

FORWARD PLAN

July 2003 Edition

Commencement Date: 03 July 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, Room 139, First Floor, Civic Centre, Dagenham. It is also available on the Council's website (www.lbbd.gov.uk).

The Plan will be published on the following dates during the Council year 2003/04:

Edition	Publication date
July edition August edition September edition October edition November edition December edition January edition February edition March edition April edition	17 June 2003 15 July 2003 12 August 2003 16 September 2003 14 October 2003 18 November 2003 9 December 2003 6 January 2004 10 February 2004 16 March 2004
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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 Key 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
- 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 Key:

"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:

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
Executive: 8.7.03 (20.06.03)	Draft Borough Spending Plan (Transport for London) Submission for Mayor of London (DLES) The Executive will be asked to approve the bid, via Transport for London, to the Mayor for London None.	Internal: DLES - Finance, Leisure and Community Planning DCS - Regeneration	Circulation of draft report	All Wards
Executive: 8.7.03	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

Road Safety Statistics (DLES)	Internal	Statistics	All Wards
An information item presenting road safety statistics for the Borough, as requested by the Executive.	Traffic and Road Safety		
None.			
Draft Homelessness Strategy (DHH) The Council is required by the homelessness Act 2002 to conduct a review of homelessness in the area and to produce a Homelessness Strategy by end of July 2003. The Executive will be asked to agree the draft Homelessness Strategy for further consultation and to receive the finalised version following the consultation process None.	There is a Working Group comprising Internal Heads of Service and external agencies: Community Mental Health Probation EMPA Axe St Drug Project East St Youth Information	Working Group	All Wards
•	safety statistics for the Borough, as requested by the Executive. None. Draft Homelessness Strategy (DHH) The Council is required by the homelessness Act 2002 to conduct a review of homelessness in the area and to produce a Homelessness Strategy by end of July 2003. The Executive will be asked to agree the draft Homelessness Strategy for further consultation and to receive the finalised version following the consultation process	safety statistics for the Borough, as requested by the Executive. None. Draft Homelessness Strategy (DHH) The Council is required by the homelessness Act 2002 to conduct a review of homelessness in the area and to produce a Homelessness Strategy by end of July 2003. The Executive will be asked to agree the draft Homelessness Strategy for further consultation and to receive the finalised version following the consultation process The Executive will be asked to agree the draft Homelessness Strategy for further consultation and to receive the finalised version following the consultation process There is a Working Group comprising Internal Heads of Service and external agencies: Community Mental Health Probation EMPA Axe St Drug Project East St Youth	safety statistics for the Borough, as requested by the Executive. None. Draft Homelessness Strategy (DHH) The Council is required by the homelessness Act 2002 to conduct a review of homelessness in the area and to produce a Homelessness Strategy by end of July 2003. The Executive will be asked to agree the draft Homelessness Strategy for further consultation and to receive the finalised version following the consultation process None. There is a Working Group Group comprising Internal Heads of Service and external agencies: • Community Mental Health • Probation • EMPA • Axe St Drug Project • East St Youth Information

Executive: 8.7.03	Barking Town Centre Delivery Arrangements : Community (DCS)	Head of Assets, Head of Landlord Services	Circulation of draft report	Abbey; Gascoigne;
	The report will be about the delivery arrangements for regeneration of Barking Town Centre.			
	Report will request a decision on the setting up of a new Regeneration Board or the inclusion of Barking Town Centre within the proposed East London Development Corporation, the setting up of a Housing and Regeneration Company and the setting up of a dedicated corporate team.			
	None.			

