

FORWARD PLAN

April 2003 Edition

Commencement Date: 03 April 2003

THE FORWARD PLAN

Introduction

The Forward Plan sets out information about future Council decisions. It also gives the public the opportunity to have their say on these decisions before they are taken.

Publication and inspection of the Plan

The Plan is published monthly. It is available for inspection, free of charge, at the Public Enquiry Counter located in the Chief Executive's Department, Room 139, First Floor, Civic Centre, Dagenham. It is also available on the Council's website (www.barking-dagenham.gov.uk).

The Plan will be published on the following dates during the current Council year 2002/03:

Edition	Publication date
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April edition 11 March 2003

May edition 8 April 2003 June edition 13 May 2003 July edition 17 June 2003 15 July 2003 August edition September edition 12 August 2003 October edition 16 September 2003 November edition 14 October 2003 December edition 18 November 2003 January edition 9 December 2003 February edition 6 January 2004 March edition 10 February 2004 16 March 2004 April edition

Contents of the Plan

By law, councils have to publish a monthly Forward Plan. This has to contain available details of all "Key Decisions" the Council is aware will be taken by councillors or staff during the forthcoming four-month period. The term "Key Decision" is explained below.

Barking and Dagenham Council is committed to open government. It is encouraging local people to have their say on the decisions that affect them, their families and the community as a whole. It recognises that is therefore important to provide as much information about these decisions as possible. As a result, Barking and Dagenham's Forward Plan lists all decisions, not just "Key Decisions", and looks as far ahead as possible, not just at the coming few months.

Key Decisions

A "Key Decision" is a decision that is likely to:

- (a) involve significant spending or savings and/or
- (b) have a significant effect on the community

In relation to (a), councils have to define which financial decisions are "significant" and, therefore, "Key." Barking and Dagenham's definition is spending or savings of £200,000 or more that is not in the Council's Budget (the setting of the Budget is itself a Key Decision).

In relation to (b), a decision is, by law, "Key" if it is likely to have a significant impact on the community in two or more wards. In line with Government guidance, this Council treats a decision as "Key" if it is likely to have a significant impact on one or more ward.

Information included in the Plan

In relation to each decision, the Plan includes as much of the following information as is available when it is published:

- the subject matter;
- the Member meeting/employee taking the decision;
- the estimated date when a decision will be taken;
- any groups/persons to be consulted before the decision is taken;
- how any such consultation will be carried out; and
- a list of relevant documents to be submitted to the decision-taker in connection with the decision.

How you can have your say

If you would like to comment on any decision included in the Plan please let me know as soon as you can. I will then ensure your comments are considered by those taking the decision.

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THE FORWARD PLAN

Key to the table

Column 1 shows the estimated date when the decision will be taken and who will be taking the decision.

Column 2 sets out the title of the report or subject matter, the nature of the decision being sought and a list of supporting papers (if any) to be presented with the report.

Key Decisions are listed in bold type. Other decisions are listed in normal type.

Column 2 also indicates why the decision has been classified as a Key Decision:

"Community" denotes that the decision is likely to have a significant effect on the community, i.e. on one or more wards.

"Financial" indicates that the decision is likely to involve significant expenditure and/or savings, i.e. above the threshold of £200,000.

"Framework" indicates that the decision is part of the Budget and Policy Framework. The Framework, which is set down in law, comprises the most important Key Decisions made by local authorities e.g. setting the Budget and Council Tax and agreeing the Community Strategy.

Column 2 also shows, in brackets, the initials of the Chief Officer proposing the decision as follows:

CE = Chief Executive

DEAL = Director of Education, Arts and Libraries

DHH = Director of Housing and Health

DLES = Director of Leisure and Environmental Services

DSS = Director of Social Services

DCS = Director of Corporate Strategy

DF = Director of Finance

Columns 3 and 4 provide information available at the time the Plan was published on, respectively, any groups to be consulted by the Council before the decision is taken and how any such consultation will be carried out.

Column 5 specifies which Wards (if any) will be affected by the proposal.

