

London Borough of Barking and Dagenham

Notice of Meeting

THE EXECUTIVE

Tuesday, 29 July 2003 - Town Hall, Barking, 7:00 pm

Members: Councillor C J Fairbrass (Chair); Councillor C Geddes (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor S Kallar, Councillor M E McKenzie, Councillor B M Osborn, Councillor J W Porter, Councillor L A Smith and Councillor T G W Wade.

Declaration of Members Interest: In accordance with Article 1, Paragraph 12 of the Constitution, Members are asked to declare any direct/indirect financial or other interest they may have in any matter which is to be considered at this meeting

18.07.03

Graham Farrant
Chief Executive

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AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 22 July 2003 (to follow)**

Business Items

Public Items 3 to 5 and Private Item 11 are business items. The Chair will move that these be agreed without discussion, unless any Member asks to raise a specific point.

Any discussion of a Private Business Item will take place after the exclusion of the public and press.

3. **Performance Monitoring (Pages 1 - 4)**
4. **Budget Monitoring (Pages 5 - 27)**
5. **Recruitment and Selection Monitoring (Pages 29 - 53)**

Discussion Items

- 6. Fees and Charges: Careline Service 2003/04 (Pages 55 - 69)**
- 7. Any other public items which the Chair decides are urgent**
- 8. To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

Private Business

The public and press have a legal right to attend Council meetings such as the Executive, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972).

Discussion Items

- 9. Corporate Programme Management Office - Capital Programme 2003/04 (to follow)**
- 10. Revenue Improvement Plan and IT Systems Replacement (Pages 71 - 98)**

Business Items

- 11. Major Adaptations / Disabled Facilities Grant Application (Pages 99 - 100)**
- 12. Any other confidential or exempt items which the Chair decides are urgent**






THE EXECUTIVE**29 JULY 2003****REPORT OF THE DIRECTOR OF CORPORATE STRATEGY**

PERFORMANCE MONITORING		FOR INFORMATION
<p><i>To update the Executive on end of year actual performance of Council Scorecard Performance Indicators and a selection of other indicators for 2002/2003.</i></p> <p><u>Summary</u></p> <p>This report:</p> <ul style="list-style-type: none"> • Provides background information on the monitoring of the Statutory and Council Scorecard Performance Indicators detailed in Barking & Dagenham's annual Best Value Performance Plan. • Presents a series of graphs reporting performance on a number of Performance Indicators highlighted by TMT for your consideration. <p><u>Recommendation</u></p> <p>The Executive is asked to discuss performance as highlighted by performance indicators presented.</p>		
<p>Contact: Sandra Twiddy</p>	<p>Improvement & Development</p>	<p>Tel: 020 8227 2484 Fax: 020 8227 2806 Minicom: 020 8227 2685 E-mail: sandra.twiddy@lbbd.gov.uk</p>

1. Background

- 1.1 In June 2003, Barking & Dagenham Council published its fourth Best Value Performance Plan setting out how the Authority aims to improve its services over the next 12 months. The document has been published in line with the new corporate branding for the Council.
- 1.2 The Statutory Performance Indicators are National Indicators, which have been determined by ODPM (Office of the Deputy Prime Minister [*formerly DTLR*] - the Government department overseeing Best Value) and the Audit Commission.
- 1.3 The Council is required by law to collect and publish this information. In the process of developing the scorecards, services have identified key indicators for measuring improvement. In developing these indicators, we reviewed all the local indicators that we said we would collect in last year's performance plan. The majority of these are no longer relevant and will not be collected or reported on. This has been agreed with our external auditors, PricewaterhouseCoopers. This year's plan lists the Council Scorecard Performance Indicators for 2003/04 (Chapter 2 - Managing the

Council). Internal Audit has carried out an audit of all the Council Scorecard Indicators to ensure they are robust and collectable.

- 1.4 The Performance Monitoring Co-ordinator established a central system to monitor each Performance Indicator, which is updated by departments on a quarterly basis. TMT have again selected a number for your consideration for end of year actuals for 2002/2003.
- 1.5 From April 2002, Key Performance Indicators for the quarterly monitoring process have consisted of the Council Scorecard PIs together with a selection of other PIs from each of the departments (these can consist of BVPIs; service scorecard PIs or local PIs). With statutory BVPIs - the emphasis will be on those PIs that are currently in the bottom quartile or have shown deterioration since the previous quarter.
- 1.6 For presentational purposes, each Performance Indicator is being reported in a graphical format, which allows performance to be shown over time and compared with other Local Authorities. PI headings are traffic light colour-coded and "smiley faces" have been added to further express how we are performing.
- 1.7 For the national indicators, figures have been included for neighbouring Boroughs together with lines showing the top 25% of performing Councils both nationally and across London. *(Please note it is only possible to compare our performance with the previous year's top quartile targets as these are only released in the December of each year following the outturns for that year).* This will not be possible for the majority of Council Scorecard or local PIs, as they are unique to Barking & Dagenham.
- 1.8 For Social Services performance information, comparison is no longer made with top quartile data. Comparison is now made with Performance Assessment Framework (PAF) performance targets for England and Outer London. The "smiley faces" will not be shown on Social Services graphs. Instead we have used the "blobs" to indicate whether performance is good or bad. i.e.  = poor performing  = high performing. The Social Services graphs also show a darker grey band to highlight what is good performance.
- 1.9 The note section underneath the graph has been revised to enable Chief Officers to be consistent in the way they report the PI's performance. *(See new headings below).* PI definitions for the quarter now form an attachment at the end of the hard copy of the presentation.