Executive: 8.7.03	London Riverside Urban Strategy: Interim Planning Guidance (DLES) The Executive will be asked to agree the strategy for Development Control. None.	Internal Jeremy Grint: Head of Regeneration Peter Wright: Interim Head of Development External Local Residents. Local Businesses. Greater London Authority. Thames Gateway London Partnership. Heart of Thames Gateway. Environment Agency. Railtrack / Network Rail. Thames Water.	Leaflet was sent to all consultees in LBBD and Havering and made available for inspection in the libraries, Barking Town Hall and the Civic Centre. A press release as well as coverage in the local press.	All Wards
Executive: 8.7.03	Planning Development Grant (DLES) The Executive will be asked to agree the development of the Service in light of potential legislation and associated financial issues. None.	Internal Finance (LESD) Democratic Services	Circulation of draft report.	All Wards

Executive: 8.7.03	Building Cleaners - Assimilation (DLES) The Executive will be asked to give an exception to the Council's Recruitment and Selection Policy.	Internal LESD and Corporate Human Resources GMB Trade Union Finance (LESD)		
	None.			
Executive:	Mayore Members and Floot Transport	Internal	Departmental Meetings	Not
22.7.03 (4.7.03)	Mayors, Members and Fleet Transport (DLES) The report outlines the service implications caused by the financial savings required to the Mayor's, Members and Fleet Transport service in 2004/05 as a result of the budgetary savings exercise agreed by the Assembly.	Internal DLES Transport and Waste Manager. Acting Head of Finance (DLES)	Departmental Meetings	Applicable
	None.			

Executive: 22.7.03	Asset Management Plan (DLES)	Internal:	Internal:	All Wards
	The Executive will be asked to approve the Asset Management Plan. The Council is required to submit an Asset Management Plan to the Government each year by 31.7.2003. The plan explains the Council's methodology for use of property and how it contributes to service delivery Draft Asset Management Plan	Other Departments	 Individual Departmental consultation Asset Utilisation Group Corporate Asset Forum 	
Executive: 22.7.03	Passenger Transport Service The Executive will be asked to concur with the inter-departmental reorganisation and transfer of staff. (DLES and DEAL) None.	Internal: Social Services Education Workforce and Trade Unions	Circulation of draft report	Not Applicable

Executive: 22.7.03	Revenues Staffing Review (DF) The Executive will be asked to approve the staffing restructure in Revenue Services. A growth item was put in the budget for staffing in the Revenue Service, this report will formalise the detail of that growth item. None.	The Management Teams, Heads of Service, Staff representatives and Unions	Through meetings	Not Applicable
Executive: 22.7.03	Revenue Improvement Plan and IT Systems Replacement: Financial (DF) The Executive will be asked to note the revenue improvement plan and approve the replacement of the IT systems and the funding for the work. The report will present a comprehensive statement on the current performance standards, targets aims and objectives for the Revenue Services, as well as an assessment of the IT requirements of the service and how these are best addressed. None.	The Management Team Heads of Service Head of IT/IS Head of Customer First TMT	Meetings and consultation on the draft report	Not Applicable

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.	Performance Monitoring Process	Not Applicable
Executive: 19.8.03 (1.8.03)	Land in Abbey Road - Relocation of the Canoe Club (DLES) To report back in accordance with Executive Minute 385, 8 April 2003. None.	Internal: Property Services Planning	Circulation of Report	Gascoigne
Executive: 19.8.03	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	All Wards

Executive: 26.8.03 (Provisional) (8.8.03)	Fees and Charges: Births, Deaths and Marriage Registration Service (DLES) Report reviewing changes in charges in accordance with Executive minute 329, 11 March 2003. None.	Internal DLES Finance	Circulation of Draft Report	All Wards
Executive: 9.9.03 (22.8.03)	Land Disposal Programme (DLES) The Executive will be asked to agree the next areas for disposal. None.	Internal Legal Finance And other appropriate Departments	Circulation of draft report	All Wards
Executive: 9.9.03	Malthouse (DLES) The Executive will be asked to consider the terms of a long lease None.	Internal Legal, Leisure, Regeneration & Culture.	Meetings and the circulation of the draft report.	Gascoigne

Executive: 9.9.03	Joint LCSG Contract for Supply of Protective Clothing (DLES)	Participating Boroughs	Contract meetings.	
	The Executive will be asked to approve a recommendation to award the contract to the recommended supplier/suppliers for the Supply of Protective Clothing being a joint contract with other London Boroughs under the auspices of the London Contracts and Supplies Group. (LCSG is an accredited co-operative of procurement professionals from London Boroughs, Universities and similar bodies).			
	None.			

