to accommodation

provision being made available which met each of the Schools requirements. This will allow the schools to grow year on year.

- 1.11 The discussions that have followed with each School Governing Body, the Diocese of Brentwood regarding St Peter's Catholic Primary School, parents and local community have placed the schools in a position to permanently expand their intake (as set out in section 2.2 to 2.5 below) and therefore formalise the interim arrangements for Valence Primary School, Ripple Primary School, St Peter's Primary School and Cambell Junior School whilst allowing Thames View Junior School to also expand to meet current and future demand.
- 1.12 Council officers and representatives of the schools have worked together to move forward the necessary building improvements in order to enhance provision and support the objectives of the schools. Capital budget provision has been agreed for these schemes as part of the Capital Programme, using grant income allocated from the DCSF.
- 1.13 A series of meetings have been held at each of the schools including meetings with teaching staff, personnel committee meetings, other various school committee meetings and Governing Body Meetings where plans for building refurbishments have been presented.
- 1.14 Letters were sent to Parents, Carers and Guardians of Pupils, Staff and Governors of each of the schools informing them of the proposal to expand the school and the reasons for this on 24 September 2010.

2. Proposal

- 2.1 The expansion proposals are as follows:
- 2.2 **Valence Primary School:** To expand from two to five forms of entry by bringing back into use a former school building in Halbutt Street together with 78 PTE nursery places (39FTE).
- 2.3 **Ripple Primary School:** To expand from three to five forms of entry by bringing the Westbury Centre back into use as a school building together with 52 PTE nursery places (26 FTE).
- 2.4 **Thames View Juniors:** To expand from three to four forms entry.
- 2.5 **St Peter's Primary School:** To expand from one and a half to two forms of entry.
- 2.6 **Cambell Juniors:** To expand from three to four forms of entry.

3. Financial issues

- 3.1 There are additional revenue costs associated with the increased intake of pupils and these will be met from the Dedicated Schools Grant (DSG) budget allocated for this purpose from Central Government. Schools receive funding based primarily on pupil numbers and the increase in pupil numbers will generate sufficient funding to meet revenue costs.

3.2 The part year funding required to support the additional in year pupils starting in September 2011 will be allocated from the sum approved by the Schools Forum for additional in-year pupils. This provision is required for part of the financial year as funding for children registered after the January pupil number count is retrospective and not included in the Dedicated Schools Grant until year 2012/13.

3.3 The additional funding on a part year basis from September 2010 for each school will be in the region of:

• Valence Primary	£140,000
• Ripple Primary	£ 93,000
• Thames View Junior	£ 47,000
• St Peter's Primary	£ 23,000
• Cambell Juniors	<u>£ 46,500</u>

Total **£ 349,500**

3.4 The additional funding costs for the school nursery places from September 2011 will be in the region of:

• Valence Primary (39 FTE)	£75,000
• Ripple Primary (26 FTE)	<u>£50,000</u>

Total **£125,000**

4 Legal Issues

4.1 The Council has published a formal statutory notice to expand the schools with effect from the start of the Autumn Term, 1 September 2011 with new standard admission numbers for each of the schools. The notice was published in the local press on 13 November 2010 and a copy of the notice was displayed in each of the Schools and both Barking and Dagenham Library and sent to other neighbouring local authorities. The notice period for each of the schools expired on 10 December 2010.

4.2 The expansion proposals have been published in accordance with the Education and Inspections Act 2006 and the required procedural and implementation arrangements are being followed, in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), and the related statutory guidance.

4.3 The statutory four week consultation period commenced on the 13 November 2010 and concluded on 10 December 2010. The Local Authority (Cabinet) is required to make their decision as to the expansion proposals within two months of the end of the statutory consultation period, i.e. 10 February 2011, otherwise the matter has to be passed to the Schools Adjudicator to be determined.

4.4 A response to the notice has been received from a local resident who has expressed concerns with the increased volume of traffic and parking difficulties around the St George's site where Valence Primary School is being expanded. The local resident has been sent an acknowledgement for his letter. Highways Department have been informed of this issue and letters have been sent to Valence

Primary and St Joseph's Primary Schools requesting the head-teachers to send letters to parents asking them to take care when driving near to the schools.

- 4.5 No other responses have been received, at the time of writing this report, regarding the published notices or from the letters sent to parents, carers and guardians of pupils, staff and governors of the school. Any subsequent responses will be reported at the meeting.

5. Other Implications

5.1 Risk Management

The Council has a statutory obligation to make provision for additional pupil places in the Borough and these proposals mitigate the risk of failing to provide suitable numbers of places for pupils' learning.

5.2 Staffing Issues

The schools will need to increase the numbers of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded through the school's DSG budget and the increased share which the school will receive.

5.3 Customer Impact

The increase in pupil places at the above listed schools will improve the available places for parents expressing a preference for their children to attend the aforementioned schools. It will also ensure that pupils have better access to education provision in the primary sector and are more likely to be able to attend schools in their local area.

5.4 Property / Asset Issues

The school estate portfolio will be increased with regards to the expansion of Ripple Primary School as the Westbury site is to be used as an annex to the main school site and for Valence Primary the St George's site is to be used as an annex to the main school site.

