

THE ASSEMBLY

Wednesday, 19 May 2004

Open Reports

Agenda Item 11. Final Report of the Erkenwald Centre Development Scrutiny Panel (for decision) (Pages 1 - 13)

Agenda Item 15. Annual Reports of Meetings - for information unless indicated otherwise (Pages 15 - 38)

(iii) Executive, including Appointments to the Political Structure 2004/05 and Members' Allowances 2004 / 2005

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THE EXECUTIVE**11 MAY 2004****ERKENWALD CENTRE DEVELOPMENT SCRUTINY PANEL**

FINAL REPORT OF THE ERKENWALD CENTRE DEVELOPMENT SCRUTINY PANEL	FOR DECISION
<p data-bbox="150 483 1449 589"><i>Final reports of Scrutiny Panels are submitted to the Scrutiny Management Board (SMB), the Executive and the Assembly, as required by Paragraph 11 of Article 5b of the Council's Constitution.</i></p> <p data-bbox="150 622 300 656"><u>Summary</u></p> <p data-bbox="150 696 624 730"><u>Background and current position:</u></p> <p data-bbox="150 770 1449 987">This report sets out the final report and recommendations of the above Scrutiny Panel, which was established in June 2001 to monitor the development of the former Erkenwald Youth Centre as a Pupil Referral Unit (PRU) for primary children who are excluded from school and a Child and Adolescent Mental Health Service (CAMHS) centre. This was a joint project between the Council and the North East London Mental Health Trust (NELMHT).</p> <p data-bbox="150 1028 1449 1133">The SMB set up the Panel after being made aware of the local community's concerns about the loss of the site as a youth facility. The Panel had its first meeting on 4 September 2001.</p> <p data-bbox="150 1173 1449 1279">After significant delays, the building is now complete and the PRU commenced operation in March 2004. The CAMHS part of the development was unable to proceed, as it was not possible to secure all the necessary funding for this.</p> <p data-bbox="150 1319 363 1352"><u>Project delays:</u></p> <p data-bbox="150 1393 1449 1464">The joint project was originally due to have opened in Autumn 2002. The key factors in the delay were:</p> <ul data-bbox="201 1505 1449 1906" style="list-style-type: none"> ▪ A major project redesign in October 2001 to meet CAMHS' requirements ▪ The withdrawal of the CAMHS element in February 2002, which necessitated another major redesign ▪ A delay of one month in the contractor starting on site ▪ An extension of five weeks to the building programme to accommodate post-contract design changes ▪ Delays in furnishing the Centre at the completion of the building programme due to a project overspend and delays on the part of the furniture supplier ▪ Break-ins at the centre in January 2004, resulting in the theft of IT equipment ▪ Delays in resolving various issues necessary to open the Centre, principally relating to security, Information Technology and kitchen works 	

The Panel's key messages

The overall message is positive:

- The Erkenwald PRU is a groundbreaking, first class facility that will provide dedicated support and guidance to some of the Borough's most vulnerable young children and enable them to return to school as quickly as possible.
- The building's design is excellent and it will enhance the local area.
- The centre's hard area, used as a sports facility by young people for many years, will remain available for use by the local community.

However, a number of problems were encountered during the development and, in some cases, lessons can be learned from these. The difficulties were as follows:

- The delays referred to above (see Section 5 for a detailed chronology)
- The Panel felt that there were occasions when the relevant departments should have communicated and worked with each other more effectively to progress the project:
 - As mentioned above, the building contract was extended to accommodate post-contract design changes (see paragraph 5.27), some of which were quite significant. It is arguable that at least some of these should have been identified at the design stage and this delay avoided.
 - When the Panel met in January 2004, it felt that insufficient progress was being made in resolving the outstanding issues necessary to open the centre. As a result, a manager was tasked to co-ordinate the efforts of the relevant departments and drive the project forward (see paragraph 5.35).
- As detailed in Section 5, there were a number of changes in the nature/leadership of the project and the Panel felt that these detracted from the continuity of the development, as demonstrated by the need to appoint a manager to resolve the outstanding issues in January of this year.
- Arrangements for keeping the community informed and involved were not always satisfactory. As shown in Section 5, the Panel had to intervene to ensure this was rectified on more than one occasion. More positively, the Panel was pleased to note that the PRU is planning to engage and involve the community on an ongoing basis (see Section 1).
- The withdrawal of the CAMHS unit meant that the community was not able to benefit from the out-patient service it would have provided and contributed significantly to the delays in progressing the PRU. Although it is perhaps easy to say this now with the benefit of hindsight, it is arguable that the funding position should have been resolved more satisfactorily before the project was progressed.

Recommendations / Reasons

1. That the Council widely publicises the opening of the PRU to ensure that this excellent service, which befits the authority's Beacon Status, is recognised both locally and nationally; and
2. That the Council examines the lessons from this project in terms of joint working and communication between departments, including the issue of continuity in project leadership, and puts any necessary improvements in place (The Management Team should take the lead on this).

3. That a local consultation strategy be drawn up as an integral part of every Council/joint building development and that the implementation of these be rigorously monitored, to ensure the local community is fully informed and consulted on all such developments.
4. That, when engaging in joint projects, the Council needs to ensure that, at every stage of the development process, it is satisfied with the funding position of its partners before proceeding further, to ensure that the problems encountered with this development are not repeated.
5. That the PRU implements its plans to engage the local community and that the Council monitors these by consulting the community on an annual basis, to ensure good relations are being maintained between the PRU and its neighbours.
6. That, given the history of security problems at the site, the Executive * identifies funding to provide Closed Circuit Television (CCTV) cameras at the Centre, linked into the Council's central monitoring station through a microwave link, subject to further work being carried out to confirm the capital and revenue costs of this and the alternative options (The Panel has been advised that the estimated cost is £55k, but this needs to be confirmed, together with the annual costs of linking into the monitoring station. The alternatives being looked at are (i) linking into the monitoring station via a BT line and (ii) cameras linked to on-site recording equipment. As outlined in paragraph 5.40, if the Executive is minded to support this proposal the Education, Arts and Libraries Department would look to fund it either through Department for Education and Skills (DfES) Standards Funding (Capital or Seed Challenge) or the Repairs Programme).

* **Note:** The Executive at its meeting on 11 May 2004 agreed, in order to address security issues at the Erkenwald Pupil Referral Unit, to support the Panel's proposal for Closed Circuit Television (CCTV) cameras and that funding be identified either through the Department for Education and Skills (DfES) Standards Funding (Capital or Seed Challenge) or the Repairs Programme.

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1. Introduction

Panel background and terms of reference

- 1.1 On 16 May 2001, the Executive agreed that the former Erkenwald Youth Centre in Marlborough Road be developed as a Pupil Referral Unit and Community Health Centre. The Centre was to be developed jointly by the Council and NELMHT. The Pupil Referral Unit, operated by the Council, would use the Centre to teach primary aged children excluded from school, and the Child & Adolescent Mental Health Service (CAMHS), led by NELMHT, would provide an out-patient service. The two would work together to provide a comprehensive support service to young children with complex difficulties and their families. The initial outline plans involved the conversion and extension of the single-storey building, at an estimated capital cost of £520,000, subject to exclusions such as professional fees, 60% to be met by NELHMT and 40% by the Council.
- 1.2 On 20 June, the SMB was made aware of the local community's concerns that the site was being lost as a youth facility and complaints that it had not been adequately consulted about the Centre's future. It set up the Erkenwald Centre Development Scrutiny Panel with the following terms of reference:

“To monitor progress with the implementation of the Erkenwald Centre Development as a Pupil Referral Unit and a Community Health Centre.”
- 1.3 Section 5 of the report provides a detailed chronology of the Panel's work and the development of the Centre.