Headings

Improvement / Deterioration

Action taken / update since last quarter

Further Action

Corporate Impact

Additional Information

- 1.10 As this was the first year of reporting the Council Scorecard PIs, many local targets were not set as there was no historical data. Targets have now been set for the next three years *(apart from CS 3b; 15; 27a and 29 which are new for this year)* and are presented on the graphs.

- 1.11 The deadline for the publication of the Best Value Performance Plan is 30 June 2003. It is still a requirement that a summary of performance information should be published by 31 March. It was a requirement for last year that the summary information was integrated with the Council Tax leaflet. For 2003/04, Councils have discretion over what is published and how it is circulated and communicated to residents. This year we used the March 2003 issue of the Citizen magazine to publish our summary of performance information.
- 1.12 The Government have specified 98 best value national (statutory) PIs for 2003/04 compared to 97 in 2002/03 and 123 specified for 2001/02. The ODPM Consultation paper issued in July 2002 required comments from authorities on the proposals to change the number of performance indicators and the rationalisation of statutory plans. The outcome of this would probably see an increase in the number of Statutory BVPIs for the future.

2. Quarterly Monitoring

- 2.1 Each Performance Indicator contained in the Performance Plan is being monitored on a quarterly basis where possible. Some indicators can only be calculated on an annual basis and this is shown on the individual graphs. As the majority of the Council Scorecard PIs are strategic, they will only be reported annually unless otherwise stated at the front of the Council Scorecard section in the presentation. The 2002/03 Council Scorecard PIs have been reviewed for 2003/04. Please see chapter 2 of our BVPP for more information.
- 2.2 Quarterly monitoring allows the Council to identify problem areas at an early stage and take remedial action to improve performance. It also identifies areas of good practice within the Council and to share this throughout the organisation. The graphs are a useful visual aid to enable Members of the Executive to challenge Chief Officers on poor performance. The changes to the notes section should further assist Members in performing this role.
- 2.3 This quarterly monitoring process will be an essential feature in the Public Service Agreement (PSA), which Barking & Dagenham have recently agreed with Government. For your information, a copy of the agreement is attached. From April 2003 the following council scorecard indicator, **CS29: Percentage of PSA targets met on an annual basis**, will be used to monitor its progress.

3. Comparing Performance

- 3.1 Guidance from the ODPM advises each Authority to compare performance with other Local Authorities. The monitoring system established allows the comparison of performance across a number of levels. National indicators provide the greatest opportunity for comparing performance as each Local Authority is collecting and reporting identical information.
- 3.2 *Neighbouring Boroughs.* Research undertaken by the Audit Commission has identified that people are particularly interested in comparing the performance of their Local Authority with neighbouring areas. In the Barking and Dagenham Performance Plan, the neighbouring boroughs of Redbridge, Havering and Newham have been selected for this purpose.

3.3 *Top 25% of performing Councils – both Nationally and London.* It is a requirement under Best Value that each Council must aim to perform within the top 25% of Councils within 5 years. For indicators relating to the quality of services, comparison should be made with the top 25% of Councils across the country.

For indicators relating to the cost of the service, comparison should be made with the top 25% in London. The ODPM have determined that in most cases, a low service cost is preferable.

3.4 *Local targets - For the majority of Council Scorecard, Service Scorecard and local Performance Indicators* comparisons can be made both over time and against the target set. These are identified on the relevant graphs.

4. Conclusion

4.1 This is the latest report on the monitoring of the Best Value Performance Plan. Subsequent reports to both TMT and the Executive will follow after each quarter and at year-end.

Background papers used in the preparation of the report

- ODPM Consultation document July 2002
- Best Value Performance Indicators 2002/2003 (blue book)
- Futures 2003/2004 – Barking & Dagenham Performance Plan

THE EXECUTIVE**29 JULY 2003****REPORT OF THE DIRECTOR OF FINANCE**

BUDGET MONITORING REPORT - MAY 2003		FOR INFORMATION
<i>This report is submitted to the Executive as part of its monitoring role.</i>		
<u>Summary</u>		
This report covers the council's revenue expenditure from the beginning of April to the end of May 2003.		
At this early stage in the financial year, particular pressures are evident within Education and Housing that could add £729K to spend from the General Fund. A projected adverse out-turn of £2.4m within the Housing Revenue Account is attributable to a projected loss of income resulting from Right-to-Buy purchases of Council properties.		
Expenditure is being closely monitored and officers are currently investigating alternative provision, appropriate contingencies and additional savings that will help mitigate the position by the end of the financial year.		
<u>Recommendation</u>		
Members are asked to note the report.		
Contact Officer: Tony Freeman	Interim Head of Financial Services	Tel: 0208 227 2855 Fax: 0208 227 2859 E-mail: tony.freeman@lbbd.gov.uk

1. Overview

- 1.1 At the end of May 2003 the Council had a net underspend of £603,892 against a profiled budget of £14.9m. However, current projections indicate that there are financial pressures within Education and Housing that may change the position by the end of the current financial year. This is summarised below.