6. Options appraisal

- 6.1 Do Nothing - This is not practical due to the legal and statutory obligation placed on the Council to provide sufficient school places and the pressures currently faced across the Borough.
- 6.2 Expansion of Schools – This preferred option has the support of each School's Governing Body and local community and forms part of the wider development of the Schools for which funding has been made available within the Capital Programme.

7. Background Papers Used in the Preparation of the Report:

- Legislation which allows this – Education and Inspections Act 2006
- Consultation letters dated 24 September 2010

- Notice Published 13 November 2010
- Previous Cabinet Reports: 20 January 2009 [Minute 118], 18 November 2008 [Minute 90], 11 December 2009 [Minute 108], 16 February 2010 [Minute 122], 16 March 2010 [Minute 139], 8 June 2010 [Minute 10], 6 July 2010 [Minute 23]
- DCSF Guidance: Expanding a maintained mainstream school by enlargement or adding a sixth form

8. List of appendices:

None.

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR CHILDREN AND EDUCATION

Title: Provision of a New Church of England Voluntary Aided Primary School at Barking Riverside	For Decision
<p>Summary:</p> <p>At its meeting of 24 March 2009 [Minute 162 refers) the Cabinet supported proposals for the Diocese of Chelmsford to establish a new voluntary aided Church of England primary school at Barking Riverside. These proposals have been progressed in line with statutory requirements and this report seeks formal approval for the new school.</p> <p>The school is planned to be named The George Carey Church of England Primary School, subject to confirmation from the Diocese of Chelmsford, and will open on 1 September 2011 with three reception classes, one mixed infant class and two mixed junior classes. The new school will cater for pupils between the ages of 3 to 11 when fully operational and provide places for 630 boys and girls, 39 FTE places for nursery pupils and a children's centre together with 12 places for pupils with Special Educational Needs.</p> <p>Wards Affected: Thames Ward</p>	
<p>Recommendation(s)</p> <p>The Cabinet is recommended to approve the proposal for The Diocese of Chelmsford to establish a new voluntary aided primary school at Barking Riverside, to be open with effect from 1 September 2011, as detailed in the report.</p>	
<p>Reason(s)</p> <p>To assist the Council in achieving its Community Priority of "Inspired and Successful" and in fulfilling its duty to provide every child in the borough with a school place.</p>	
<p>Comments of the Chief Financial Officer</p> <p>The school will open from 1 September 2011 with three reception classes, one mixed infant class and two mixed junior classes at a cost of £279,159.</p> <p>The school will require funding from the Dedicated Schools Grant (DSG) but due to the time lag and that the DSG is calculated on the January 2011 census, we will not receive additional funding for these pupils. This will be a pressure on the DSG and sufficient provisions must be made within the DSG to fund for 7/12th of the year.</p> <p>In addition to providing per pupil funding, there are significant start up costs and revenue lead in costs, such as equipment, books, ICT hardware/software that will require additional funding. These pressures must be managed very carefully and it may not be possible to contain the cost of all of these additional pressures within next year's DSG allocations. Therefore, sufficient funding must be carried forward from the DSG in order to support</p>	

these additional school places where possible.

Comments of the Legal Partner

The Legal Partner has confirmed that relevant legal issues are set out in section 9 of the report.

Head of Service: Jane Hargreaves	Title: Head of Quality and School Improvement	Contact Details: Tel: 020 8227 4148 E-mail: jane.hargreaves@lbbd.gov.uk
Cabinet Member: Councillor R Gill	Portfolio: Lead Member for Children and Education	Contact Details: Tel: 020 2724 2892 E-mail: rocky.gill@lbbd.gov.uk

1. Background

- 1.1 The Barking Riverside development is to provide a mixed use development that includes up to 10,800 homes in a phased build with the final homes being completed in 2024.
- 1.2 The increase in 0 to 15 year olds forecast for the South Riverside Area from new developments by 2016 is as follows:
 - 0 to 4 year olds an increase of 957 children
 - 4 to 10 year olds an increase of 1,338 pupils, and
 - 11 to 15 year olds an increase of 884 pupils
- 1.3 At its meeting of 24 March 2009 the Cabinet supported the Diocese of Chelmsford in applying to the Secretary of State to open a new Church of England primary school in the area.
- 1.4 With the overall rising birth rates in the borough from 2,380 (2000/01) to 3,619 (2007/08) and the accompanied proposed development of new homes across the Borough and more specifically at Barking Riverside, there will be an increased demand for school places. It is therefore appropriate that as part of the new Barking Riverside development, some new provision for school places should be made. In particular, it is intended some primary school places are available for September 2011 for three reception classes, one mixed infant and two mixed junior classes with the school then growing year on year depending on the demand for school places.
- 1.5 It is especially important for residents in this new area that there is suitable and convenient access to school places.
- 1.6 This is an opportunity for the Council to expand the number of Church of England (CoE) Primary Schools in the borough and provide students with the option of attending a local CoE Primary School. Also, the first CoE Secondary School in the

Borough opened on 1 January 2010 and so pupils have the opportunity to go on to a CoE Secondary School within the borough.