The Erkenwald PRU

- 1.4 The PRU is part of the Borough's Tuition Service, which supports pupils who are excluded from school due to emotional or behavioural problems or unable to attend for medical, personal and other reasons. The PRU is not a permanent solution for each child, but an intervention to enable them to progress and return to school as quickly as possible. A PRU for secondary school age students is already operating at a site next to Cambell Junior School. The PRU at Erkenwald provides a dedicated facility for primary children, who, until the centre opened, were being educated under interim arrangements at the Cambell site. These children represent some of the borough's most vulnerable young people; the support they get from the PRU will not only help them make the most of their education and get the best possible start to life but should reduce the need for this kind of support for older students.
- 1.5 The PRU will provide tuition for a maximum of 12 pupils at a time. This means that there will be little or no disruption to those living around the centre. It will open for normal school hours and term times. There is adequate staff parking at the site, so this should mean parking availability on local streets is not adversely affected.
- 1.6 The PRU has made a commitment to be a good neighbour: “We will always listen to local people to see if there are any ways in which we can improve on how we can become a part of the community.” As a practical demonstration of this, the Centre's hard standing, which has been used as a sports area by local young people for many years, will remain available for use by the community. The PRU is also

planning to hold open events on an ongoing basis where the community will be invited to look around the Centre and meet the children.

2. Membership

- 2.1 The Members appointed to the Panel were Councillors Mrs Kay Flint (Lead Member), Fred Jones and Kate Golden. Councillor Mrs Dee Hunt replaced Councillor Golden after the latter did not stand in the 2002 Local Election.
- 2.2 Former Councillor Mrs Rita Rogers also attended regularly up to the 2002 Local Election, in which she did not stand for re-election.
- 2.3 The Panel's Independent Scrutiny Support Officer was Allan Aubrey (Head of Leisure) and its Democratic Support Officer was Steve Foster.
- 2.4 The Panel's original Lead Service Officers (LSO's) were Christine Grice (Head of Children's Support and the development's project manager) and Justin Donovan (Head of Lifelong Learning) from the Education, Arts & Libraries Department (EALD). Christine Grice left the authority in Spring 2002 and was replaced, on a temporary basis, as LSO, by Steve Rowe (Principal Inspector, Community Inspection & Advisory Service). The current LSO is Justin Donovan.
- 2.5 The other officers who have attended the Panel have included:
 - Brian Bye (Construction Services Manager, Leisure & Environmental Services Department (LESD): the project architect)
 - Andy Carr (Assets Manager, EALD)
 - Melissa Hoskins (Press & PR Manager, Corporate Communications): one meeting at request of Panel to advise on publicity issues
 - Keith Ellis (Principal Architect, LESD)
 - Sandy Waugh (Headteacher, Tuition Service)
 - Jill Doyle (Deputy Headteacher, Tuition Service)
 - David Wright (Teacher in Charge of Erkenwald)
 - Derek Marney (Senior Projects Manager, EALD)
- 2.6 Martin Yates (Area Manager, Child and Adolescent, NELMHT) attended one of the Panel's initial meetings to discuss NELMHT's part of the project.
- 2.7 Phil Bass, a consultant Quantity Surveyor employed by the Council, also attended one of the initial meetings.

3. Consultation

- 3.1 The Panel's first meeting was attended by members of the Erkenwald Tenants & Residents Association (ETRA), led by Roy and Sheila Reeves, respectively the Chair and Secretary of the Association. The residents expressed their opposition to the Council's plans; they had prepared a bid to operate the building as a youth and community centre. The Panel advised that this matter was outside its terms of reference but asked them to assist with its task. Since then, Roy Reeves has attended the Panel whenever he could and Members are extremely grateful for his contribution; his advice on how best to consult residents on progress has been particularly invaluable.

- 3.2 Details of the consultation carried out during the development are included in Section 5 of the report.
- 3.3 This report has been prepared in consultation with relevant officers from EALD, DLES and NELMHT.

4. Equalities & Diversity and Health Issues

- 4.1 The key equalities and diversity issue has been physical access to the Centre. The building has good access for disabled people.
- 4.2 The CAMHS unit would have provided significant health benefits had it been built and it is a matter of considerable regret that this did not prove possible.

5. Chronology of Events

September 2001

- 5.1 The Panel first met on 4 September 2001, receiving a background/progress report and agreeing how it would approach its task. The key developments were that the NELMHT Board had approved the scheme (July 2001) and that two joint Council/NELMHT officer groups had been established, one to look at the model of care and the other to oversee the building's development. The Panel also held the discussions with ETRA referred to above.

October 2001

- 5.2 The Panel met again on 2 October. It was advised that, having considered a petition from ETRA, the Assembly had agreed that the development should go ahead as planned. EALD had also held two meetings with ETRA to discuss alternative arrangements for providing community facilities in the area.
- 5.3 The Panel considered a further progress report, together with sketch plans, a feasibility estimate and an indicative project programme. The plans were based on the original single storey conversion and extension concept; the joint officer group had made some revisions, but the overall estimate was unchanged. A planning application was due to be made by January 2002, tenders would go out in mid-January, work would start in April and be completed by 4 October 2002.
- 5.4 The Panel made the following key recommendations to officers at this point:
- That, in addition to the ongoing discussions with ETRA, regular press releases be issued to keep the community informed
 - That security measures at the site be reviewed and that the possibility of installing Closed Circuit Television (CCTV) be investigated.

The Panel also discussed the possibility of the Centre being used for community activities in the evening, but, at this stage, concluded that this would be impractical as it was advised that the building was likely to be fully utilised throughout the day and during some (and possibly all) evenings and also that the design was not ideal for such activities.

- 5.5 The Chair and officers visited the site on 23 October 2001. Vandals had broken into the building shortly before the visit and ruptured the water tank, causing flooding and associated damage.

November 2001

- 5.6 Following the October meeting, the development faced its first significant challenge. NELMHT requested additional accommodation to meet service needs. This led to a revised design, including the addition of a second storey above the ground floor extension. The new design was submitted to the Panel's meeting on 26 November, together with a new estimate of £770,000, exclusive of fees. The Panel was advised that the Council and NELMHT were negotiating how these additional costs would be met and that there was likely to be some slippage, although it was difficult to assess the extent of this. The Panel agreed to meet again in March, when the situation would be clearer.

- 5.7 The Panel made the following recommendations at this meeting:

- Consultation: that a public meeting be held so that residents could discuss any concerns about the development and that further steps be taken to continue to engage residents after this.
- Security: to examine the installation of electrically operated door and window shutters. Although there was no budgetary provision for this, it was felt that it would be more cost effective to include these in the design rather than adding them further down the line when the Council might also have to pay for repairs that the shutters might prevent. In the event, it was not possible to install these shutters due to the design of the doors and windows.

- 5.8 The Panel submitted an interim report to the SMB advising of the above and asking that it be allowed to complete its task by meeting at one or two key points during the remainder of the development process; this was agreed.

March and April 2002

- 5.9 The most serious setback occurred in Spring 2002. Planning permission having been granted, the Panel met on 4 March to be advised that the CAMHS element of the project could not be funded. The Panel expressed profound disappointment about this: NELMHT had advised in the previous July that it had approved the scheme and, until then, had not informed the Council of any problems; it asked that this message be conveyed to them. At the time, the Panel had understood that there was a shortfall in capital funding. However, in commenting on this report, NELMHT advised that, while it had had no desire to cause any delay or inconvenience to the partners associated in the project, it had not been in a position to go ahead because it had not been able to secure revenue funding.

- 5.10 The officers advised that working with NELMHT remained the preferred long-term option but that the Council had to ensure the provision of a PRU as soon as possible after the start of the next academic year. The Panel supported the officer's recommendation, which the Executive subsequently agreed, that the Council proceed on schedule to convert the Centre into a PRU and enable the CAMHS element to be added at a later date if the funding position changed.