	Expenditure to end May 2003	Over/ (under)spend to end May 2003	Full year: Projected Out- turn	Full year: Projected Over/ (under)spend
	£	£	£	£
• General Fund Services	13,961,156	(1,021,177)	199,735,447	729,701
• Housing Revenue Account	404,858	417,285	2,429,136	2,429,136
Total	14,366,014	(603,892)	202,164,583	3,158,837

- 1.2 Details of each service's financial position is provided in **Appendix A**. There are a number of variations to individual service accounts that are attributable to:
- Minor timing differences arising from seasonal activity.
 - Minor variances arising from "hot spots" in employee, supply and service costs arising from demand for services.
 - Minor variations to planned activity introduced since budgets were agreed
 - Minor variations arising from activity outside direct Council control, and
 - The Council acting as Accountable Body for a number of externally funded Partnerships providing business services and working capital. All disbursements from the General Fund are recovered by the end of the financial year.
- 1.3 These should not be regarded as significant at this point in the financial year. It expected that such variances reduce as the year progresses and out-turns for the full year are currently expected to be within the limits agreed.
- 1.4 There are two significant exceptions to this and details are provided below:

2. Education

2.1 Current projections show an anticipated over spends of:

- £200,000 on employee costs
- £200,000 on transport costs, and
- £200,000 on supplies and services.

2.2 These arise from the following areas of concern:

- **SEN Transport (home to school)** The provision of Home to School transport has been demand-led, and there have been increasing financial pressures on the service. Action is being taken to address these matters with a revised transport policy and reviewing of school bus routes. Preparations are also being made for transfer of this service to Leisure and Environmental Services during the current year.
- **Non-maintained School Fees:** The Local Education Authority occasionally has to place pupils at external specialist educational establishments in order to discharge its statutory duties. The cost of specialist provision has risen significantly in recent years and in order to reduce exposure to these inflationary pressures, in-house provision (such as Trinity Autism Base) has been developed to meet demand, with quality of provision monitored and costs controlled. However, individual, exceptional cases are difficult to predict and control in the short term.
- **Education Administration Staff Costs:** Restructuring took place in 2002-03, and was not completed at the time of budget preparation. Action is now being taken to ensure that costs of additional posts and re-gradings can be met from within existing resources.

- **Nursery Education Funding:** Nursery Education Grant funding has now been withdrawn, although the Council has a statutory duty to providing funding to eligible private playgroups and nurseries. Action is now being taken to redirect funding from schools to support this provision since development of private sector provision has reduced demand for nursery places within schools.

3. Housing General Fund

- 3.1 The projected overspend is attributable to increasing demand on the Council to provide accommodation for the homeless. A recent steep increase in the numbers of homeless people has therefore resulted in additional spend on bed and breakfast accommodation in order that the Council discharge its statutory obligation.
- 3.2 Action has been already taken to reduce the potential overspend in the current year.
- Two new hostels are to be built through the Local Authority Social Housing Grant Programme
 - There is to be an increase the use of Private Sector Leasing Schemes where costs are recovered from Housing Benefit receipts.
 - An Accommodation Resettlement Unit has been established to streamline the procedures for moving people from homelessness into accommodation.
- 3.3 Officers expect that these actions will mitigate the effect of budget pressures from the statutory requirement to provide accommodation for the homeless over the medium term.

3. Savings Implementation Plan

- 3.1 Members agreed a Savings Implementation Plan for the current financial year and for 2004/05 and 2005/06. For three years a total of £4million is expected to be found from the Environmental Protection and Consumer Services block and from Core Democratic Services. £1.7million is be found in the current year, of which £1.5million has already been identified, with officers taking steps to implement the required savings and ensure that remaining savings are identified and achieved by the end of the current financial year.

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COUNCIL REVENUE BUDGET MONTHLY MONITORING STATEMENT

MAY 2003



MAY 2003
COUNCIL WIDE SUMMARY
 BY SERVICE

	ORIGINAL BUDGET 2003/04	REVISED BUDGET 2003/04	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE (UNDER)/OVER	YEAR TO DATE Variance	PROJECTED OUTTURN	PROJECTED (UNDER)/ OVER SPEND	PROJECTED OUTTURN Variance
	£	£	£	£	£	% tage	£	£	% tage
CORPORATE STRATEGY	7,608,168	7,595,308	1,324,090	982,473	-341,617	-25.80%	7,595,308	0	0.00%
FINANCE	0	0	15,951	156,103	140,152	878.62%	0	0	0.00%
EDUCATION	125,892,000	125,577,587	4,667,690	4,745,613	77,923	1.67%	126,177,183	599,596	0.48%
HEALTH & CONSUMER	2,560,000	2,503,710	416,872	416,336	-536	-0.13%	2,498,013	-5,697	-0.23%
TECHNICAL SERVICES	17,335,790	17,335,790	3,133,397	3,109,155	-24,242	-0.77%	17,335,790	0	0.00%
HOUSING GENERAL FUND (GA)	2,430,000	2,486,290	414,356	436,968	22,612	5.46%	2,621,808	135,518	5.45%
REGENERATION PLANNING AND DEVELOPMENT	1,158,410	1,158,410	193,000	187,500	-5,500	-2.85%	1,158,410	0	0.00%
DLES PLANNING AND DEVELOPMENT (HA, HB, HE)	1,755,070	1,755,070	184,771	166,710	-18,061	-9.77%	1,755,070	0	0.00%
ARTS, LIBRARIES AND CULTURAL SERVICES (J)	5,022,000	5,336,413	979,673	779,732	-199,941	-20.41%	5,336,697	284	0.01%
SOCIAL SERVICES	59,125,270	59,125,270	7,301,064	6,972,819	-328,245	-4.50%	59,125,270	0	0.00%
LEISURE AND AMENITIES	8,209,200	8,209,200	768,660	806,589	37,929	4.93%	8,209,200	0	0.00%
LAND	840,650	840,650	20,275	15,269	-5,006	-24.69%	840,650	0	0.00%
THAMES GATEWAY (Z)	0	0	-14,000	-71,850	-57,850	413.22%	0	0	0.00%
GENERAL FINANCE (MA)	-32,930,812	-32,917,952	-4,423,466	-4,742,260	-318,794	7.21%	-32,917,952	0	0.00%
TOTAL GENERAL FUND	199,005,746	199,005,746	14,982,333	13,961,156	-1,021,177	-6.82%	199,735,447	729,701	0.37%
HOUSING REVENUE ACCOUNT (RA00)	0	0	-12,427	404,858	417,285	-3357.89%	2,429,136	2,429,136	n/a
TOTAL INCLUDING HRA	199,005,746	199,005,746	14,969,906	14,366,014	-603,892	-4.03%	202,164,583	3,158,837	1.59%