- 1.7 Subject to confirmation from the Diocese of Chelmsford, the school is to be named The George Carey Church of England Primary School, after the former Archbishop of Canterbury. This was recommended at Cabinet on 24 March 2009.
- 1.8 Further evidence of demand for places in CoE schools can be seen from the noticeable increase in the number of applications for St Edward's Comprehensive School in Romford from pupils in Barking and Dagenham.
- 1.9 Where Councils have identified a requirement for a new school the Department for Education (DfE) (under what was previously the Department for Children, Schools and Families) introduced procedures for creating a new school established under The Education and Inspections Act 2006 (EIA2006) and The School Organisation (Establishment and Discontinuance of Schools)(England) Regulations 2007 (as amended by The School Organisation and Governance (Amendments) (England) Regulations 2007 which came into force on 21 January 2008.
- 1.10 The provisions apply in all circumstances where it is intended to establish a new school and applies for the establishment of any new maintained school whether they are to be brand new schools (e.g. to meet population growth) or to replace existing schools (e.g. following a reorganisation).
- 1.11 Therefore, where the Council wishes to see a new school established they must either:
 - Invite proposals for the school as provided for in Section 7 of the EIA 2006 Regulation 2007. This process is generally referred to as a "competition" and is expected to be the route by which most new schools will be established.
 - Apply to the Secretary of State for consent to publish proposals for a new school without running a competition. This is consent to **publish proposals only** and is **not** permission to establish a new school. Therefore, where consent is granted to publish proposals, it is not permission to establish a new school. The normal statutory process would still apply i.e. Consultation; Publication; Representations; Decision (by LA or schools adjudicator).
 - Work with the Secretary of State and sponsors to establish an Academy;

or

 - For new maintained nursery schools and new 16-19 schools only, publish proposals for the new school under Section 11 of the EIA 2006 .
- 1.12 The Government wants schools to become self-governing and to form relationships with external partners. Voluntary aided schools along with Foundation schools, Trust Schools and Academies are all self governing schools. These types of schools all benefit from external partners who can bring energy, expertise and innovation to strengthen governance and help raise standards.

1.13 Where proposers (i.e. other than Councils) wish to establish a new school, they must apply to the Secretary of State for consent to publish proposals for a new school, without a competition. The Diocese applied for consent to publish proposals to establish a new school, under Section 10 of EIA 2006, in July 2009. This application was for a voluntary controlled school. However, following advice from the DfE, this application was withdrawn and a revised application was submitted to establish a voluntary aided school. The advice given by the DfE was it would have been unlikely for ministers to have given consent for a voluntary controlled school as these types of schools do not have the same degree of autonomy as voluntary aided schools.

2 The main steps in the process for proposers setting up a new school outside of a competition

2.1 The proposer must apply to the Secretary of State to seek consent to publish proposals. The Diocese of Chelmsford submitted their application in July 2009 and the Secretary of State, after considerable time, confirmed their consent for the Diocese to publish their proposal in August 2010.

2.2 The proposer must obtain capital funding and this has been obtained through a grant provided to the Council.

2.3 The proposer must consult with interested parties and the Council has been involved in this process. Consultation has been conducted since March 2009. Those who must and have been consulted are:

- a) Any LA likely to be affected by the proposals
- b) The governing bodies, teachers and other staff of any other school that might be affected by the proposal.
- c) Families at any other school who may be affected by the proposals.
- d) Representatives of any trade union of any staff at other schools
- e) The Roman Catholic diocese and anyone else who has recently expressed an interest in setting up a school.
- f) MPs whose constituencies include the school that are the subject of the proposal or whose constituents are likely to be affected by the proposal.

2.4 Having consulted and taken account of the views expressed, the proposer must publish their proposal according to legal requirements set out in DfE Guidance. The notice was published in The News on 16 October 2010.

2.5 As a voluntary aided school, the Diocese must complete and return Form 18 to the DfE Voluntary Aided Capital Team. This is a statement of the governors' resources indicating that they can meet their contribution of at least 10 per cent for maintaining the school in the future. This Form 18 has been completed by the Diocese.

2.6 The proposer must then allow six weeks from the date of publication of their proposal for any objections or comments. The notice period ends on 26 November 2010.

2.7 The proposal will be considered on the basis of its educational merits and what it has to offer parents and the local community and the Diocese will receive a decision from the Council.

2.8 If their proposal is approved the Diocese must implement their proposal.

3. Comply with Conditions

3.1 The Diocese is required to comply with the following conditions:

a. Curriculum and assessment

All maintained schools must:

- Provide the national curriculum
- Participate in national curriculum assessment, including tests
- Provide RE and Collective Worship

b. Admissions

For a voluntary aided school the governing body is responsible for deciding a school's admission arrangements each year. The Diocese will be using the same admissions criteria that the Local Authority uses for admissions into mainstream school. This is:

1. Children in the care of a Local Authority
2. Children who have a sibling (brother or sister) at the school.
3. Children who live nearest to the school, measured in kilometres in a straight line (as the crow flies).

c. Staffing

All maintained schools must have a head teacher who would normally hold the National Professional Qualification for Headship. Teaching staff would normally hold qualified teacher status.

d. Governance

All maintained schools must have a governing body.

e. Equal Opportunities

Schools must not discriminate against pupils, or prospective pupils, on the grounds of:

- Race
- Sex (gender)
- Disability
- Religion or belief
- Sexual orientation

f. Revenue Funding

All maintained schools are funded according to their LA's funding formula which is primarily based on the number of pupils on roll.