- 5.11 The Panel asked that local residents be informed, in writing, of the Executive's decision and kept updated/consulted as the project continued.
- 5.12 Christine Grice had recently left the authority and line management responsibility for the PRU passed to Steve Rowe on a temporary basis pending a management reorganisation in EALD. Panel Members had not been informed of this and expressed their concern to the Director.
- 5.13 The Panel met again on 25 March. It was confirmed that the Council had sufficient funding within the Capital Programme to provide the PRU: £611,000 had originally been allocated and the revised estimate was £465,000 inclusive of fees and exclusive of fittings, furnishings and the construction of the pitched roof referred to in paragraph 5.15.
- 5.14 The scheme approved by the Development Control Board had included a pitched roof costing £60,000. The Panel made it clear that this had to be included in the revised scheme, principally for reasons of security. It was confirmed this could be met within the overall budget.
- 5.15 The Panel reminded officers to advise residents of the Executive's decision (to be taken the following day) and re-emphasised the general need to continue keeping residents informed.
- 5.16 On 30 April, the Panel was advised that EALD had circulated an information leaflet on the Centre to local residents. Unfortunately, they were not delivered to all the relevant households and the Panel gave instructions that this be rectified. The leaflet confirmed that the Centre's hard area, used as a sports area by young people, would remain available for community use as ETRA had requested. The Council had also given a presentation on the scheme at a public meeting organised by ETRA on 19 April and answered residents' questions. Mr Reeves supplied the Panel with a copy of ETRA's written comments on the PRU, in which ETRA welcomed the chance to have its say, stated that residents seemed to accept that the PRU would be built and emphasised that this must take place with minimal disturbance to residents.
- 5.17 The Panel was advised of the revised timetable for the project. Tenders were to be sought in July, the contract awarded in September, works to commence at the end of that month and to complete by January 2002. The Panel asked EALD to send a letter to local residents setting out the project timetable and other relevant information and answering ETRA's written comments on the PRU and any other relevant concerns.
- 5.18 The Panel also looked again at whether the Centre might be used for community activities when not in use as the PRU. It seemed unlikely that the Centre would be suitable for large-scale activities but that it might be possible to use it for smaller meetings, such as ward surgeries and Residents Association committee meetings. It was agreed, however, that it would be necessary to look at the final layout of the building in more detail and examine factors such as security and the confidentiality of PRU clients before this could be confirmed. The Panel agreed to return to this topic in due course.

June 2002

- 5.19 The Panel met again on 10 June to check progress and examine the building plans. There had been slight slippage in that work was now due to begin in the first week of October and finish by the end of January 2003.
- 5.20 There had also been an unacceptable delay in distributing the leaflets and letter referred to at the April meeting. The Panel received assurances that the leaflets would be delivered by 16 June and that the letter would also be delivered without delay; these requirements were met.

October 2002

- 5.21 The Panel met on 28 October. Tenders had been invited on 16 August and returned on 17 September. The Panel received a report analysing the tenders, which was to be submitted to the Executive in mid-November, and supported the officer's recommendation on the company to be appointed. Works were to start before Christmas and finish by March 2003.
- 5.22 It was confirmed that the tender price was well within the budget agreed for the project, that the 17 week programme included snagging, inspection and commissioning and that, on this basis, the Centre would be a finished product ready for occupation at the beginning of April 2003.
- 5.23 The plan was to open the Centre at the beginning of the summer term. In the interim, work needed to be done to develop the Centre's curriculum and policies, ensure staff were in place and make the other necessary preparations. The Council was having difficulties in recruiting a head teacher and was examining various options to resolve this.
- 5.24 The Panel agreed to meet again if necessary and to agree its final report once its work was completed. The Lead Member was kept regularly updated on progress during the ensuing months.

November and December 2002

- 5.25 The Executive appointed the recommended contractor on 26 November and the order, to the value of £494,402, was placed at the end of the Call-In period on 4 December.
- 5.26 The contractor was due to start work in January 2003 but there was a delay of one month in them starting on site. The Education, Arts & Libraries Department held a meeting with the contractor, on 19 December 2002. Despite their written confirmation that they would commence work in January 2003, the contractor informed the officers that they could not start work until 5 February. The officers protested about this but the contractor's position remained unaltered. EALD decided to press ahead with the contract, as the alternative would have been to seek the Executive's approval to cancel and re-award the contract, which would have delayed progress even further. EALD was confident that the contractor would deliver the project on time and according to the requirements of the contract. However, the contractor's actions had been carefully recorded. The Panel

Members were informed of the situation after the Christmas break. The contract completion date was now 2 June 2003.

February-September 2003

5.27 Work started on site on 3 February 2003 and final handover took place on 18 July 2003, 7 weeks late. The Council agreed a 5 week contract extension because of post contract design changes and there was a further delay of 2 weeks in completing these. There would only have been one week's extra slippage, but there was vandalism again at the site even though a security guard was employed there 24 hours a day, and this meant another week's delay. The main areas of post-contract design changes were:

- Increased Information Technology provision including dado trunking – End User Change Post Contract
- Changes to layout of reception – End User Change Post Contract
- Changes to kitchen layout and materials used – End User Change Post Contract
- Boundary fencing works – End User Change Post Contract
- Additional roof light and associated works – Design Change by Architects Post Contract
- Video Door Entry System – Design Change Post Contract
- Gutter outlets – Design Change by Architects Post Contract
- Firebreak to roof space – Design Change by Architects Post Contract
- Washing machine and cleaners sink – End User Change Post Contract
- Water tank in roof space to comply with water by laws – Design Change by Architects Post Contract

The end user also required that the building be connected to the Borough's IT network; this cost an additional £15,000. In addition, they required that the site's boundary fence be replaced for security reasons – it was not originally intended to re-fence the property – and this cost £16,500.

5.28 These changes, together with the extension of the building programme, put the contract and overall project over budget. On 30 September, the position was as follows:

The contract value was £494, 402 – but additions had put this up to £513,701.

The original capital budget was £611,000 but the predicted spend was now £619, 418.

5.29 Following handover, the main tasks that needed to be completed were replacing the boundary fence (this was finished by 8 September 2003) and furnishing the property. Unfortunately, there was no money left in the budget for furniture so this has had to be found from elsewhere. The furniture was ordered on 24 September 2003 and should have been delivered by 24 October 2003. The supplier failed to meet this delivery date and continued to delay despite being chased by the Council on several occasions.

October and November 2003

- 5.30 The Lead Member asked that a site visit be arranged and, after some delay in finding a convenient date, this took place on 4 November. The furniture had still not been delivered and the Council was continuing to chase the supplier.
- 5.31 Overall, the Panel was delighted with the Centre. The building is very pleasing from the outside and fits in well with the surrounding environment. Inside, the rooms are well laid out and attractive and will make an ideal environment for the teachers and young children.
- 5.32 The Panel was concerned about the potential vulnerability of the Centre's glass windows and doors, this point being illustrated by the fact that, as a temporary measure until the Centre opens, they were being protected by wooden boards. The Panel asked that the glass be protected by installing shutters (as it had originally recommended) or be replaced with security glass. The officers advised that there were no funds for this, but agreed to try to secure these from other budgets.

December 2003

5.33 At 1 December 2003:

- Officers had confirmed that the design of the windows did not lend themselves to roller shutters. They were looking at grilles and/or toughened glass options. Funding had been found from outside the Capital Programme to complete this work (from the insurance settlement from the Thames View Youth Club).
- The furniture was due to be in place by the end of the Autumn Term. The Information Technology equipment had begun to arrive.
- All staff were in place
- The Centre was due to open on the first day of the Spring Term (5 January 2003)

January 2004

5.34 The Panel met on 27 January and was advised of the latest position:

- The Centre was still not open as several significant items/issues required completion/resolution (these related principally to security, Information Technology and kitchen works), some of which had to be completed before pupils could be admitted safely.
- There had been a security guard on site 24 hours a day since July 2003. Despite this, there had been a couple of break-ins in recent weeks. In one incident, which took place in daylight, IT equipment was stolen worth £6,000. In response, the officers were looking at protecting the windows/doors with grilles and enhanced CCTV provision. The guard who had been on duty at the time of the break-in had been replaced.

- Funding was available to take forward some of this work.

5.35 The Panel expressed great concern about the continuing delays and also the break-ins, particularly as security had been repeatedly highlighted as a key issue since the project began. It agreed:

- that Derek Marney (Senior Project Manager, Education Arts & Libraries) be tasked to take the project forward
- that he work with the other officers involved in the project to determine which of the outstanding work had to be completed before the centre opened
- that he prepared a timetable for the completion of this work and presented this to the Panel's next meeting, together with a progress update

5.36 There was also some discussion about the use of the centre for community activities; Mr Reeves asked particularly about the centre's hard sports area. The officers indicated that they would like a representative of the Residents' Association to sit on the centre's management committee and discuss this issue. The Panel noted that, in the information leaflet that it distributed to local residents in June 2002, the Council stated that the hard area should remain available for use by the community.