The Plan also lists the Members involved in taking Key Decisions (see Appendix A)

Decision taker/ Estimated date (Draft report deadline)	Subject Matter (relevant Chief Officer) Nature of Decision Additional documents to be submitted	Consultees	Consultation Process	Wards Affected by the Proposals
The Executive: 8.4.03 (21.03.03)	External Activities of Members and Senior Officers (DCS) The Executive is asked to note the report, which summarises the external professional activities of Members and senior officers. The report will help Members assess how the Council is projecting itself and promoting the Borough at local, regional and national levels. None.	Internal Members Senior Officers	Members and Senior Officers are being asked to provide details of the external professional activities with which they are involved (e.g. membership of professional bodies, outside groups and organisations)	
The Executive: 8.4.03	Members Allowances [Annual Item] (DCS) The Executive will be asked to consider an independent panel's recommendations on Members Allowances for 2003/04 (The Assembly will be asked to consider these recommendations at its annual meeting on 14.05.03) None.	Internal - Members	Internal - Questionnaire	

The Executive: 8.4.03	Career Trainee Scheme: Annual Report [Annual Item] (DCS) The Executive will be asked to consider the annual report of the Career Trainee Scheme. None.	Internal	Through one to ones and meetings
The Executive: 8.4.03	Best Value Review: Improving School Attendance: Final Report (DEAL) The Executive will be asked to consider the Best Value Review report, its recommendations and a plan for improving school attendance. (The Assembly will be asked to make a decision on these matters at its meeting on 14.05.03) None.	Schools and interest groups	Schools and interest groups
The Executive: 8.4.03	Youth Support and Development Service Plan (DEAL) The Executive will be asked to agree the report regarding the new DfES requirement on statutory Youth Services to produce a 3 year Strategic Plan with a detailed 1 year Delivery Plan. Youth Support and Development Service Plan	 BAD Youth Forum Voluntary Youth Organisations Forum Young People Workers Forum London East Connexions Partnership B&D Connexions Local Management Group 	Agenda item on each group's meeting

The Executive:	Tanner Street and Clevelands,	Residents	Letters	Abbey
8.4.03	Bloomfields and Wakerings regeneration	Local Businesses	Open Meetings	
	area - final planning brief, results of	Voluntary Sector		
	consultation and housing proposals :	Faith Groups		
	Community (DHH)	Statutory Consultees		
	The Executive will be asked to approve the final draft of the planning brief, Housing proposals for the footprint CBW site and an update on decant process.			
	None.			

The Executive: 8.4.03	Private Sector Housing Strategy - Report on Consultation: Community (DHH) On December 17 th 2002, the Executive agreed a draft Private Sector Housing Strategy for the purposes of public consultation. The consultation is now complete and the Executive is asked to consider the responses received and to agree some consequent changes to the Strategy. The Strategy sets out the Council's policy in relation to Private Sector Housing. It includes a package of measures to help owner-occupiers and landlords to repair and improve their properties. These include equity release, grants and enforcement. It is proposed that resources be concentrated on older and disabled people and in designated Home Improvement Zones. None.	 Borough Residents Mortgage lenders Estate Agents Landlords Older residents Disabled residents Grant recipients 	 The Citizen Letter to Mortgage lenders Letter to estate agents Letter to landlords Letter and meeting with Age Concern Disablement Association of Barking & Dagenham, LIFE, Independent living Agency and Access Made Easy Letter to grants those who received grants in 2002 	All Wards
The Executive: 8.4.03	Mechanical Services Term Contracts (DLES) The Executive is asked to agree a contract of value in excess of £200,000 None.	All departments which occupy accommodation	Internal	