MAY 2003
COUNCIL WIDE SUMMARY

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE Variance % tage	PROJECTED OUTFURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTFURN Variance % tage
EMPLOYEE COSTS	171,050,447	172,182,140	32,035,169	31,724,078	-0.97%	172,853,106	670,966	0.39%
PREMISES COSTS	30,562,460	29,430,027	6,838,843	6,618,864	-3.22%	29,466,548	36,521	0.12%
TRANSPORT COSTS	14,713,657	14,664,647	1,328,086	1,360,960	2.48%	15,004,433	339,786	2.32%
SUPPLIES & SERVICES	59,111,610	72,288,651	9,029,648	8,775,823	-2.81%	74,953,124	2,664,473	3.69%
AGENCY AND CONTRACTED SERVICES	84,253,013	81,282,776	13,295,487	12,851,245	-3.34%	78,581,967	-2,700,809	-3.32%
TRANSFER PAYMENTS	106,758,140	40,680,140	6,779,975	6,762,641	-0.26%	40,678,286	-1,854	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	57,276,258	58,639,848	9,643,070	9,642,862	0.00%	58,638,426	-1,422	0.00%
CAPITAL FINANCING	8,193,238	8,193,238	885,212	885,212	0.00%	8,193,182	-56	0.00%
RECHARGES TO OTHER ACCOUNTS	-124,047,492	-87,028,553	-14,131,833	-14,131,835	0.00%	-87,028,577	-24	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	407,871,331	390,332,914	65,703,656	64,489,849	-1.85%	391,340,495	1,007,581	0.26%
INCOME	-208,865,585	-191,327,168	-50,733,750	-50,123,835	-1.20%	-189,175,912	2,151,256	-1.12%
TOTAL NET EXPENDITURE	199,005,746	199,005,746	14,969,906	14,366,014	-4.03%	202,164,583	3,158,837	1.59%

MAY 2003
CORPORATE STRATEGY (C)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	PROFILED BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	7,888,286	6,949,046	1,012,477	1,111,713	99,236	9.80%	6,949,046	0	0.00%
PREMISES COSTS	551,330	551,330	215,442	90,093	(125,349)	-58.18%	551,330	0	0.00%
TRANSPORT COSTS	79,080	76,230	12,604	8,809	(3,795)	-30.11%	76,230	0	0.00%
SUPPLIES & SERVICES	3,004,110	3,006,380	537,622	232,008	(305,614)	-56.85%	3,006,380	0	0.00%
AGENCY AND CONTRACTED SERVICES	1,208,840	1,208,840	245,368	149,738	(95,630)	-38.97%	1,208,840	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	5,849,940	5,460,940	888,692	888,692	0	0.00%	5,460,940	0	0.00%
CAPITAL FINANCING	223,591	223,591	37,228	37,228	0	0.00%	223,591	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-9,805,060	-8,487,100	-1,394,699	-1,394,699	0	0.00%	(8,487,100)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	9,000,117	8,979,257	1,554,734	1,123,582	-431,152	-27.73%	8,979,257	0	0.00%
INCOME	-1,391,949	-1,383,949	-230,644	-141,109	89,535	-38.82%	(1,383,949)	0	0.00%
TOTAL NET EXPENDITURE	7,608,168	7,595,308	1,324,090	982,473	(341,617)	-25.80%	7,595,308	0	0.00%



MAY 2003
FINANCE (MB)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	10,325,880	11,264,770	1,865,046	1,849,845	(15,201)	-0.82%	11,264,770	0	0.00%
PREMISES COSTS	0	0	0	0	0		0	0	0.00%
TRANSPORT COSTS	141,640	144,490	23,998	26,069	2,071	8.63%	144,490	0	0.00%
SUPPLIES & SERVICES	4,285,590	4,327,880	749,764	759,140	9,376	1.25%	4,327,880	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGE	2,050,263	2,419,013	403,169	403,169	0	0.00%	2,419,013	0	0.00%
CAPITAL FINANCING	435,370	435,370	72,562	72,562	0	0.00%	435,370	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-16,209,283	-17,554,054	-2,925,676	-2,925,676	0	0.00%	(17,554,054)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	1,029,460	1,037,469	188,863	185,109	(3,754)	-1.99%	1,037,469	0	0.00%
INCOME	-1,029,460	-1,037,469	-172,912	-29,006	143,906	-83.22%	(1,037,469)	0	0.00%
TOTAL NET EXPENDITURE	0	0	15,951	156,103	140,152	878.62%	0	0	0.00%