February 2004

5.37 The Panel met for the last time on 23 February 2004. Mr Marney provided an update, the key points being:

- The centre was on target to open by mid-March.
- Kitchen redesign. The teacher-in-charge had requested a change of layout to allow the kitchen to be used for training as well as meals and thereby improve the service. The design had been finalised, the contractors were on site and the works were due to be completed within 2 weeks.
- Security:
 - Since the last meeting, there had been further security incidents: youths had climbed on the roof on one occasion and stones had also been thrown at the building.
 - An order had been placed to install security window shields for all external windows and skylights; the external doors would have roller shutters. These works were due to be completed by mid-March 2004.
 - It is estimated that it would cost £55k to provide CCTV cameras linked into the Council's central monitoring station and there was insufficient funding for this (the revenue costs were not identified). Officers were looking at alternative options, including cameras linked to recording equipment on site (the costs of this were not identified). Once the centre opened and until this was resolved, a security guard would still be required during locked hours.

➤ The whole building was alarmed and a panic alarm had been ordered for reception.

- IT: The stolen equipment had been replaced and would be installed on site once the Council was satisfied that the building was fully secure (estimated date for installation of IT and telephones: mid-March 2004)
- When the above works were near completion, there would be an on site meeting to ensure that the centre was ready for opening.
- There might still be some works outstanding after mid March 2004 such as landscaping, but these should not interfere with the opening or running of the centre.
- Arrangements would be made shortly for an official opening.

5.38 The Panel was very pleased with the progress that had been made since the last meeting. It thanked Mr Marney for the outstanding work he had done in progressing the project in the short time since he had been appointed.

5.39 Mr Reeves was in attendance and the Panel discussed with him the issue of community involvement. Mr Marney emphasised that the community would be able to use the hard area once the centre was open and that he would be consulting the community on how this activity would be supervised. Mr Reeves suggested that a community meeting be held and the Panel asked Mr Marney to take this forward.

5.40 The Panel agreed:

- to recommend that additional funding be provided to install CCTV cameras linked into the central monitoring station, given the history of security problems at the site. It feared that, if CCTV is not installed, there will be heavy ongoing repairs and maintenance costs from vandalism. There is also the need to prevent young people gaining access to the roof. (The Education, Arts and Libraries Department has indicated that, if the Executive approves this recommendation it would seek competitive quotes and work with the Centre in respect of funding and installing a system either through Department for Education and Skills (DfES) Standards Funding (Capital or Seed Challenge) or the Repairs Programme)
- to undertake a site visit shortly before the centre opened

March 2004

5.41 The Members' site visit took place on 16 March 2004. The kitchen, security and IT works listed above had been largely completed and the building was nearly ready for occupation.

5.42 The PRU commenced operation on 7 April and the official opening is on 14 May.

Background Papers used in the preparation of this report:

Executive, Scrutiny Management Board and Erkenwald Centre Development Scrutiny Panel papers.

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THE ASSEMBLY**19 MAY 2004****REPORT OF THE EXECUTIVE**

ANNUAL REPORT OF THE EXECUTIVE 2003 / 2004 AND RECENT BUSINESS	FOR DECISION	
<i>This is the annual report on the work of the Executive and is submitted under Article 2, Paragraph 9.2 of the Constitution.</i>		
<u>Summary</u>		
The first part of this report summarises the business transacted at the Executive's meetings on 30 March, 13 and 27 April 2004.		
The second section sets out the Executive's recommendations of 11 May 2004 regarding appointments to the political structure.		
The third section is the Annual Report, which summarises the Executive's role and gives a flavour of the major issues it has dealt with over the last year.		
<u>Recommendations / Reasons</u>		
1. Members' Allowances		
Received a report setting out the recommendations of the Independent Review Panel into Members Allowances. The report also reminded Members of the need to produce a mandatory annual report concerning their activities, responsibilities and time input to carry out their duties as Councillors.		
Agreed , to recommend the Assembly to agree the Members' Allowances Scheme for 2004 / 2005, as set out in Appendix A to the report, with effect from 20 May 2004, in accordance with the recommendations of the Independent Review Panel.		
2. Appointments to the Political Structure 2004 / 2005		
The Executive considered this matter on 11 May 2004.		
The Assembly is asked to agree the recommendations detailed in Section 2 of this report.		
Contact: Councillor Fairbrass	Lead Member	Tel: 020 8517 6824 E-mail: charles.fairbrass@lbbd.gov.uk
Barry Ray	Democratic Services Team Leader	Tel: 020 8227 2134 Fax: 020 8227 2171 Minicom: 020 8227 2685 E-mail: barry.ray@lbbd.gov.uk

1. **BUSINESS TRANSACTED AT THE EXECUTIVE (30 March, 13 and 27 April 2004)**

A DECISIONS TAKEN BY THE EXECUTIVE

30 March 2004

1. **The Third Sectors Access to the Service of the Criminal Records Bureau**

Received a report seeking to enable the voluntary sector in Barking and Dagenham to gain access to the Criminal Records Bureau (CRB) disclosure service.

Agreed, in order to enable the voluntary sector to conduct effective CRB checks independently from the Council, that:

1. The Barking and Dagenham Volunteer Bureau act as an umbrella organisation for disclosure checks for the voluntary sector in Barking and Dagenham;
2. A written review of the process be submitted to the Executive in January 2005 to ensure the safeguarding of children and vulnerable people who receive the services from local voluntary sector organisations;
3. Further discussions be held with the Council for Voluntary Services about their potential to be an umbrella organisation for CRB checks; and
4. Voluntary sector organisations who wish to undertake their own CRB checks continue to be entitled to do so.

2. **Changes in Management Arrangements in Social Services**

Received a report proposing changes to the management structures within the Social Services Department.

Agreed, in order to create a more flexible senior management structure to meet the changing needs of the services delivered, to:

1. The interim arrangements as set out in the report and waive the Councils Constitution (Contract Rules 4.1e) in respect of the appointments alluded to in paragraphs 3.1 and 3.3 of the report;
2. The proposed changes to the management structure as set out in Appendix A and B of the report; and
3. Set up a panel in order to enable the recruitment to the post of Head of Strategy and Performance.

3. **Refocusing of the Leisure and Environmental Services Department**

Received a report outlining proposals to re-organise the Leisure and Environmental Services Department.

Agreed, in order to ensure that the Council delivers the community priorities effectively, in particular, 'Cleaner, Greener Safer'; 'Raising General Pride in the Borough' and 'Developing Rights and Responsibilities with the Community', to:

1. The proposed structure for the Leisure and Environmental Services Department as set out in Appendix 1 of the report for consultation with affected staff and the Trade Unions as outlined in Appendix 2 of the report;
2. Rename the Department to 'Regeneration and Environment', in order to reflect the recent changes incorporating regeneration services, on the condition that this should be at minimal cost; and
3. A progress report to be submitted to the Executive, following consultation, to confirm that savings targets have been achieved and to seek approval for new posts that fall within the LSMR range.

4. Award of Print and Distribution Contract for Citizen Magazine

Received a report seeking approval for the award of the Print and Distribution contracts for the 'Citizen' magazine.

Agreed, in order that the Citizen magazine can be printed and distributed, assisting the Council in achieving the Community Priority of "Raising general pride in the Borough", to:

1. Award the print contract for the Citizen magazine to Mayhew McCrimmon for the period of 1 April 2004 to 31 March 2007 at a cost of £86,436 per annum; and
2. Award the distribution contract to LTC for a year with the option to extend for three years at a cost of £48,840 per annum.

5. The Shape Up Programme

Noted a report setting out details of the Shape Up for Homes programme, including the current situation and projected final position of 19,872 houses refurbished and central heating installed in 10,437 properties. The report also set out the projected completion date of July 2004 and projected final costs.

Agreed the allocation of up to £3m from the Decent Homes Delivery programme in order to complete the Shape Up for Homes programme.

6. Virement for Completion of Refurbishment of Travellers' Site

Further to Minute 404 (15 April 2003), received a report detailing unforeseen costs associated with the renovation of the Traveller's site.

Agreed a virement of £73,000, from the Private Sector Housing Renovation Grant budget, to cover the unexpected legal and ancillary costs associated with the renovation of the Traveller's site.