The Executive: 8.4.03	Highways Term Maintenance Contract(s) (DLES) The Executive will be asked to approve the acceptance of the Tender(s) for this contract(s). None.	Internal: DLES	Internal	
The Executive: 8.4.03	Dagenham Dock Interim Planning Guidance (DLES) The Executive will be asked to formally adopt the Dagenham Dock Interim Planning Guidance as amended by the public consultation exercise. On the 17 December the Executive gave approval for the Dagenham Dock Interim Planning Guidance to go out to public consultation. This report will set out the results of the consultation; the amendments made and seek the document's formal adoption as planning guidance. The amended Planning Guidance	Details of the full public consultation exercise will be laid out in the report	Copies of the full document sent out	Goresbrook; River;
Assembly: 9.4.03 (18.03.03 Rearranged from 2.04.03)	Early Years Development and Childcare Partnership Plan : Framework (DEAL) The Assembly will be asked to agree the Plan None.	Partnership Board DfES Infant and Primary School Head teachers Other nursery providers	Plan distributed to Board and the DfES for review	

Assembly: 9.4.03	Education Development Plan: Framework [Annual Item] (DEAL) The Assembly will be asked to agree the Plan update, which sets out the LEAs proposals for raising the standards of education for children in the Borough. The plan will then be submitted to the government. The Assembly will be asked to agree the Plan update, which sets out the LEA's proposals for raising the standards of education for children in the Borough. The Plan will then be submitted to the Government. None.	Schools, parents, governors, Headteachers (through a Headteachers conference), Diocese, neighbouring LEAs, other key education players Departmental Management Team and other relevant LEA officers	Through letters, distribution of the update and questionnaire, governing body report, school systematic visits	
Assembly: 9.4.03	Housing Capital Programme: Priorities for Investment: Framework [Annual Item] (DHH) The Assembly will be asked to agree the priorities None.	Tenants and Leaseholders	Tenants Federation and Area Contract Panel	
Assembly: 9.4.03	Barking Action Plan (DLES) The assembly will be asked to agree the Barking Action Plan Action Plan	Internal London Development Agency Greater London Authority Barking Town Centre Partnership	Sent a draft copy and asked to comment	Abbey

Assembly: 9.4.03	Petition: Hooks Hall Farm Fishing Pond (DLES) To report to the Assembly the receipt of a petition. The Assembly will be advised that consultation processes about fishing at this lake is already underway with residents and others with the intention to report to the Executive once the consultation process has been completed. Petition	External Citizen Article London Wildlife Trust Fishing Clubs Internal Legal	External Ongoing following Letters, Meetings and article in the Citizen. Internal Circulation of draft report	Eastbrook
Assembly: 9.4.03	Petition: Car Park near the Millennium Centre, Eastbrookend Country Park (DLES) To report the receipt of a petition and investigations into the issue. Petition	External Police Internal Parks Constabulary	External Consultation on draft report. Internal Consultation on draft report.	Eastbrook
The Executive: 15.4.03 (Wednesday 26.03.03, due to Easter Bank Holiday)	Business Improvement Districts (DCS) The Executive will be asked to consider authorising officers to develop proposals for making an application for a Business Improvement District. None.	Finance, Legal and Planning departments Head of Regeneration	Consultees have been consulted on the draft report	

The Executive:	Draft Casual Admissions Arrangements	Following consideration by	It is anticipated that public	
15.4.03	(DEAL)	the executive in January	meetings will be held as	
		2003, the proposals will be	well as articles in the local	
	The draft arrangements are presented to the	open to public consultation.	press and publication on	
	Executive for consideration prior to public	Schools, via their	the Internet site. The draft	
	consultation.	governing body and	arrangements will be	
		Headteachers will also be	distributed to local	
	In response to the Best Value Admissions	consulted as well as local	stakeholders for comment.	
	review and OFSTED recommendations the	stakeholders such as		
	arrangements for casual admissions to	diocesan representatives.		
	secondary schools is being revised.			
	Draft Casual Admissions Arrangements			