MAY 2003
EDUCATION (B)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE VARIANCE % tage	PROJECTED OUTFURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTFURN Variance % tage
EMPLOYEE COSTS	89,848,291	90,750,925	18,723,690	18,752,046	28,356	0.15%	90,950,925	200,000	0.22%
PREMISES COSTS	6,602,360	5,484,206	2,130,214	2,123,805	(6,409)	-0.30%	5,484,000	(206)	0.00%
TRANSPORT COSTS	2,579,887	2,546,337	140,021	167,519	27,498	19.64%	2,746,337	200,000	7.85%
SUPPLIES & SERVICES	18,549,397	31,252,297	3,101,441	3,129,919	28,478	0.92%	31,452,297	200,000	0.64%
AGENCY AND CONTRACTED SERVICES	14,514,217	11,684,206	2,556,054	2,556,054	0	0.00%	11,684,206	0	0.00%
TRANSFER PAYMENTS	775,200	775,200	129,198	129,198	0	0.00%	775,200	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	8,638,900	8,638,900	1,439,734	1,439,734	0	0.00%	8,638,900	0	0.00%
CAPITAL FINANCING	19,460,070	19,460,070	3,243,184	3,243,184	0	0.00%	19,460,070	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-9,723,752	-9,723,752	-1,620,620	-1,620,620	0	0.00%	(9,723,752)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	151,244,570	160,868,389	29,842,916	29,920,839	77,923	0.26%	161,468,183	599,794	0.37%
INCOME	-25,352,570	-35,290,802	-25,175,226	-25,175,226	0	0.00%	(35,291,000)	(198)	0.00%
TOTAL NET EXPENDITURE	125,892,000	125,577,587	4,667,690	4,745,613	77,923	1.67%	126,177,183	599,596	0.48%

MAY 2003
HEALTH AND CONSUMER SERVICES (E)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	PROFILED BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	2,082,860	2,055,360	342,528	340,984	(1,544)	-0.45%	2,045,904	(9,456)	-0.46%
PREMISES COSTS	72,190	72,190	12,018	11,611	(407)	-3.39%	69,666	(2,524)	-3.50%
TRANSPORT COSTS	70,360	70,780	11,758	10,188	(1,570)	-13.35%	61,128	(9,652)	-13.64%
SUPPLIES & SERVICES	238,170	169,530	28,166	29,849	1,683	5.98%	179,094	9,564	5.64%
AGENCY AND CONTRACTED SERVICES	77,630	77,630	12,930	14,810	1,880	14.54%	88,857	11,227	14.46%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	370,780	391,760	65,058	65,058	0	0.00%	390,348	(1,412)	-0.36%
CAPITAL FINANCING	14,990	14,990	2,494	2,494	0	0.00%	14,964	(26)	-0.17%
RECHARGES TO OTHER ACCOUNTS	0	0	2	0	(2)	-100.00%	0	0	
TOTAL EXPENDITURE (INCLUDING RECHARGES)	2,926,980	2,852,240	474,954	474,994	40	0.01%	2,849,961	(2,279)	-0.08%
INCOME	-366,980	-348,530	-58,082	-58,658	(576)	0.99%	(351,948)	(3,418)	0.98%
TOTAL NET EXPENDITURE	2,560,000	2,503,710	416,872	416,336	(536)	-0.13%	2,498,013	(5,697)	-0.23%

MAY 2003
TECHNICAL SERVICES (F)

	ORIGINAL BUDGET £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	15,766,620	15,766,620	2,409,330	2,410,146	816	0.03%	15,766,620	0	0.00%
PREMISES COSTS	1,429,220	1,429,220	730,000	729,034	(966)	-0.13%	1,429,220	0	0.00%
TRANSPORT COSTS	5,492,730	5,492,730	754,649	744,890	(9,759)	-1.29%	5,492,730	0	0.00%
SUPPLIES & SERVICES	2,345,640	2,345,640	187,111	184,277	(2,834)	-1.51%	2,345,640	0	0.00%
AGENCY AND CONTRACTED SERVICES	9,998,860	9,998,860	1,664,436	1,664,229	(207)	-0.01%	9,998,860	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	9,039,984	8,959,984	1,388,412	1,388,412	0	0.00%	8,959,984	0	0.00%
CAPITAL FINANCING	6,625,920	6,625,920	1,135,724	1,135,724	0	0.00%	6,625,920	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-30,094,624	-30,014,624	-4,668,652	-4,668,652	0	0.00%	(30,014,624)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	20,604,350	20,604,350	3,601,010	3,588,060	(12,950)	-0.36%	20,604,350	0	0.00%
INCOME	-3,268,560	-3,268,560	-467,613	476,905	(11,292)	2.41%	(3,268,560)	0	0.00%
TOTAL NET EXPENDITURE	17,335,790	17,335,790	3,133,397	3,109,155	(24,242)	-0.77%	17,335,790	0	0.00%

MAY 2003
HOUSING GENERAL FUND (GA)

Note: Original budget includes GB

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	1,438,310	426,590	71,088	75,597	4,509	6.34%	453,582	26,992	6.33%
PREMISES COSTS	0	0	0	28	28		168	168	
TRANSPORT COSTS	14,370	11,530	1,918	1,357	(561)	-29.25%	8,142	(3,388)	-29.38%
SUPPLIES & SERVICES	156,760	134,840	22,462	91,362	68,900	306.74%	548,172	413,332	306.54%
AGENCY AND CONTRACTED SERVICES	0	0	0	0	0		0	0	
TRANSFER PAYMENTS	68,045,250	1,967,250	327,872	327,608	(264)		1,965,648	(1,602)	-0.08%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	-602,520	824,350	137,390	137,390	0	0.00%	824,340	(10)	0.00%
CAPITAL FINANCING	0	0	0	0	0		0	0	
RECHARGES TO OTHER ACCOUNTS	-36,962,000	0	0	0	0		0	0	
TOTAL EXPENDITURE (INCLUDING RECHARGES)	32,090,170	3,364,560	560,730	633,342	72,612	12.95%	3,800,052	435,492	12.94%
INCOME	-29,660,170	-878,270	-146,374	196,374	(50,000)	34.16%	(1,178,244)	(299,974)	34.16%
TOTAL NET EXPENDITURE	2,430,000	2,486,290	414,356	436,968	22,612	5.46%	2,621,808	135,518	5.45%