7. Head of Housing Services Redundancy Proposal

Further to Minute 294 (17 February 2004), received a report proposing the voluntary redundancy of the Head of Housing Services as part of the restructure of the Housing Landlord Service.

Agreed to the voluntary redundancy of the Head of Housing Services with effect from 30 September 2004 (or such earlier date as may be mutually agreed between the Council and the Head of Housing Services).

8. Head of Information Management and Technology

Noted the difficulties in appointing to the above post.

Agreed to delegate authority to the Director of Finance, in consultation with the Leader of the Council, to apply a market supplement to the above post.

13 April 2004

9. Asbestos Management in Non-Domestic Properties

Received a report proposing a corporate strategy for the management of asbestos in non-domestic properties, as well as capital funding to meet management requirements, in order to comply with the Control of Asbestos at Work Regulations 2002 (CAW).

Agreed, in order to assist the Council in achieving its Community Priority of "Making Barking and Dagenham, Cleaner, Greener and Safer", and to comply with the Control of Asbestos at Work Regulations 2002 by the deadline of May 2004, to:

1. The corporate strategy for the management of asbestos in non-domestic dwellings as outlined in the report;
2. The allocation of resources to meet the management requirements of the CAW Regulations 2002, including Capital funding totalling £2,185,000, and the re-profiling of this funding to £1,400,000 in 2004 / 2005 and £785,000 in 2005 / 2006; and
3. A further report in June 2004 in relation to asbestos management in Council owned residential properties.

10. Response to London Riverside Integrated Transport Strategy

Received a report identifying local transport networks and services that need to be improved as well as links to regional transport routes that run through the Borough, highlighting areas for improvement.

Agreed, in order to assist the Council in achieving its Community Priority of "Regenerating the Local Economy", that:

1. Barking and Dagenham, jointly with London Riverside Ltd and London Borough of Havering:

- (a) Initiate discussions with London Buses to investigate ways of strengthening bus network connections in both boroughs;
 - (b) Undertake a feasibility study of public transport crossing over Rainham Creek to connect Centre for Engineering and Manufacturing Excellence (CEME) and Ferry Lane, in the London Borough of Havering (LBH);
 - (c) Undertake with the Strategic Rail Authority (SRA) project scoping of extension of Barking Gospel Oak line services to Rainham (LBH);
 - (d) Undertake with the SRA project scoping for new stations at Renwick Road (LBBD) and Beam River (LBH). Noted that there are conflicting aspirations between the two boroughs regarding the construction of these two stations;
 - (e) Identify with Transport for London (TfL) project scope of new interchange facilities at Dagenham Dock (LBBD) and Rainham (LBH);
 - (f) Press TfL for a commitment to upgrade to a non bus-based system such as trams. Noted the Strategy proposes the implementation of a bus-based East London Transit (ELT) further phase to Rainham by 2008 and extend the next phase of the East London Transit from Barking to Gallions Reach across the Thames Gateway Bridge to connect with the Greenwich Waterfront Transit to provide a public transport link across the River Thames;
 - (g) Secure from TfL the implementation of the Renwick Road grade separation (LBBD);
 - (h) Work with Docklands Light Rail Ltd to develop an alignment for an extension to Dagenham Dock by 2012 as revised by TfL (LBBD);
 - (i) Develop with the SRA and TfL and others the London Riverside / Thames Gateway Metro (LBBD & LBH); and
2. The Head of Planning and Transportation be authorised to undertake these next steps.

11. The Heath Park Estate - Open Plan Front Gardens

Received a report regarding the open plan status of the Heath Park Estate following a recent enquiry from a resident of the Estate.

Agreed:

1. To re-affirm the present policy of retaining front garden land on Right to Buy sales in order to protect the open plan status of the Heath Park Estate;

2. That appropriate enforcement action only be taken in consultation with Ward Members where there is already a breach of the restrictive covenant; and
3. That a 'Design Guide' for the Heath Park Estate be produced by the Director of Leisure and Environmental Services.

12. Citizenship Ceremonies

Received a report outlining requirements placed on all local authorities under the Nationality, Immigration and Asylum Act 2002, which require Citizenship ceremonies for all successful applicants for naturalisation or registration as a British citizen, aged 18 or over, whose application has been received and processed by the Home Office from 1 January, 2004.

Agreed, in order to comply with the requirements of the Nationality, Immigration and Asylum Act 2002 and assist the Council in achieving its Community Priority of "Raising General Pride in the Borough", that:

1. Citizenship ceremonies be held in the Council Chamber at the Civic Centre from 26 April 2004, and at other suitable premises as may be required in the future; and
2. A review to be undertaken after the first 3 / 4 ceremonies to look into the suitability of the location and costs associated.

13. Corporate Grants Programme 2004 / 2005

Received a report outlining proposals on how the Council's corporate grants programme will be utilised to support local voluntary and community sector organisations in 2004 / 2005.

Agreed, in order to allocate corporate grant funding to voluntary sector organisations, that:

1. Any voluntary sector organisation receiving funding from the corporate grants programme will at best receive a standstill amount for 2004 / 2005 compared with 2003 / 2004;
2. Those organisations delivering health and social care or education services are funded through the Social Services or the Education Formula Spending Share (£121,700 in 2004 / 2005) allocated as per Appendix 2 of the report;
3. The corporate grants programme for 2004 / 2005 will be £531,037, which represents a budget reduction of £185,859 allocated as per Appendix 1 of the report;
4. The necessary budget adjustments are made to meet the required budget reduction; and
5. In view of the significant reduction in overall budget, that no single organisation receives a grant above £150,000.

14. Revenues Staffing Review

Received a report proposing changes to the Revenue Services Division in the Finance Department in order to deliver the service improvement and culture change programme for the Division.

Agreed, in order to ensure that the Revenue Services Division has the capacity to improve and sustain higher standards of service delivery to customers and stakeholders and move towards Best Value Performance Indicator upper quartile performance, to:

1. The new structure for the Revenue Services Division (set out in Appendix 1 of the report) and endorse the vision, mission statement and aims as set out in paragraph 3.1 of the report;
2. The deletion of all posts (excluding those in the Cashiers Section) in the old structure (as set out in Appendices 2 – 9 of the report) and the creation of all the posts in the new structure (Appendix 1 of the report);
3. The funding mechanism for the new structure as set out in paragraph 5.1 of the report;
4. The Human Resource procedures and arrangements outlined in the report in order to implement the recruitment and assimilation of staff into the posts in the new structure of the Division; and
5. The setting up of a project team to specifically target Council tax arrears, and the funding arrangements as laid out in paragraph 5.9 and Appendix 10 of the report.

15. Request for Rehousing Outside of Council Policy - Rehousing from Service Tenancies

Received a report highlighting problems experienced by three members of staff who currently occupy service tenancies and who have changed to alternative employment within the Council.

Agreed to approve the rehousing of the three employees referred to in the report who are not covered by the Council's current rehousing policy on a like for like basis.

16. Structural Repairs and Major Refurbishment at 1-43 Kilsby Walk

Received a report seeking permission to tender for Phase 2 of the refurbishment of 1 - 43 Kilsby Walk, a sheltered accommodation block comprising of 43 Properties, which will include major structural repairs, a full refurbishment to all communal areas, and new Kitchens and Bathrooms to flats, estimated at approximately £1.5 million.

Agreed, in order that Phase 2 of the refurbishment works at 1 – 43 Kilsby Walk can progress, to:

1. Endorse the proposed tendering process to enable the tendering exercise to proceed; and
2. That Councillors Mrs Blake, Mrs Conyard and Mrs Hunt be involved in the final contractor selection process.

27 April 2004

17. Fees and Charges: Review of On Street and Off Street Parking Charges

Received a report setting out options for setting on street and off-street parking charges for the financial year 2004 / 2005.

Agreed, in accordance with the Council's Charging Policy:

1. That no changes be made to the Off-Street Parking Charges for 2004 / 2005, with the exception of Off-Street Permits; and
2. To increase, in line with inflation, the On-Street Parking Charges for 2004 / 2005.

18. Fees and Charges: Births, Deaths and Marriage Registration Service

Received a report identifying the costs of running the Births, Deaths and Marriages Registration Service.