Maintained schools cannot supplement their revenue budget by charging fees for education:

- That takes place in school hours
- Is part of the national curriculum

g. Special Educational Needs

If the name of a maintained school is specified in a child's statement a school cannot refuse to admit the child. Schools must consider the most effective ways of delivering special educational needs support to pupils requiring it.

h. Community Cohesion

From September 2007, governing bodies of all maintained school are under a duty to promote community cohesion – educating children and young people to live and work in an ethnically, culturally and socially diverse country.

i. Extended Schools

Every Child Matters aims to improve outcomes for all children. As part of this agenda all schools must provide children, their parents and the wider community with access to core extended services, including wrap-round childcare in primary schools, by 2010.

4 Decision

4.1 In making a decision on whether to agree this proposal, the following factors should be considered:

- **Effects on standards and contribution to diversity**

This would include whether the proposal would:

- improve the quality of educational provision in the area, help to raise standards, improve attainment and narrow the attainment gap for under-performing groups.
- Improve the diversity of educational provision in the area

- **Need for Places**

This would include:

- Whether there is a need for additional places in the area.
- Whether there are surplus places in neighbouring schools, the educational standards at schools with surplus and their level of popularity with parents.

- **Accessibility**

This would include:

- Whether the school's proposed admission arrangements are equitable and allow fair access for all.

- **Finance**

This would include:

- whether the capital resources needed are available
- whether the proposals are viable and represent a cost-effective use of public funds

- **Site**

This would include:

- as this proposal is for a voluntary school if the Trust will not hold the freehold of the site whether the land tenure arrangements are satisfactory.

- **Community cohesion and inclusiveness**

This would include:

- whether the proposal tackles divisions in the community – religious, social, racial and cultural – and the extent to which the school will promote community cohesion.

- **Trust Schools**

This would include:

- the nature and constitution of the proposed Trust, and the activities and reputation of the proposed trustees.

- **Other Issues**

This would include:

- whether there are any equal opportunities issues

- **Views of interested parties**

This would include:

- parents, pupils, families, local residents affected by the proposals or who have an interest in them.

4.2 The Council must make a decision within two months of the end of the representation period i.e. by 26 January 2011. Should the Council not make a decision by this date, the matter would be referred to the school's adjudicator.

5 Implementation

5.1 There is no prescribed timescale but would be as specified in the published notice subject to any modifications agreed by the Decision Maker. The date specified for the opening of the new school is September 2011.

6 Responses to consultation

6.1 No responses have been received at the time of writing this report, regarding the published notices or from the letters that were sent to local residents and schools. Any subsequent responses will be reported at the meeting.

7. Proposal

7.1 This report presents a proposal for the Diocese of Chelmsford to establish a New Voluntary Aided Primary School under section 10(2) of the EIA 2006. This follows an earlier decision by the Cabinet at its meeting of 24 March 2009 [Minute 162 refers] to support the Diocese in pursuing this option with the Secretary of State.

- 7.2 Subject to confirmation from the Diocese of Chelmsford, the school is to be named The George Carey Church of England Primary School.
- 7.3 It is proposed that the school will open on 1st September 2011 with three reception classes, one mixed infant class and two mixed junior classes. The new school will cater for pupils between the ages of 3 to 11 when fully operational and provide places for 630 boys and girls, 39 FTE places for nursery pupils and a childrens centre together with 12 places for pupils with Special Educational Needs.
- 7.4 The benefits of this proposal will be to make provision for pupils of primary school age at the new Barking Riverside development where it is planned for approximately 10,800 new homes will be built and also to meet the increasing demand for school places caused by the changes experienced in the age profile of the Borough, most notably the rise in birth rates and changes in migration patterns into the Borough.

8. Financial Issues

- 8.1 A grant has been secured from the DfE to meet 100% of the cost of the School provision and construction is under way. This is a joint construction project with funding coming from Barking Riverside Ltd to provide other community facilities and a place of worship.
- 8.2 There are additional revenue costs associated with the increased intake of pupils and these will be met from the Dedicated Schools Grant (DSG) budget allocated for this purpose from Central Government. Schools receive funding based primarily on pupil numbers and the increase in pupil numbers will generate sufficient funding to meet revenue costs.
- 8.3 Therefore, revenue funding to support the school will come from the Schools DSG once the school starts to function subject to set up costs to begin supporting the school's establishment which would also need to come from the DSG.

9 Legal Issues

- 9.1 The proposals for a new school have been published in accordance with Section 10 of the Education and Inspections Act 2006 and the required procedural and implementation arrangements are being followed, in accordance with The School Organisation (Establishment and Discontinuance of Maintained Schools) (England) Regulations 2007 (SI 2007 No.1288) (as amended).
- 9.2 The statutory six week consultation period commenced on the 16 October 2010 (following publication of a notice) and concluded on 26 November 2010. The Council (Cabinet) is required to make their decision on the proposal within two months of the end of the statutory consultation period, i.e. by 26 January 2011, otherwise the matter has to be passed to the School's Adjudicator to be determined.