MAY 2003
REGENERATION PLANNING AND DEVELOPMENT

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	RE - PROFILED BUDGET 2003/04 YTD	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	210,000	309,290	185,600	197,599	11,999	6.46%	1,039,090	729,800	235.96%
PREMISES COSTS	0	0	8,300	8,233	(67)	-0.81%	50,000	50,000	
TRANSPORT COSTS	0	4,000	15,700	18,835	3,135	19.97%	94,000	90,000	2250.00%
SUPPLIES & SERVICES	33,300	72,140	251,000	271,320	20,320	8.10%	1,505,300	1,433,160	1986.64%
AGENCY AND CONTRACTED SERVICES	5,572,250	5,987,410	226,800	212,227	(14,573)	-6.43%	3,760,450	(2,226,960)	-37.19%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	1,125,110	1,125,110	187,500	187,500	0	0.00%	1,125,110	0	0.00%
CAPITAL FINANCING	0	0	0	0	0		0	0	
RECHARGES TO OTHER ACCOUNTS	0	0	0	0	0		0	0	
TOTAL EXPENDITURE (INCLUDING RECHARGES)	6,940,660	7,497,950	874,900	895,714	20,814	2.38%	7,573,950	76,000	1.01%
INCOME	-5,782,250	-6,339,540	-681,900	-708,214	(26,314)	3.86%	(6,415,540)	(76,000)	1.20%
TOTAL NET EXPENDITURE	1,158,410	1,158,410	193,000	187,500	(5,500)	-2.85%	1,158,410	0	0.00%

MAY 2003
DLES PLANNING AND DEVELOPMENT (HA, HB, HE, HM)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	1,759,160	1,759,160	278,193	265,859	(12,334)	-4.43%	1,759,160	0	0.00%
PREMISES COSTS	32,500	32,500	2,400	2,441	41	1.71%	32,500	0	0.00%
TRANSPORT COSTS	48,820	48,820	6,353	6,653	300	4.72%	48,820	0	0.00%
SUPPLIES & SERVICES	216,480	216,480	22,080	21,940	(140)	-0.63%	216,480	0	0.00%
AGENCY AND CONTRACTED SERVICES	436,680	436,680	34,905	34,362	(543)	-1.56%	436,680	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	2,682,610	2,682,610	447,042	447,042	0		2,682,610	0	0.00%
CAPITAL FINANCING	7,980	7,980	1,328	1,328	0		7,980	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-2,348,830	-2,348,830	-391,464	-391,464	0		(2,348,830)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	2,835,400	2,835,400	400,837	388,161	(12,676)	-3.16%	2,835,400	0	0.00%
INCOME	-1,080,330	-1,080,330	-216,066	-221,451	(5,385)	2.49%	(1,080,330)	0	0.00%
TOTAL NET EXPENDITURE	1,755,070	1,755,070	184,771	166,710	(18,061)	-9.77%	1,755,070	0	0.00%

MAY 2003

ARTS, LIBRARIES AND CULTURAL SERVICES (J)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	2,788,800	3,107,730	517,890	489,273	(28,617)	-5.53%	3,108,000	270	0.01%
PREMISES COSTS	630,570	589,331	188,831	147,417	(41,414)	-21.93%	589,000	(331)	-0.06%
TRANSPORT COSTS	20,760	20,760	3,440	3,987	547	15.90%	21,000	240	1.16%
SUPPLIES & SERVICES	1,045,173	1,148,925	191,330	73,616	(117,714)	-61.52%	1,149,000	75	0.01%
AGENCY AND CONTRACTED SERVICES	95,000	105,130	17,486	17,486	0	0.00%	105,000	(130)	-0.12%
TRANSFER PAYMENTS	0	0	0	0	0	0.00%	0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	571,480	571,480	95,200	95,200	0	0.00%	571,480	0	0.00%
CAPITAL FINANCING	943,217	943,217	157,174	157,174	0	0.00%	943,217	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-580,000	-580,000	-96,666	-96,666	0	0.00%	(580,000)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	5,515,000	5,906,573	1,074,685	887,487	(187,198)	-17.42%	5,906,697	124	0.00%

TOTAL EXPENDITURE (INCLUDING RECHARGES)

INCOME

	-493,000	-570,160	-95,012	-107,755	(12,743)	13.41%	(570,000)	160	-0.03%
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TOTAL NET EXPENDITURE

	5,022,000	5,336,413	979,673	779,732	(199,941)	-20.41%	5,336,697	284	0.01%
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MAY 2003
SOCIAL SERVICES