Agreed, in accordance with the Council's Charging Policy, to increase the charges for 2004 / 2005 as set out in paragraph 3.1 of the report.

19. Safeguarding Children: A Multi Agency Review of Child Protection Service

Received a report setting out the main findings and recommendations for the Social Services and the Education, Arts and Libraries Departments arising from the multi agency review of services to safeguard children conducted by the Area Child Protection Committee (ACPC).

Agreed, in order to improve arrangements for safeguarding children, the action plans for the ACPC; the Social Services and the Education, Arts and Libraries Departments.

20. The LBBD Council's response to the consultation on the Mayor for London's Draft Economic Development Strategy "Sustaining Success"

Received a report outlining the proposals contained in the draft economic development strategy, *Sustaining Success*, prepared by the London Development Agency (LDA) on behalf of the Mayor for London, along with a response prepared on behalf of the Council.

Agreed, in order to assist the Council to achieve its Community Priorities of "Regenerating the Local Economy" and "Improving Health, Housing and Social Care", to endorse the Council's response, as set out in the report, to the Mayor for London's Draft Economic Development Strategy.

21. Barking Town Centre Parking Assessment

Received a report considering the impact of future development on existing public car parking provision in Barking Town Centre and a car parking assessment that looks at parking provision during future development, future parking demand, car park management and on-street parking.

Agreed, in order to enable the Council to consider its options in achieving its Community Priority of “Regenerating the Local Economy”, to:

1. A new policy requiring developers to provide a contribution towards providing a multi-storey car park elsewhere in Barking Town Centre;
2. Note the potential requirement for capital funding which would need to be considered in the context of the Council’s overall Capital Programme;
3. Re-examine the current development programme with a view to ensuring there is sufficient car parking space available within the Town Centre and where this cannot be accommodated off-street, to introduce on-street pay and display as a temporary measure;
4. Consultation to be undertaken with the Barking Town Centre Statutory Agencies Partnership;
5. A further report to be submitted to the Executive following the results of the above consultation, including a comprehensive Car Parking Strategy for Barking Town Centre; and
6. Any potential loss of income during the development phases be considered as an unavoidable item to fund within the Medium Term Financial Strategy.

22. Emergency Planning - Local Government Gold Resolution

Received a report outlining the new Emergency Planning and Resilience Proposals for London, which would allow a nominated Chief Executive to be able to draw on all local authority resources across London to enable a sufficient response to take place to a catastrophic incident on a scale comparable to that of the ‘9/11’ in New York.

Agreed the resolution, attached as Appendix A to the Minutes of the Executive meeting, in order to help achieve the Council’s Community Priority of ‘Making Barking and Dagenham Cleaner, Greener and Safer’.

23. Review of Libraries - New Dagenham Library Contact Centre Joint Facility Report

Received a report seeking permission in principle to secure a new site to provide a combined new library and Contact Centre.

Agreed, in order to provide access to modern library, customer services and information services as well as make revenue savings, to approve expenditure of up to £30,000 (shared between Libraries and Customer First) on a feasibility study for the business case for the provision of a new library and Contact Centre on a site as set out in the report.

24. Award of tender for Provision of a Home Improvement Agency

Received a report seeking approval to award a contract for the provision of a Home Improvement Agency (H.I.A.).

Agreed, in order to develop the contractual provision of a H.I.A. service to meet the requirements of 'Staying Put', to award the contract to Hanover Care & Repair for a period of 2 years from August 2004 at an annual cost of £191,662 based on a level of spend of £700,000 on the Disabled Facilities Grant (DFG).

25. Appointment of Programme and Project Managers within Revenue Services Division

Received a report providing an update on progress to date in respect of the recruitment process and proposed changes to the project management structure for the Revenues IT replacement project.

Agreed, in order to progress the Revenues IT replacement project, to:

1. Waive the Council's Contract Rules (section 4.1(d));
2. Note the recruitment to the post of Project Manager (IT systems replacement);
3. Authorise the Director of Finance to engage the following, on contracts to the Council to deliver the Change programme within Revenue Services;

1 x Programme Manager
2 x Project Managers; and

4. Note that the additional posts will increase the amount set aside for this part of the project by £140,000 and that this is within the overall budget which remains the same. However this will reduce contingency sums available, as set out in paragraph 4.1 of the report.

B INFORMATION AND OTHER ITEMS

30 March 2004

1. Local Futures - 'Borough Profile of Barking and Dagenham'

Received a presentation by John Fisher on the Profile of Barking and Dagenham in respect of the economy, society and the environment.

2. APPOINTMENTS TO THE POLITICAL STRUCTURE 2004/05

Considered a report regarding appointments to the Council's political structure for the municipal year 2004/05 (previously published).

(a) Membership of main Council bodies

The Assembly is recommended to agree the membership set out in Appendix A.

(b) Chairs and Deputy Chairs of main Council bodies

The Assembly is recommended to agree the appointment of Chairs and Deputy Chairs as set out in Appendix B.

(c) Co-opted members

The Assembly is recommended to agree that the following persons be re-appointed as co-opted members on the Scrutiny Management Board (SMB) for such times as education matters are considered:

Reverend R Gayler (representing the Church of England)
Mrs G Spencer (representing the Roman Catholic Church)

Mr P Carter and Mr B Phillips are already elected for a four-year period as Parent Governor representatives for primary and secondary schools respectively and, as such, will be similarly co-opted to the SMB.

(d) Best Value Reviews

Noted arrangements for Best Value Reviews in 2004/05.

(e) Representatives on various external and internal bodies

The Assembly is recommended to agree that representation be as set out in Appendix C.

(f) Appointment of Trustees to Local Charities

The Assembly is recommended to agree:

▪ Dagenham United Charity

That Councillors Davis, Wainwright and Justice be reappointed as trustees as detailed in the Executive report.

▪ Barking General Charity

That Councillors Mrs Bruce and Porter be reappointed as trustees for 2004/05

▪ **Barking and Ilford Charities**

That Councillors Mrs Bradley and Mrs Flint be reappointed as trustees for 2004/05

▪ **The Eva Tyne Trust Fund**

That Councillors Mrs Bruce, Davis and Mrs Twomey be reappointed as trustees for 2004/05. Councillor Jones also serves as an ex-officio member of the Trust.

▪ **The Brocklebank Lodge Trust Fund**

That Councillors H Collins and Jones be reappointed as trustees for 2004/05

▪ **King George V Silver Jubilee Trust Fund**

That this continue to be administered by the Mayor and the Director of Social Services.

3. ANNUAL REPORT 2002/03

3.1 Role

The Executive is responsible for:

- Developing key policies and budget proposals for the Assembly's agreement;
- Making decisions about Council strategies, services and finances, based on the policies set by the Assembly;
- Ensuring all Council departments work well together in delivering services to local people; and
- Ensuring the Council works well with other local organisations, such as the police and health services, for the benefit of the community.

3.2 Membership

The Executive consists of 10 Members. The Leader and Deputy Leader of the Council are respectively Chair and Deputy Chair of the Executive; they are appointed by the Assembly.

3.3 Meetings

The Executive meets most Tuesday evenings at the Civic Centre, Dagenham. As per last year, the agenda has been split into "strategic discussion" and "routine business" sections, with the business items being moved mainly without discussion unless specific queries are raised, this allows the Executive to concentrate on key strategic, policy and financial issues.

Background papers used in the preparation of this report:

Minutes, agendas and public reports for meetings of the Executive, May 2003 - May 2004.