The Executive:	Admissions to Schools : Community	Headteachers, governing	We anticipate that this will	
15.4.03	(DEAL)	bodies, the local	take the form of discussion	
		community, neighbouring	with relevant user groups	
	The Executive will be asked to approve a	LEAs and other admission	and other stakeholders in	
	scheme for the co-ordination of admissions to	authorities. The	respect of draft proposals	
	secondary schools as required by the	Admissions Forum (which	made in early 2003.	
	Education Act 2002.	includes diocesan		
		representatives) will advise		
	The Education Act 2002 and the revised	the LEA on its proposals.		
	Code of Practice on School Admissions			
	published in January 2003 require LEAs to			
	draw up schemes to co-ordinate the			
	admissions to secondary schools of year 7 pupils. This co-ordination must be across all			
	admissions authorities within the LEA's			
	designated area and across other LEAs. The			
	scheme must also indicate the arrangements			
	Leas make for other admissions to secondary			
	schools. The first scheme must enable the			
	LEA to implement it for year 7 admissions to			
	secondary schools in September 2004.			
	Draft Scheme for Coordinated Admissions to Secondary Schools			

The Executive: 15.4.03	Health and Safety Plan 2003/04: Framework [Annual Item] (DHH) The Executive is asked to approve the Business Plan. All Local Authorities are required by statutory guidance issued under the Health and Safety at Work Act 1974 to produce a Health and safety Service Business Plan. None.	Health and safety Executive Health Authority	Report sent to: • Health and safety Liaison Officer • Consultant in Communicable Disease Control	
The Executive: 15.4.03	Parking Control on Housing Estates (DHH) The Executive will be asked to approve the proposed consultation process, the proposed rules for wheel clamping, the proposed method for appointing a contractor and the proposed distribution of any revenues from the scheme. None.	Tenants and Leaseholders and other residents on affected estates.	 Borough Federation of Tenants' and Residents' Associations. Community Forums and Community Housing Partnerships. Citizen Magazine Tenants Associations and estate meetings 	All Wards

The Executive: 15.4.03	Creation of Neighbourhood Caretaking Service for the Council's Flatted Estates (DHH) The Executive will be asked to approve the creation of the new service, the redeployment of certain staff from Housing & Health and Leisure and Environmental Services, recruitment of a new manager to head up the service, recruitment of additional staff and the acquisition of new equipment. None.	Tenants & Leaseholders All residents of the Borough are being informed.	 Borough Federation of Tenants & Residents Associations Community Forums and Community Housing Partnerships The creation of a Customer Panel The Citizen Magazine. 	All Wards
The Executive: 15.4.03	Food Safety Service Business Plan 2003/04: Framework [Annual Item] (DHH) All Local Authorities are required by the Food Standards Act 1999 to produce a Food Safety Service Business Plan. The Executive will be asked to consider the Food Safety Service Business Plan, which forms the basis on which the Food Safety Service will be delivered. (The Assembly will be asked to agree the Plan at its annual meeting on 14.05.03) None.	Health Authority	Report sent to the Health Authority	

The Executive: 15.4.03	London Road / North Street : Community (DHH) The Executive will be asked to consider the potential future opportunities for this part of the Town Centre. None.	Residents of the affected block Development Management Company managing the ground floor retail leases	Series of resident consultation and workshop events planned	Abbey
The Executive: 15.4.03	Best Value Review of Parks and Grounds Maintenance: Final Report: Community (DLES) The Executive will be asked to consider the Best Value Review report, its recommendations and a service improvement plan. (The Assembly will make a decision on this on 14.05.03) Best Value Review Report (December 2002)	Internal: DLES - Finance, Strategic Development CED - Policy and improvement Officer (Corporate Support) External: Community Groups and schools Borough wide. Staff of service. Other Stakeholders	Internal - Circulation of draft report. External: Two MORI polls Challenge day Focus Groups Staff Feedback group	All Wards

The Executive: 29.4.03 (11.04.03)	Appointments to the Democratic Structure [Annual Item] (DCS) The Executive is asked to consider the appointment of members to the meetings that make up the Council's political structure (e.g. the Executive, the Scrutiny Management Board and the Community Forums) for 2003/04. They will also be asked to consider the appointment of representatives to external bodies for 2003/04 (The Assembly will be asked to agree these appointments at its first meeting on 14.05.03) None.	None	Not Applicable	
The Executive: 29.4.03	Draft School Organisation Plan: Community [Annual Item] (DEAL) None.	Heads, Barking College, dioceses, Learning and Skills Council; Chairs of Governors; Community; School Organisation Committee Departmental management team and other relevant LEA officers	Copy of the draft sent for comments; written requests for updates; statutory/ public notice newspaper and article in the Citizen	