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE VARIANCE % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	24,943,410	24,943,410	4,157,235	4,074,634	(82,601)	-1.99%	24,718,410	(225,000)	-0.90%
PREMISES COSTS	958,150	958,150	159,692	162,249	2,557	1.60%	908,150	(50,000)	-5.22%
TRANSPORT COSTS	5,061,850	5,061,850	160,000	163,480	3,480	2.17%	5,061,850	0	0.00%
SUPPLIES & SERVICES	8,936,060	8,936,060	530,000	517,014	(12,986)	-2.45%	8,881,060	(55,000)	-0.62%
AGENCY AND CONTRACTED SERVICES	45,045,620	45,045,620	7,507,603	7,268,997	(238,606)	-3.18%	45,275,620	230,000	0.51%
TRANSFER PAYMENTS	264,690	264,690	44,115	27,045	(17,070)	0.00%	264,690	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	13,206,750	13,206,750	2,201,125	2,201,125	0	0.00%	13,206,750	0	0.00%
CAPITAL FINANCING	1,063,270	1,063,270	177,212	177,212	0	0.00%	1,063,270	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-9,215,510	-9,215,510	-1,535,918	-1,535,918	0	0.00%	(9,215,510)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	90,264,290	90,264,290	13,401,064	13,055,838	(345,226)	-2.58%	90,164,290	(100,000)	-0.11%
INCOME	-31,139,020	-31,139,020	-6,100,000	-6,083,019	16,981	-0.28%	(31,039,020)	100,000	-0.32%
TOTAL NET EXPENDITURE	59,125,270	59,125,270	7,301,064	6,972,819	(328,245)	-4.50%	59,125,270	0	0.00%

MAY 2003
LEISURE AND AMENITIES (L)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
EMPLOYEE COSTS	5,596,330	5,596,330	932,722	973,594	40,872	4.38%	5,596,330	0	0.00%
PREMISES COSTS	1,440,180	1,440,180	210,000	212,422	2,422	1.15%	1,440,180	0	0.00%
TRANSPORT COSTS	1,124,160	1,124,160	187,296	187,019	(277)	-0.15%	1,124,160	0	0.00%
SUPPLIES & SERVICES	977,980	977,980	91,696	87,200	(4,496)	-4.90%	977,980	0	0.00%
AGENCY AND CONTRACTED SERVICES	3,675,960	3,675,960	611,548	611,726	178	0.03%	3,675,960	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0	0.00%	0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	2,909,023	2,909,023	481,528	481,528	0	0.00%	2,909,023	0	0.00%
CAPITAL FINANCING	3,169,150	3,169,150	16,804	16,804	0	0.00%	3,169,150	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-8,403,053	-8,403,053	-1,382,868	-1,382,868	0	0.00%	(8,403,053)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	10,489,730	10,489,730	1,148,726	1,187,425	38,699	3.37%	10,489,730	0	0.00%
INCOME	-2,280,530	-2,280,530	-380,066	-380,836	(770)	0.20%	(2,280,530)	0	0.00%
TOTAL NET EXPENDITURE	8,209,200	8,209,200	768,660	806,589	37,929	4.93%	8,209,200	0	0.00%

MAY 2003
LAND (P)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUITTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUITTURN Variance % tage
EMPLOYEE COSTS	324,950	324,950	51,500	49,288	(2,212)	-4.30%	324,950	0	0.00%
PREMISES COSTS	445,230	445,230	55,655	54,058	(1,597)	-2.87%	445,230	0	0.00%
TRANSPORT COSTS	6,030	6,030	900	886	(14)	-1.56%	6,030	0	0.00%
SUPPLIES & SERVICES	69,710	69,710	5,220	5,270	50	0.96%	69,710	0	0.00%
AGENCY AND CONTRACTED SERVICES	696,150	696,150	24,000	22,975	(1,025)	-4.27%	696,150	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0		0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	1,209,840	1,209,840	201,544	201,336	(208)	-0.10%	1,209,840	0	0.00%
CAPITAL FINANCING	1,031,660	1,031,660	171,832	171,832	0	0.00%	1,031,660	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-691,630	-691,630	-115,270	-115,270	0	0.00%	(691,630)	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	3,091,940	3,091,940	395,381	390,375	(5,006)	-1.27%	3,091,940	0	0.00%
INCOME	-2,251,290	-2,251,290	-375,106	-375,106	0	0.00%	(2,251,290)	0	0.00%
TOTAL NET EXPENDITURE	840,650	840,650	20,275	15,269	(5,006)	-24.69%	840,650	0	0.00%

THAMES GATEWAY (Z)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUITURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUITURN Variance % tage
EMPLOYEE COSTS	361,590	806,689	134,448	107,395	(27,053)	-20.12%	806,689	0	0.00%
PREMISES COSTS	22,640	49,600	8,267	7,889	(378)	-4.57%	49,600	0	0.00%
TRANSPORT COSTS	22,040	5,000	833	2,182	1,349	161.84%	5,000	0	0.00%
SUPPLIES & SERVICES	386,520	751,209	125,202	8,723	(116,479)	-93.03%	751,209	0	0.00%
AGENCY AND CONTRACTED SERVICES	742,726	177,210	29,535	52,912	23,377	79.15%	177,210	0	0.00%
TRANSFER PAYMENTS	0	0	0	0	0	0.00%	0	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	35,710	51,700	8,617	8,617	0	0.00%	51,700	0	0.00%
CAPITAL FINANCING	0	0	0	0	0	0.00%	0	0	0.00%
RECHARGES TO OTHER ACCOUNTS	-13,750	0	0	0	0	0.00%	0	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	1,557,476	1,841,408	306,901	187,718	(119,184)	-38.83%	1,841,408	0	0.00%
INCOME	-1,557,476	-1,841,408	-320,901	-259,568	61,333	-19.11%	(1,841,408)	0	0.00%
TOTAL NET EXPENDITURE	0	0	-14,000	-71,850	(57,850)	413.22%	0	0	0.00%