10 Other Implications

10.1 Risk Management

The Council has a statutory obligation to make provision for additional pupil places in the Borough and these proposals mitigate the risk of failing to provide suitable numbers of places for pupils' learning.

10.2 Staffing Issues

New teaching staff and non-teaching staff will need to be recruited for the new school and this will be funded through the school's DSG budget. This will be taken forward by the Diocese of Chelmsford and the School's Governing Body.

10.3 Customer Impact

The new housing development at Barking Riverside will ensure that those pupils living in the local area including pupils with Special Educational Needs have access to education in the primary sector in their local area.

10.4 Property / Asset Issues

The freehold of the land and property will be invested in the Community Development Trust. There is a lease being assigned to the Council to hold the land and buildings for 999 years. The Diocese/Trustees of the new school will have a sub-lease for a minimum of 50 years in accordance with the direction of the Secretary of State.

11 Options appraisal

11.1 The options available are:

- Do Nothing - This is not practical due to the legal and statutory obligation placed on the Council to provide sufficient school places and the pressures currently faced across the Borough.
- Accept the proposal from The Diocese of Chelmsford for a Church of England Primary School.

12 Background Papers Used in the Preparation of the Report:

- Legislation which allows this – Education and Inspections Act 2006
- Report to the former Executive dated 24 March 2009
- Notice Published 16 October 2010
- DCSF Guidance:
 - Establishing a new maintained mainstream school
 - Guide for people wishing to set up a new school outside a competition

13 List of appendices:

None.

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CABINET

21 DECEMBER 2010

REPORT OF THE CABINET MEMBER FOR CHILDREN AND EDUCATION

Title: New Secondary School for Barking Riverside - Appointment of Preferred Bidder for Operational Management	For Decision
<p>Summary:</p> <p>The Cabinet, on 25 September 2007 (Minute 57 refers), agreed to adopt the Building Schools for the Future (BSF) Strategy for Change (Part 2) document. This document stated that “BSF will support Barking Riverside: secondary school places will be required by 2011 due to the Thames Gateway development. This school will be subject to competition”.</p> <p>At the Cabinet meeting on 25 March 2008 (Minute 146 refers), an Outline Business Case (OBC) was received to be submitted to Partnerships for Schools (PfS) and the Department for Education (DfE) (formerly the Department for Children, Schools and Families (DCFS)) to support the Council’s bid for BSF investment resources from Government. The Cabinet agreed to endorse the OBC principles and process and to engage further with the BSF programme.</p> <p>Following the change of government in May 2010 and the Spending Review, on 24 July 2010, the Secretary of State for Education cancelled the national BSF programme. Representation has been made to the Secretary of State with the support of the Rt Hon Margaret Hodge MP and it has been recognised that the Borough has a high demand for school places. The provision of funding to provide the new school will be a matter of determination later this year when basic need announcements for each local authority will be published.</p> <p>This report presents a proposal for the selection of a preferred bidder in relation to the operational management for Barking Riverside Secondary School for either The London Academies Trust Ltd (to establish an Academy) or for the Barking & Dagenham Co-operative Learning Partnership (to establish a Foundation School with a Charitable Trust as the Foundation). This proposal is not in relation to capital funding for the build of the new school.</p> <p>The main criteria is for the school to be a mainstream secondary school to be open from 1 September 2012 (although this could be later as explained in the main report) to cater inclusively for pupils between the ages of 11 and 19 and provide places for 1,500 boys and girls for Years 7 to 11, 300 sixth form places together with specialist facilities for an additional 160 places for pupils with significant special educational needs (SEN) aged 3 to 19 when the school is operating at full capacity.</p> <p>The benefits of this proposal will be to make provision for pupils of secondary school age at the new Barking Riverside development where it is planned for approximately 10,800 new homes will be built and also to meet the increasing demand for school places caused by the changes experienced in the age profile of the Borough, most notably the rise in birth</p>	

<p>rates and changes in migration patterns into the Borough.</p> <p>Wards Affected: Thames Ward</p>		
<p>Recommendation(s)</p> <p>The Cabinet is recommended to</p> <p>(i) Agree the preferred bidder for the operational management of the new Barking Riverside Secondary School, as named in the private and confidential appendix to this report, with the following conditions as allowed in the DfE Guidance 'Establishing a New Maintained Mainstream School' Part C [Paragraph 94]:</p> <p>a) the lease of the site on which a new school is to be constructed;</p> <p>b) the entering into an agreement for any necessary building project supported by the DfE in connection with grant funding from the DfE's former Building Schools for the Future programme, which will result in a delay of one year to allow for building works;</p> <p>c) These conditions being met by September 2013.</p>		
<p>Reason(s)</p> <p>To assist the Council in achieving its Community Priority of "Inspired and Successful" and in fulfilling its duty to provide every child in the Borough with a school place.</p>		
<p>Comments of the Chief Financial Officer</p> <p>The Corporate Director of Finance and Resources has confirmed that relevant financial issues are set out in section 7 of the report.</p>		
<p>Comments of the Legal Partner</p> <p>The Council cannot lawfully invite proposals for school provision whilst funding is uncertain, which is the position in which the Council currently finds itself following the Secretary of State announcement on 24 July 2010 re the BSF programme, therefore, until funding is confirmed, reasonable care should be exercised in relation to progressing the competition process.</p> <p>The Legal Partner (Procurement, Property and Planning) should be consulted in relation to the contractual aspects of the proposed arrangement.</p>		
<p>Head of Service: Jane Hargreaves</p>	<p>Title: Head of Quality and School Improvement</p>	<p>Contact Details: Tel: 020 8227 4148 E-mail: jane.hargreaves@lbbd.gov.uk</p>
<p>Cabinet Member: Councillor R Gill</p>	<p>Portfolio: Lead Member for Children and Education</p>	<p>Contact Details: Tel: 020 8724 2892 E-mail: rocky.gill@lbbd.gov.uk</p>