Executive: 9.9.03	Maintenance and Supply of Portable Fire Appliances Term Contract (DLES) The Executive will be asked to accept a recommendation to award the contract to the proposed Contractor for the Maintenance of Portable Fire Appliances located in various premised though out the Borough. This framework contract provides a twice a year service of all fire extinguishers hoses and blankets and supply of new products as required, for schools and public buildings as approved by local management.	Internal All Departments. External Schools management	Circulation of Draft Report
	None.		
Franctica	DEDECOMANCE MONITODING 4 st	Internal:	Doufournes Manitaring
Executive: 16.9.03 (29.8.03)	PERFORMANCE MONITORING 1 st Quarter.	Internal: Departments	Performance Monitoring process
(20.0.00)	Performance Monitoring (DCS)	Performance Monitoring	
	Budget Monitoring (DF)	Contact Officers	
	Performance Monitoring Graphs		

Executive:	Climate Change Strategy : Community	Internal:	The strategy document	All Wards
23.9.03	(DLES)		sets out the framework	
(5.9.03)		Overall consultation on	for consultation within	
	The Executive will be asked to agree the	principle design and	the local community,	
	draft Climate Change Strategy, which	layouts.	council departments and	
	deals with the reduction of Greenhouse		specialist interest	
	gases by 2010 in line with Central	DHH – Health and	groups.	
	Government Policy, for London Borough of Barking and Dagenham.	Consumer Services		
	3 1 3 1	DLES – Technical and		
	None.	Operational Services		
		All other departments		
		represented via the		
		Environmental		
		Sustainability Steering		
		Group		
		External:		
		ADSM (Engineering		
		Sustainability		
		Consultancy) working		
		with the Council on the		
		development of the draft		
		strategy.		

Executive: 23.9.03	Vision for Leisure : Community (DLES)	Internal:	Consultation on draft report	All Wards
	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	DLES – Finance, Planning Services (Strategic) DHH – Director of Housing and Health.		
	Comparison of Long Term Costs of Renovating and Maintaining the Council's Indoor Leisure Centres Under Different Management and Funding Scenarios			

Executive: 28.10.03 (10.10.03)	Vision for Leisure : Community (DLES) The Executive will be asked to consider the business case, Capital implications and long-term management options for the Leisure Centres. 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	All Wards
Executive: 28.10.03	School Organisation Plan: Community [Annual Item] (DEAL) This is an annual statutory plan which the LEA is required to submit to the DfES. The document sets out the LEA's plans for the provision of school places for the next 5 years The Assembly will be asked to agree this report at its meeting on 5 November 2003 None.	Heads, Barking College, dioceses, Learning and Skills Council; Chairs of Governors; Community; School Organisation Committee	Circulated to stakeholders Draft Plan available for public consultation on the Internet Notice in the Citizen	All Wards

Assembly: 5.11.03 (24.10.03)	School Organisation Plan: Community [Annual Item] (DEAL) This is an annual statutory plan which the LEA is required to submit to the DfES. The document sets out the LEA's plans for the provision of school places for the next 5 years None.	Heads, Barking College, dioceses, Learning and Skills Council; Chairs of Governors; Community; School Organisation Committee	Circulated to stakeholders Draft Plan available for public consultation on the Internet Notice in the Citizen	All Wards
Executive: 11.11.03 (24.10.03)	Social Services Inspection Report - Older Persons: Community (DSS) The Executive will be asked to approve the recommendations contained within the report based on the outcome of the Inspection process. The Social Services Inspectorate will be inspecting Older People's Services in Barking &Dagenham during end of September 2003/ beginning October 2003 (2 week period). The report will contain feedback from the Inspection plus any recommendations for the future of the service. None.	Not for consultation	Not applicable	All Wards

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
Executive: 25.11.03 (7/11/03)	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 Consultation on draft report
Executive: 9.12.03 (21.11.03)	Supply of Cleaning Materials - Extension of Existing Contract (DLES) The Executive will be asked to take up the option, in the original contract, to extend the contract for a further 12 months. None.	Internal Finance – DLES	Circulation of Draft Report