The Executive: 29.4.03	Authorised Travellers Site Facilities: Community (DHH) The Executive will be asked to consider the future of the existing site: should it be closed, refurbished, rebuilt or left in its present condition. None.	 Laing Technology Travellers currently occupying the site Local residents Interested traveller groups Other Boroughs London Wildlife Trust Metropolitan Police - Travellers Liaison Officer The Gypsy Council Other relevant groups 	 Best Value consultation with licensees and other stakeholders Forum with licensees Other interested bodies will be consulted via planning application (awaited) 	Eastbrook
The Executive: 29.4.03	Corporate Self-Audit of Child Protection Services - Laming Report : Community (DSS) The Executive will be asked to approve the corporate self-audit of Child Protection Services prior to it being submitted to the Secretary of State for Health. The Secretary of State has instructed all Local Authorities with responsibilities for Social Services to complete self-audit of Child Protection Services and to submit it by 30 th April. The instruction follows publication of the Laming Report into the death of Victoria Climbie. None.	 All Area Child Protection Committee (ACPC) agencies All Deputies and Chief Officers Primary Care Trust 	In writing; At ACPC Meeting; The Management Team	

Assembly: 14.5.03 (Provisional 29.04.03)	Members Allowances [Annual Item] (DCS) The Assembly will be asked to consider an independent panel's recommendations on Members Allowances for 2003/04 None.	Internal - Members	Internal - Questionnaire
Assembly: 14.5.03	Appointments to the Democratic Structure [Annual Item] (DCS) The Assembly is asked to approve the appointment of members to the meetings that make up the Council's political structure (e.g. the Executive, the Scrutiny Management Board and the Community Forums) for 2003/04. They will also be asked to consider the appointment of representatives to external bodies for 2003/04. None.	None	Not Applicable
Assembly: 14.5.03	Best Value Review: Improving School Attendance: Final Report (DEAL) The Assembly will be asked to agree the recommendations of the Best Value Review and the related improvement plan. None.	Schools and interest groups	Schools and interest groups

Assembly: 14.5.03	Food Safety Service Business Plan 2003/04: Framework [Annual Item] (DHH) All Local Authorities are required by the Food Standards Act 1999 to produce a Food Safety Service Business Plan. The Assembly will be asked to agree the Food safety Service Business Plan that forms the basis on which the Food safety Service will be delivered. None.	Health Authority	Report sent to the Health Authority	
Assembly: 14.5.03	Best Value Review of Parks and Grounds Maintenance: Final Report: Community (DLES) The Assembly will be asked to agree the recommendations of the Best Value Review and the Service Improvement Plan Best Value Review Report (December 2002)	Internal: DLES - Finance, Strategic Development CED - Policy and improvement Officer (Corporate Support) External: Community Groups and schools Borough wide. Staff of service. Other Stakeholders	Internal - Circulation of draft report. External: Two MORI polls Challenge day Focus Groups Staff Feedback group	All Wards

The Executive: 20.5.03 (2.05.03)	Barking Football Club Lease (DLES) To report on the result of negotiations and the proposals for the wall and protection of the trees. The Executive will be asked to agree the alternative proposals and new lease terms. None.	Internal: Democratic Services DLES - Property Services DLES - Finance	Internal	Mayesbrook
The Executive: 20.5.03	Town Show and Event Funding (DLES) To report back in accordance with the Executive's instructions. None.	Internal: Head of Corporate Finance Head of Corporate Communications DLES - Head of Finance DEAL - Head of Arts	Internal	
The Executive: 20.5.03	Parks and Green Spaces Strategy: Community (DLES) The Executive will be asked to consider the Strategy. (The Assembly will be asked to approve the Strategy at its meeting on 4.06.03) Draft Parks and Green Spaces Strategy	External: Countryside Agency Greater London Authority Potential sources of funding Internal: Chief Officers and Heads of Services	MORI Polls for Best Value Review have been used to shape the Strategy.	