MEMBERSHIP OF COUNCIL BODIES 2004 / 2005

THE EXECUTIVE

Councillors Alexander, Bramley, H. Collins, Fairbrass, Geddes, Kallar, McCarthy, McKenzie, Smith and Wade

SCRUTINY MANAGEMENT BOARD

Councillors Barns, Denyer, Mrs Hunt, O'Brien, Mrs Twomey and Mrs West (one vacancy)

Co-opted Members (for education matters):

Church representatives: Reverend R Gayler - representing the Church of England
Mrs G Spencer - representing the Roman Catholic Church

Parent Governor representatives: - Mr P Carter - Primary Schools
Mr B Philips - Secondary Schools

DEVELOPMENT CONTROL BOARD

The Board is split into two panels. The Chair and Deputy Chair are members of both panels, as are the Leader and the Lead Member for Regeneration. The other members are listed below:

Panel A (Wednesdays): Cook, Mrs Cooper, Mrs Cridland, Dale, Mrs Flint, Gibbs, Jones, Miles, Mrs Rawlinson and Wainwright

Panel B (Tuesdays): Barns, Mrs Blake, Mrs Challis, Denyer, Fani, Justice, Mrs Rush, Mrs Twomey, Waker and Mrs West

REGULATORY AND GENERAL MATTERS BOARD

Cook, Mrs Cooper, Mrs Cridland, Fani, Mrs Hunt, Mrs Twomey and Mrs West

PERSONNEL BOARD

Barns, Mrs Cridland, Curtis, Fairbrass, Fani, Mrs Hunt, Justice, Kallar, Miles, Mrs Osborn, Mrs Rush, Mrs Twomey, Waker

STANDARDS COMMITTEE, including Independent Members

Councillors Curtis, Mrs Flint and Little

Independent Members: Fiona Fairweather and Reverend Stephen Poole

COMMUNITY FORUMS 2004/05

ABBAY, GASCOIGNE AND THAMES

Councillors Alexander, Barns, Bramley, Fani, Mrs Flint, Miles, McKenzie, Mrs Rawlinson and Mrs Rush.

EASTBROOK, HEATH AND ALIBON

Councillors L Collins, Davis, Fairbrass, Kallar, Little, McCarthy, Osborn, Parkin and Wade

EASTBURY, MAYESBROOK AND LONGBRIDGE

Ms Baker, Mrs Blake, Mrs Challis, Clark, Mrs Conyard, Cook, Cooper, Mrs Cooper and Mrs Hunt

PARSLOES, BECONTREE AND VALENCE

Councillors Mrs Bradley, Mrs Bruce, H Collins, Mrs Cridland, Geddes, Jones, O'Brien, Mrs Osborn and Wainwright

RIVER, VILLAGE AND GORESBROOK

Councillors Best, Dale, Huggins, Jamu, Porter, Smith, Thomas, Mrs Twomey and Waker

WELLGATE

Councillors Curtis, Denyer, Gibbs, Justice and Mrs West

CHAIRS AND DEPUTY CHAIRS 2004 / 2005

	<u>Chair</u>	<u>Deputy Chair</u>
* Assembly	Councillor Davis	Councillor Barns
Scrutiny Management Board	Councillor Mrs Twomey	Vacant
Development Control Board	Councillor Mrs Bruce	Councillor Jamu
Standards Committee	Councillor Curtis	Reverend Stephen Poole
Abbey, Gascoigne and Thames Community Forum	Councillor Mrs Rush	# Mr Colin Ramage
Eastbrook, Heath and Alibon Community Forum	Councillor Kallar	# Mrs Edna Fergus
Eastbury, Mayesbrook and Longbridge Community Forum	Councillor Mrs Hunt	# Mr Ahmed Choudhury
Parsloes, Becontree and Valence Community Forum	Councillor Wainwright	# Mr James Campe
River, Village and Goresbrook Community Forum	Councillor Dale	# Mr Brian Beasley
Wellgate Community Forum	Councillor Denyer	# Vacant

* The Chair of the Assembly needs to play an independent role and, therefore, cannot be a member of either the Executive or the Scrutiny Management Board. The Deputy Chair cannot be a member of the Executive.

Deputy Chairs are appointed from the community via the Community Forums. It is proposed that the tenure of Deputy Chairs be increased from one to two years and that an appropriate amendment be made to the Constitution:

At some Forums, it has proved quite a task to encourage the community to come forward to stand, particularly as the Council expects them to attend quite a few meetings, despite the recent provision of a small expense allowance.

The process of seeking nominations and conducting ballots is both time consuming and relatively expensive in terms of postage and so on. There is also a growing need to support Deputy Chairs through offering training and general help and advice to develop their role as community representatives.

It is felt that the existing one year period as Deputy Chair, which amounts to attending six Community Forums, provides little opportunity to develop the individual and give them an insight into Council workings. It is felt that a two year tenure would be far more beneficial both to the individual and the Council in terms of gaining experience and confidence in being able to give real support to the Chairs. That support will be tested in the coming year with the decision taken by the Chairs and Deputy Chairs meeting to encourage Deputy Chairs to run on a trial basis the question and answer sessions at Forums.

If the Council is mindful to move to a two year appointment, it would not preclude an individual from stepping down from the position, if for any reason they were unable to continue, as was recently exemplified at Wellgate, where the Deputy Chair had to resign due to moving out of the Borough.

Note:

Ceremonial Council

The Mayor is automatically appointed as the Chair of the Council.

The Deputy Mayor is automatically appointed as the Deputy Chair of the Council.

Executive

The Leader of the Council is automatically appointed as the Chair of the Executive.

The Deputy Leader of the Council is automatically appointed as the Deputy Chair of the Executive.

COUNCIL REPRESENTATION ON VARIOUS INTERNAL AND EXTERNAL BODIES

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Age Concern	2 Councillors	Mrs Bruce and Davis	Social Services (SS) Celia Pike-Lees – Ext. 2786
Association of London Government			
Leader's Committee	1 Councillor, plus up to 2 named deputies	Lead Member and their named deputies	Corporate Strategy (CS) Sally Penessa - Ext. 2219
Health & Social Care Forum	1 Councillor, plus 1 named deputy	Lead Member and their named deputies	SS: Celia Pike-Lees - Ext. 2786
Housing Forum	1 Councillor, plus 1 named deputy	Lead Member and their named deputies	Housing & Health (HH): Ken Jones - Ext. 5703
Education Forum	1 Councillor, plus 1 named deputy	Lead Member and their named deputies	Education, Arts & Libraries (EAL) Roger Luxton - Ext. 3000
Culture & Tourism Forum	1 Councillor, plus 1 named deputy	Lead Member and their named deputies	EAL: Jane Hargreaves - Ext. 4818
Crime and Public Protection Forum	1 Councillor, plus 1 named deputy	Lead Member and their named deputies	CS: Jeff Elsom - Ext. 2133
Economic Development Forum	1 Councillor, plus 1 named deputy	Lead Member and their named deputies	Regeneration & Environment (R&E) Jeremy Grint - Ext. 2443
Grants Committee	1 Councillor, plus up to 4 named deputies	Lead Member and their named deputies	CS: Mick Beackon - Ext. 2030

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Transport and Environment Committee	1 Councillor, plus up to 4 named deputies	Lead Member and their named deputies	R&E: Niall Bolger - Ext. 3200
Greater London Provincial Council	In 2004/05, the Leader's Committee will constitute the GLPC Employer's Side. However, day-to-day matters will normally be dealt with by a meeting of deputy representatives and boroughs are asked to nominate 2 named deputies for this purpose.	Mrs Twomey and one vacancy	CS: Keith Warrior - Ext. 2354
ALG Limited	1 Councillor (usually the Leader's Committee representative)	Lead Member and their named deputies	CS: Naomi Goldberg from May 2004 Ext. 2248
Barking & Dagenham Citizens Advice Bureau	1 Councillor	Mrs Hunt	CS: Naomi Goldberg from May 2004 Ext. 2248 (TBC)
Barking & Dagenham Council for Voluntary Services	2 Councillors	Mrs Rush	CS: Mick Beackon - Ext. 2030
Barking & Dagenham Gospel Oak Line Committee	1 Councillor	Jones	R&E: Gordon Glenday - Ext. 3929
Barking & Dagenham Partnership	4 Councillors	Leader and 3 Executive Members	CS: Sally Penessa - Ext. 2219
Barking & Dagenham Racial Equality Council	2 Councillors (position being checked with REC)	To be advised (see previous column)	CS: Bill Coomber - Ext. 2105
Barking & Dagenham Sports Council	10 Councillors	Barns, Mrs Cridland, Mrs Flint, McKenzie, and Mrs Twomey Co-opted member: vacant	R&E: Teresa Parish - Ext. 3313