1. Background

- 1.1 Building Schools for the Future (BSF) was launched in 2004 by the then Prime Minister, Tony Blair. Partnerships for Schools (PFS) was set up in 2005 to deliver the programme on behalf of the government.
- 1.2 The aims of BSF were to rebuild or refurbish every secondary school in England over a 15 to 20 years period with the aim of ensuring that secondary pupils learn in 21st century facilities. Councils would be required to enter into public-private partnerships, known as Local Education Partnerships (LEPs) with private sector companies. Funding for BSF was to come from Grants, PFI and capital receipts, and was targeted at local authorities with the most deprived schools first.
- 1.3 Each Local Authority, as a stakeholder in their LEP, would plan a co-ordinated renewal of their entire secondary schools estate through BSF, in phases of funding known as waves. Funding for ICT (managed services, hardware and software) was ring-fenced in the funding envelope for BSF.
- 1.4 33 LEPs had been established when the programme was cancelled in July 2010. At that point, 185 schools had received BSF investment.
- 1.5 The Cabinet agreed to support the BSF project and noted that it was intended that the Council would be in Wave 4 of the Government's programme at its meeting on 25 September 2007 (Minute 57 refers).
- 1.6 At the meeting of 25 March 2008 (Minute 146 refers), the Cabinet agreed to endorse the Outline Business Case (OBC) following a report from the Corporate Director of Children's Services, to be submitted to Partnership for Schools to support the Council's bid for BSF investment resources from Government.

2. Proposal - Barking Riverside Development

- 2.1 The proposal at Barking Riverside to provide a new 11 to 19 Secondary School, and also 160 places for special needs provision, was part of the BSF programme.
- 2.2 The Barking Riverside development is to provide a mixed-use development that includes up to 10,800 homes in a phased build with the final homes being completed in 2024.
- 2.3 The increase in 0 to fifteen year olds residing in the South Riverside Area, as a result of the new housing developments, is forecast by 2016 to be as follows:
 - 0 to 4 year olds an increase of 957 children
 - 4 to 10 year olds an increase of 1,338 pupils, and
 - 11 to 15 year olds an increase of 884 pupils
- 2.4 With the overall rising birth rates in the Borough from 2,380 (2000-01) to 3,619 (2007-08) and the accompanied proposed development of new homes across the Borough and more specifically at Barking Riverside, there will be an increased demand for school places. It is, therefore, appropriate that as part of the new

Barking Riverside development, some new provision for school places should be made. In particular, it is intended some secondary school places are available for possibly September 2013 with a nominal number of places being available for September 2012. The opening date for the new school could be later than 2013 if the build of the school is delayed as this is dependent on funding being made available from the Secretary of State. By that time, there will already be a first primary school – a Voluntary Aided Church of England School – elsewhere at Barking Riverside.

- 2.5 It is especially important for residents in this new area that there is suitable and convenient access to school places.
- 2.6 Where Local Authorities have identified a requirement for a new school the DfE (formerly the DCSF) introduced procedures for creating a new school established under The EIA 2006 Regulation 2007.
- 2.7 The provisions apply in all circumstances where it is intended to establish a new school and applies for the establishment of any new maintained school whether they are to be brand new schools (e.g. to meet population growth) or to replace existing schools (e.g. following a reorganisation).
- 2.8 Therefore, where the Council wish to see a new school established they must either:
- Invite proposals for the school as provided for in Section 7 of the EIA 2006 Regulation 2007. This process is generally referred to as a “competition” and is expected to be the route by which most new schools will be established.
 - Apply to the Secretary of State for consent to publish proposals for a new school without running a competition. This is consent to **publish proposals only** and is **not** permission to establish a new school. Therefore, where consent is granted to publish proposals, it is not permission to establish a new school. The normal statutory process would still apply i.e. Consultation; Publication; Representations; Decision (by LA or schools adjudicator).
 - Work with the Secretary of State and sponsors to establish an Academy; or
 - For new maintained nursery schools and new 16 to 19 schools only, publish proposals for the new school under Section 11 of the EIA 2006.

This allows for a management structure to be in place for when the school is built.