Assembly: 4.6.03 (20.05.03)	Parks and Green Spaces Strategy : Community (DLES) The Assembly will be asked to consider the Strategy Draft Parks and Green Spaces Strategy	External: Countryside Agency Greater London Authority Potential sources of funding Internal: Chief Officers and Heads of Services	MORI Polls for Best Value Review have been used to shape the Strategy.	
The Executive: 24.6.03 (6.06.03)	Vision for Leisure : Community (DLES) The Executive will be asked to give initial consideration to the principles of the future of the Council's leisure services. Reports by McAlpine, Thorpe and Warrier (consultants employed by the Council to investigate the options) entitled - Future Funding of Barking and Dagenham Leisure Services Comparison of Long Term Costs of Renovating and Maintaining the Council's Indoor Leisure Centres Under Different Management and Funding Scenarios	Internal: DLES - Finance, Planning Services (Strategic) DHH - Director of Housing and Health.	Consultation on draft report	

The Executive: 29.7.03 (Provisional 11.7.03)	PERFORMANCE MONITORING: End of year 2002/03 Actuals Performance Monitoring (DCS) Budget Monitoring (DF) Performance Monitoring Graphs		Internal: Departments Performance Monitoring Contact Officers.
The Executive: 19.8.03 (Provisional 1.8.03)	Cemetery Charges (DLES) The Executive will be asked to agree a four-year programme for the Cemetery Charges commencing 1 October 2003. None.	Internal: DLES - Finance External: Cemeteries Service Stakeholders	Cemeteries Service Liaison Meeting
The Executive: 16.9.03 (29.8.03)	PERFORMANCE MONITORING 1st Quarter. Performance Monitoring (DCS) Budget Monitoring (DF) Performance Monitoring Graphs	Internal: Departments Performance Monitoring Contact Officers	Performance Monitoring process

The Executive: 18.11.03 (31.10.03)	PERFORMANCE MONITORING: 2nd Quarter. Performance Monitoring (DCS) Budget Monitoring (DF) Performance Monitoring Graphs	Internal: Departments Performance Monitoring Contact Officers	Performance Monitoring process
The Executive: 24.2.04 (6.2.04)	PERFORMANCE MONITORING 3rd quarter and end of year projections Performance Monitoring (DCS) Budget Monitoring (DF) Performance Monitoring Graphs	Internal: Departments Performance Monitoring Contact Officers	Performance Monitoring process

APPENDIX A

MEMBERS OF THE COUNCIL

All 51 Councillors are Members of the Assembly. Councillors marked with an asterisk (*) are also Members of the Executive.

Councillor Alexander* Councillor Gibbs Councillor Ms Baker Councillor Huggins Councillor Barns Councillor Mrs Hunt Councillor Best Councillor Jamu Councillor Mrs Blake Councillor Jeyes Councillor Mrs Bradley Councillor Jones Councillor Justice Councillor Bramley Councillor Kallar* Councillor Mrs Bruce Councillor Clark Councillor McCarthy Councillor H. Collins Councillor McKenzie* Councillor L. Collins Councillor Miles Councillor Mrs Convard Councillor O'Brien Councillor Osborn* Councillor Cook

Councillor Cook
Councillor Cooper
Councillor Mrs Cooper
Councillor Mrs Cooper
Councillor Mrs Cooper
Councillor Porter*

Councillor Mrs Cridland Councillor Mrs Rawlinson
Councillor Curtis Councillor Mrs Rush

Councillor Dale Councillor Smith

Councillor Davis
Councillor Denyer
Councillor Fairbrass*
Councillor Summerfield
Councillor Thomas
Councillor Mrs Twomey

Councillor Fani Councillor Wade*
Councillor Felton Councillor Mrs Flint Councillor Geddes*

Councillor Mrs Water
Councillor Geddes*

Councillor Mrs West

2 Vacancies