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Barking College Corporation	2 Councillors	Bramley and Parkin	EAL: Justin Donovan - Ext. 3364
Barking College Corporation Search Committee	1 Councillor	Osborn	EAL: Justin Donovan - Ext. 3364
Barking Reach Development Company Limited and Enabling Board	2 Councillors	Leader and Lead Member	R&E: Jeremy Grint - Ext. 2443
Barking Town Centre Partnership	6 Councillors (4 Ward Members and the Lead Members for Regeneration and Improving Health, Housing and Social Care)	Alexander, Bramley, Kallar and Mrs Rush	R&E: Jeremy Grint - Ext. 2443
<p data-bbox="726 1639 821 2177">Community Housing Partnerships</p> <p data-bbox="826 1639 922 2177">Abbey, Gascoigne & Thames</p> <p data-bbox="927 1639 1023 2177">Eastbrook, Heath and Alibon</p> <p data-bbox="1027 1639 1123 2177">Eastbury, Mayesbrook and Longbridge</p> <p data-bbox="1128 1639 1224 2177">Parsloes, Becontree and Valence</p> <p data-bbox="1228 1639 1324 2177">River, Village and Goresbrook</p> <p data-bbox="1329 1639 1425 2177">Wellgate</p>	<p data-bbox="726 1097 821 1639">For each CHP – 2 Councillors from each Ward</p>	<p data-bbox="726 586 821 1097"></p> <p data-bbox="826 586 922 1097">Barns, Bramley, Fani, Mrs Flint, Mrs Rawlinson and Mrs Rush</p> <p data-bbox="927 586 1023 1097">L Collins, Davis, Kallar and McCarthy (two vacancies)</p> <p data-bbox="1027 586 1123 1097">Ms Baker, Mrs Blake, Mrs Challis, Cook, Cooper and Mrs Hunt</p> <p data-bbox="1128 586 1224 1097">H Collins, Mrs Cridland, Geddes and Mrs Osborn (two vacancies)</p> <p data-bbox="1228 586 1324 1097">No nominations received</p> <p data-bbox="1329 586 1425 1097">Denyer, Justice and Mrs West (1 vacancy)</p>	<p data-bbox="726 71 821 586"></p> <p data-bbox="826 71 922 586">H&H: Jim Ripley - Ext. 3738</p>

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Community Legal Services	1 Councillor	Lead Member	CS: Muhammad Saleem - Ext. 3108
Community Safety Strategic Partnership	1 Councillor	Lead Member	CS: Jeff Elsom - Ext. 2133
Community/Police Consultative Group	Lead Member plus 3 other Councillors including one representative of the minority groups	Lead Member, Davis, Mrs Flint and Jones	CS: Jeff Elsom - Ext. 2133
Dagenham Village Partnership	3 Ward Councillors	Best, Dale and Waker	R&E: Bernadette McGuigan - Ext.3881
Early Years Development and Childcare Partnership	1 Councillor	Lead Member	EAL: Christine Pryor - Ext. 5552
East London Waste Authority	2 Councillors	Lead Member and Mrs Twomey	R&E: Mike Mitchell - Ext. 2677
ELWA Integrated Waste Management Service Contract Liaison Committee	1 Councillor	Vacant	R&E: Mike Mitchell - Ext. 2677
Employee Joint Consultative Committee	9 Councillors	Davis, Fairbrass, Geddes, Mrs Hunt, McKenzie, Smith and Mrs Twomey	CS: Jan Southwell - Ext. 2145
Excellence in Cities Partnership Board	1 Councillor	Lead Member	EAL: Jenny Crossley - Ext. 3507
Greater London Employers Association Limited	1 Councillor	Mrs Twomey	CS: Keith Warrior - Ext. 2354

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Greater London Enterprise	1 Councillor	Lead Member	R&E: Jo Sinclair – 07968 511861
London Riverside (Heart of Thames Gateway) Board	2 Councillors	Leader and Lead Member	R&E Jeremy Grint - Ext. 2443
Independent Custody Visiting Panel	1 Councillor	Lead Member	CS: Teresa Munro - Ext. 2861
Joint Safety Committee	7 Councillors	L Collins, Curtis, Davis, Kallar, McCarthy and Mrs Twomey	CS: Stephanie May - Ext. 2201
Kingsley Hall Settlement	1 Councillor	Jones	
Local Government Association General Assembly	4 Councillors	L Collins, Lead Member (with named Deputies) and Mrs Rush (one vacancy)	CS: Naomi Goldberg Ext. 2248
Urban Commission	2 Councillors	Lead Members (with named Deputies)	R&E: Jeremy Grint - Ext. 2443
Local Housing Company Board	4 Councillors	Mrs Hunt, Miles, Osborn and Mrs West	H&H: Ken Jones - Ext. 3738
London Housing Unit Committee and Executive Sub-Committee	2 Councillors for each	Lead Member	H&H: Ken Jones - Ext. 3738
London Accident Prevention Council	1 Councillor	Mrs Bruce	R&E: Mike Mitchell - Ext. 3110
London Arts Forum	1 Councillor	Lead Member	EAL: Tracey McNulty – Ext. 4846

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
London (North East) Valuation Panel	2 Councillor nominations 6 non-Councillor nominations	Nominations (already made) Mrs Keller, Mr Ramage and Mr Ramsay	N/A
Neighbourhood Renewal Steering Group	4 Councillors	Lead Member, H. Collins, McKenzie and Mrs Rush	CS: Sally Penessa - Ext. 2219
Non Domestic Rate Consultation Meeting	3 Councillors	Leader, Deputy Leader and one vacancy	Finance Department (DF): Joe Chesterton - Ext. 2932
Public Transport Liaison Group	2 Councillors	Lead Member and Jones	R&E: Mike Mitchell - Ext. 3110
Reserve Forces and Cadets Association for Greater London	1 Councillor	Wainwright	None.
School Organisation Committee including Admissions Forum	4 Councillors	Lead Member, Bramley, Jones and Curtis	EAL: Jenny Crossley – Ext. 3507
Sector Police Working Parties KB Sector (Barking) KG Sector (Dagenham) and KK Sector (Marks Gate)	For each sector, 1 Councillor from each Ward	Alexander, Ms Baker, Barns, Mrs Cooper, Mrs Hunt, Mrs Rush H Collins, Mrs Cridland, Davis, Jamu, Justice, Kallar, Little, Porter, Waker, Wainwright, Mrs West	None.
Social Services Children & Families Permanence Panel	2 Councillors	Mrs West (three year appointment)	SS: Tolis Vouyioukas - Ext. 2233

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Social Services Task Centred Fostering Panel	2 Councillors	Cook and Wainwright	SS: Tolis Vouyioukas - Ext. 2233
Barking & Dagenham User/Carer Forum	1 Councillor	Lead Member	Primary Care Trust: Steve Wedgwood - Tel. 020 8532 6320
London Museums Agency	1 Councillor	Mrs Blake	EAL: Kirstie Briody - Ext. 6769
Stort Valley Housing Association	2 Councillors	Leader and Lead Member	H&H: Ken Jones - Ext. 5703
Superannuation Fund Investment Panel	2 Councillors	Bramley and one vacancy Two further nominees to be put forward by Lead Member as necessary	DF: Joe Chesterton - Ext. 2932
Thames Chase Joint Committee	3 Councillors (either Ward or Executive Members or a mixture of both)	Parkin (Eastbrook), Waker (Village) Jamu (River)	R&E: Allan Aubrey - Ext. 3576
Thames Gateway London Partnership - Executive - Community Safety Strategic Board - Gateway to London Board - Outer Thames Gateway Area Partnership	1 Councillor Ditto Ditto Ditto Ditto	Lead Member Ditto Ditto Ditto Ditto	R&E: Jeremy Grint - Ext. 2443 " " Jo Sinclair – 07968 511861 Claire Adams - Ext. 2161
Heathway Town Centre Forum	5 Councillors	Ward Members from River, Village and Alibon	R&E: Ralph Cook - Ext. 6015

Organisation	Representation required 2004 / 2005	Proposed Representation 2004 / 2005	Lead Department & Contact
Unitary Development Plan Group	3 Executive Members (voting members) 2 Development Control Board Members (by invitation only)	Executive Members (voting Members) Development Control Board Members (by invitation only)	R&E: Gordon Glenday - Ext. 3929