3 The competition process for the selection of a preferred bidder for the management and operation of the new secondary school

- 3.1 The stages in the competition process are as followed:

Stage 1 Consultation

In order to inform local people and seek their views about the specification of the new school the Council has conducted an extensive consultation process that has included writing to the residents of Barking Riverside; the Faith Forum; all secondary school head teachers in the borough and the governing bodies, Trade

Unions, the YPLA, the Barking & Dagenham Primary Care Trust; the Metropolitan Police (Partnership & Communications) at Barking Police Station; Local Businesses through Barking and Dagenham Business Enterprise; The Diocese of the Roman Catholic Church and the Church of England; Local Residents via The News and the Council corporate website; neighbouring Councils and the wider public via the consultation portal. In addition, a public meeting was held by the Council at Thames View Junior School, on 7 May 2010, to further inform the public of the consultation, the planned specification for the school and a brief explanation of the competition process.

Stage 2 Invitation to bid (first notice)

This was published on 14 May 2010 in both The Times and The News (the local newspaper). The Notice has also been placed on the Council website.

A seminar was held on 15 June 2010 and was hosted by the then Office for Public Management (the then appointed consultants for the DfE). This was to inform potential proposers about the competition process for the operational management of the new secondary school and the requirements for submitting a proposal in response to the published notice. The Council were also able to explain the criteria and objectives for the new school at this event.

Bidders have four months from the date of publication within which to submit a bid. The final date for submission of bids was 24 September 2010.

Stage 3 Publication of Proposals (second notice)

This summary of all the proposals received was published on 6 October 2010.

In addition the Council must hold at least one public meeting following publication of the second notice the purpose of which is to inform people of the proposals received and tell them how they can provide their comments and objections. All of the proposers must be invited to the meeting to give them an opportunity to outline their proposals in more detail and give people an opportunity to ask questions. This meeting was held on 11 October 2010 at Barking Town Hall.

Stage 4 Representations

A six week period follows from the publication date of the second notice to allow for any comments and objections to be submitted. The end of the representation period was 16 November 2010.

Stage 5 Decision

The Council must make a decision within two months of the end of the representation period i.e. by 16 January 2011. Should the Council not make a decision within two months, the matter would be referred to the school's adjudicator.

Stage 6 Implementation

There is no prescribed timescale but would be as specified in the published notice subject to any modifications agreed by the Decision Maker. The date specified for the opening of the new school is September 2012.

4. The selection process

4.1 A selection panel were nominated to determine the preferred bidder for the operational management of the new Barking Riverside secondary school and as part of the selection process, the selection panel were present at the Public Meeting, held on 11 October 2010, at which presentations were made by the two bidders. The two bids were submitted from:

- The London Academies Trust Ltd, who submitted a proposal to establish an Academy.
- The Barking & Dagenham Co-operative Learning Partnership, who submitted a proposal to establish a Foundation School with a Charitable Trust as the Foundation.

4.2 Following the 11 October public meeting, the selection panel members carried out an independent evaluation of the two proposals submitted and completed a score sheet for each bid.

5. Criteria for the new school

5.1 The following are the criteria against which each proposal was scored.

1. Make a clear commitment to providing a school for the Riverside local community by implementing the LA's admissions policy as regulated from time to time.
2. Commit to working within the LA's policies and procedures for placement of children and young people with statements of special educational needs.
3. Demonstrate the capacity to provide an inclusive education at all ages and levels of attainment.
- 4.. Commit to working within the Authority's BSF programme in partnership with other schools in the Borough.
- 5.. Demonstrate an ability to plan and organise a campus of educational facilities for the ages of 3 years to 19 years including those learners with special needs.
6. Commit to providing all aspects of the extended schools' core offer, including wrap-around childcare.
7. Commit to equity and excellence, and set out plans to ensure that standards for the new school are high.
8. Develop the pedagogy of teaching and learning, embedded within a broader social pedagogical framework, focusing on speech, language, debate, discussion and dialogue

9. Provide plans that show how learning is to be personalised for each student so that her or his potential to learn is fully explored through the use of ICT, study programmes and other appropriate means, including the commissioning of support services in collaboration with the LA.
10. Show commitment to promoting and enabling new ways of working, for example, by developing shared social pedagogical transformation across all practitioners including those from the PCT, the VCS and Youth Support service working in the school with ICT at its heart.
11. Commit to joining the Authority's BSF ICT managed service.
12. Show commitment to enabling young people to remain engaged in education/training beyond 16 and thereby contribute to the Council's overall strategy to reduce the number of NEETs within the Borough.
13. Demonstrate strategies to achieve the following outcomes:
 - (a) to enable students to develop their potential for employability
 - (b) to raise their confidence and self esteem by working/earning/training
 - (c) to improve their qualifications and experience
 - (d) to provide them with skills for life and independence
 - (e) to enable them to avoid negative influences and lifestyles
 - (f) to develop concept of citizenship by contributing to and engaging with their community and the wider society
14. Demonstrate an understanding of and commitment to providing community leadership from the proposed school as a hub for the community, together with the strategies, structures and systems for supporting these objectives
15. Commit to ensuring a governance structure representative of all stakeholders.
16. Provide plans and commitment to supporting families especially those that are disadvantaged.
17. Demonstrate commitment to and provide clear and viable plans for working in partnership with Barking Abbey and other secondary schools, Barking College and other relevant providers in relation to 14-19 vocational education and post 16 education.
18. Provide clear and viable plans for working in partnership with Trinity Special School in order to ensure that good practice is shared and that service excellence is attained.