Executive: 9.12.03	Fees and Charges: Review of On/Off Street Parking Charges (DLES) The Executive will receive a report reviewing changes in the charges. None.	Internal DLES Finance	Circulation of Draft Report	All Wards
Executive: 13.1.04 (23.12.03)	Supply of Refuse Sacks and Plastic Bags (DLES) The Executive will be asked to approve a recommendation to award the contract to the recommended supplier/suppliers for the Supply of Refuse Sacks and Plastic Bags (subject to a decision regarding the future of supplying residents with refuse sacks or bins). Plastic sacks for issue to residents for disposal of rubbish and a different type for use within public buildings and schools for daily rubbish disposal. All materials to be purchased for stock in Central Stores on a framework agreement as required. None.	Consultation will be through Waste Section with appropriate stakeholders	Circulation of draft report	

Executive: 13.1.04	Joint LCSG Contract for Supply of Copier Paper (DLES)	Other participating boroughs	Contract Meetings	
	The Executive will be asked to approve a recommendation to award the contract to the recommended supplier/suppliers for the Supply of Copier Paper.			
	This is a joint contract operated by the London Contracts & Supplies Group (LCSG being an accredited procurement group for procurement officers from London Boroughs and similar public bodies in London). This contract was previously lead by the London Borough of Haringey who carried out the contracting with input from participating boroughs. They have not renewed the process and this will now probably be lead by LB Barking & Dagenham.			
	This is a framework contract for call off for frequently purchased items for stock at Central Stores as required.			
	None.			

Executive: 10.2.04 (23.01.04)	Fees and Charges: Collection of Trade and Other Waste, Emptying of Cesspools, Vehicle Crossings and MOT's (DLES) The Executive will receive a report reviewing the changes in the charges. None.	Internal DLES Finance	Circulation of Draft Report	All Wards
Executive: 10.2.04	Fees and Charges: Barking Town Centre Market Charges (DLES) The Executive will receive a report reviewing the changes in the charges. None.	Internal DLES Finance	Stakeholders Circulation of Draft Report	Abbey
Executive: 10.2.04	Fees and Charges: Leisure and Amenities (DLES) The Executive will receive a report reviewing the changes in the charges. None.	Internal; DLES Finance External: Stakeholders	Internal: Circulation of Draft Report External: Meetings with stakeholders, Leisure Centre Service Providers and appropriate clubs on licence conditions	All Wards

Executive: 10.2.04	Fees and Charges: Planning Post Search and Other Enquiry Charges (DLES) The Executive will receive a report reviewing the changes in the charges. None.	Internal DLES Finance	Circulation of Draft Report	All Wards
Executive: 10.2.04	Fees and Charges: Births, Deaths and Marriage Registration Service (DLES) The Executive will receive a report reviewing the changes in the charges. None.	Internal DLES Finance	Circulation of Draft Report	All Wards
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	

Executive: 13.4.04 (26.3.03)	Extension of Joint London Contracts & Supplies Group Contract for Computer Consumables 2002/2004 (DLES)	External Participating London Boroughs	Contract Meetings with the participating London Boroughs	
	The Executive will be asked to approve a recommendation to award the contract to the recommended supplier/suppliers for the Supply of Computer Consumables which is operated as a joint contract with the London Contracts & Supplies Group, lead by LB Ealing.			
	None.			

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 Huggins Councillor Ms Baker Councillor Mrs Hunt Councillor Barns Councillor Jamu Councillor Best Councillor Jeyes Councillor Mrs Blake Councillor Jones Councillor Justice Councillor Mrs Bradley Councillor Bramley* Councillor Kallar* Councillor Mrs Bruce Councillor Little 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 Cooper Councillor Mrs Osborn Councillor Mrs Cooper Councillor Parkin Councillor Mrs Cridland Councillor Porter*

Councillor Curtis
Councillor Dale
Councillor Davis
Councillor Denyer
Councillor Fairbrass*
Councillor Fani
Councillor Curtis
Councillor Mrs Rawlinson
Councillor Mrs Rush
Councillor Smith*
Councillor Thomas
Councillor Thomas
Councillor Thomas
Councillor Thomas
Councillor Thomas
Councillor Totter
Councillor Mrs Rawlinson
Councillor Mrs Rush
Councillor Smith*
Councillor Thomas
Councillor Totter

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

Councillor Gibbs