19. Commit to ensuring that the school's contribution to the PFI unitary charge is fully met.
20. Commit to ensuring that the school budget will be managed with economy, efficiency and effectiveness.

6. Scores of the bidders for the management and operation of the new school

6.1 Each bidder was scored against the criteria set out in paragraph 4 above and were marked between 1 to 5 whereby 5 is excellent and exceeds expectations. If the criteria were not met, no score was given. The two bidders were:

- The London Academies Trust.
- The Barking & Dagenham Co-operative Learning Partnership.

6.2 Following the public meeting held on 11 October 2010 the selection panel members met to discuss the scores of the two bidders and are recommending the preferred bidder, as set out **Appendix A** in the Private and Confidential part of the agenda.

6.3 At the time of writing this report, no responses have been received in regard to the published notices or from the letters that were sent to local residents and schools. Any subsequent responses will be reported verbally at the meeting.

7. Financial issues

7.1 There are no direct financial consequences attributable to this report, which is designed to seek the Cabinet's approval to appoint a preferred operator for the new school. Therefore, this proposal is not in relation to capital funding for the build of the new school.

7.2 At present the capital resources to provide the school have been put on hold by the Secretary of State and this is subject to a review. This directly affects the provision of this school. It is expected that the Government will be making an announcement about the allocation of resources to meet basic need provision to provide school places. Allocations are likely to be advised around the end of the calendar year. Once the determination is made on capital funding allocations, a further report will be brought to Cabinet.

7.3 There are additional revenue costs associated with the increased intake of pupils and these will be met from the Dedicated Schools Grant (DSG) budget allocated for this purpose from Central Government. Schools receive funding based primarily on pupil numbers and the increase in pupil numbers will generate sufficient funding to meet revenue costs. Although schools receive funding based primarily on pupil numbers, it is worth stressing that the funding is calculated on the January PLASC numbers. If the additional places are created from September onwards, these numbers will not be counted for the purposes of funding until the census the following year. This will create an in-year funding gap of 7/12ths on the DSG. The funding gap must be set aside as a provision within the DSG during the budget setting process for 2012/13.

7.4 Therefore, revenue funding to support the school will come from the Schools Dedicated Schools Grant (DSG) once the school starts to function; subject to set up costs to begin supporting the school's establishment, which would also need to come from the DSG.

7.5 It is expected that the cost of the Learning Partnership will be contained within the Barking Riverside School's delegated budget share as allocated through the s251 funding formula.

7.6 The provision of capital to support this project is subject to either a grant or PFI credits from the Secretary of State.

8. Legal Issues

8.1 The proposals for a new school have been published in accordance with the Education and Inspections Act 2006 and the required procedural and implementation arrangements are being followed, in accordance with The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007 (as amended by The School Organisation and Governance (Amendments)(England) Regulations 2007 which came into force on 21 January 2008, and the related statutory guidance.

8.2 The statutory six week consultation period commenced on the 6 October 2010 (following publication of the second notice summarising the proposals from bidders) and concluded on 16 November 2010. The Council held a public meeting on 11 October 2010 the purpose of which was to raise public awareness of the 'competition' and allow proposers to outline their proposals. The Council is required to make their decision on the proposals within two months of the end of the statutory consultation period, i.e. by 16 January 2011, otherwise the matter has to be passed to the Schools Adjudicator to be determined.

9. Other Implications

9.1 Risk Management

The Council has a statutory obligation to make provision for additional pupil places in the Borough and these proposals mitigate the risk of failing to provide suitable numbers of places for pupils' learning.

9.2 Staffing Issues

New teaching staff and non-teaching staff will need to be recruited for the new school and this will be funded through the school's DSG budget. This will be taken forward by the School's Governing Body that will be established prior to the opening of the new school.

9.3 Customer Impact

The new housing development at Barking Riverside will ensure that those pupils living in the local area, including pupils with Special Educational Needs, have access to education in the secondary sector in their local area.

9.4 **Property / Asset Issues**

The new school will be an addition to the school estate portfolio.

The site designated at Barking Riverside for the school is owned by Barking Riverside Limited (BRL) and will be assigned as a lease to the Council for the purposes of providing a school. This will be subject to a separate agreement.

Further to the Spending Review currently underway by the new coalition government, at present the capital resources to provide the school have been put on hold and this directly impacts on the delivery of the school building that could be delayed by one year because of financing and land issues.

10. **Options appraisal**

10.1 Do Nothing - This is not practical due to the legal and statutory obligation placed on the Council to provide sufficient school places and the pressures currently faced across the Borough.

10.2 Accept the bid from the preferred bidder for the management and operation of the new secondary school, as set out in the Private and Confidential part of the Agenda, subject to funding being made available from the Secretary of State.

11. **Background Papers Used in the Preparation of the Report:**

- Legislation which allows this – Education and Inspections Act 2006
- Consultation Paper dated 5 March 2010
- Notices Published 14 May 2010 and 6 October 2010
- DfE Guidance: Establishing a new maintained mainstream school

12. **List of appendices:**

Appendix A – Scoring results and Sheets (In the Private and Confidential part of the agenda)

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