MAY 2003
GENERAL FINANCE (MA)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £	PROJECTED OUTTURN Variance % tage
Contingency MY01	1,913,000	1,913,000	318,834	0	(318,834)		1,913,000	0	0.00%
PREMISES COSTS	0	0	0	0	0		0	0	0.00%
TRANSPORT COSTS	0	0	0	0	0		0	0	0.00%
SUPPLIES & SERVICES	17,497,100	17,509,960	3,025,358	3,025,358	0		17,509,960	0	0.00%
AGENCY AND CONTRACTED SERVICES	0	0	0	40	40		0	0	0.00%
TRANSFER PAYMENTS	815,000	815,000	135,832	135,832	0		815,000	0	0.00%
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	1,052,998	1,052,998	175,494	175,494	0		1,052,998	0	0.00%
CAPITAL FINANCING	-47,213,910	-47,213,910	-7,868,980	-7,868,980	0		(47,213,910)	0	0.00%
RECHARGES TO OTHER ACCOUNTS	0	0	0	0	0		0	0	0.00%
TOTAL EXPENDITURE (INCLUDING RECHARGES)	-25,935,812	-25,922,952	-4,213,462	4,532,256	(318,794)	7.57%	(25,922,952)	0	0.00%
INCOME	-6,995,000	-6,995,000	-210,004	-210,004	0	0.00%	(6,995,000)	0	0.00%
TOTAL NET EXPENDITURE	-32,930,812	-32,917,952	-4,423,466	-4,742,260	(318,794)	7.21%	(32,917,952)	0	0.00%

HOUSING REVENUE ACCOUNT (RA00)

	ORIGINAL BUDGET 2003/04 £	REVISED BUDGET 2003/04 £	YEAR TO DATE BUDGET £	ADJUSTED YEAR TO DATE ACTUAL £	YEAR TO DATE VARIANCE £	YEAR TO DATE Variance % tage	PROJECTED OUTTURN £	PROJECTED (UNDER)/ OVER SPEND £
EMPLOYEE COSTS	5,802,960	6,208,270	1,034,588	1,026,105	(8,483)	-0.82%	6,156,630	(51,640)
PREMISES COSTS	18,378,090	18,378,090	3,118,024	3,069,584	(48,440)	-1.55%	18,417,504	39,414
TRANSPORT COSTS	51,930	51,930	8,616	19,086	10,470	121.52%	114,516	62,586
SUPPLIES & SERVICES	1,369,620	1,369,620	161,196	338,827	177,631	110.20%	2,032,962	663,342
AGENCY AND CONTRACTED SERVICES	2,189,080	2,189,080	364,822	245,689	(119,133)	-32.66%	1,474,134	(714,946)
TRANSFER PAYMENTS	36,858,000	36,858,000	6,142,958	6,142,958	0	0.00%	36,857,748	(252)
SUPPORT SERVICES (INCLUDING INTERNAL RECHARGES)	9,135,390	9,135,390	1,522,565	1,522,565	0	0.00%	9,135,390	0
CAPITAL FINANCING	22,431,930	22,431,930	3,738,650	3,738,650	0	0.00%	22,431,900	(30)
RECHARGES TO OTHER ACCOUNTS	0	0	-2	-2	0	0.00%	(24)	(24)
TOTAL EXPENDITURE (INCLUDING RECHARGES)	96,217,000	96,622,310	16,091,417	16,103,462	12,045	0.07%	96,620,760	(1,550)
INCOME	-96,217,000	-96,622,310	-16,103,844	-15,698,604	405,240	-2.52%	(94,191,624)	2,430,686
TOTAL NET EXPENDITURE	0	0	-12,427	404,858	417,285	-3357.89%	2,429,136	2,429,136

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THE EXECUTIVE**29 JULY 2003****REPORT OF THE HEAD OF ORGANISATIONAL
DEVELOPMENT AND EMPLOYEE RELATIONS**

RECRUITMENT AND SELECTION MONITORING AS AT 31 MARCH 2003		FOR INFORMATION
<i>This report is submitted to the Executive as part of its performance monitoring role.</i>		
<u>Summary</u>		
<p>This report is an annual review regarding the recruitment of staff to the Council. It will enable Members to review the implementation of its Recruitment and Selection Policy and requirements and to support continuous improvement of the process.</p> <p>The report reviews recruitment and selection activities and indicators for the period 1 April 2002 - 31 March 2003.</p>		
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1. Background

- 1.1 This report includes key indicators, which, it is hoped, will provide the Members with an overview of recruitment and selection across the 5 departments of the Council. It enables the Executive to review the outcome of its decision to delegate recruitment and selection at LSMR and below to Managers.
- 1.2 This report also monitors the impact of both the new and the continuing initiatives and improvements regarding recruitment and selection, as outlined in the annual Recruitment and Selection Monitoring Report for 2001-2002.
- 1.3 Information in this report will refer to targets set for the financial year 2002/03.
- 1.4 Members should note that the newly created Corporate Strategy and Finance Departments are still known collectively as the Chief Executives Department throughout this report.

2. Review against the Recruitment Checklist

2.1 The Process

2.1.1 The Recruitment Checklist used in 2002/03 was drawn up from the requirements of the Council's previous Recruitment and Selection Policy and Operational Requirements and the Safer People for Safer Services Policy.

2.1.2 The Executive will recall that for the past 2 years we have visited each Human Resources section to review recruitment files against this checklist and identify if they are complying with the Council's requirements and have good evidence for their recruitment and selection decisions. This monitoring process has continued for 2002/03.

2.1.3 Departments were asked to make available a cross section of recruitment files of which 6 were looked at. In each file we looked for the following:

- A completed recruitment checklist
- Whether the procedure had been carried out fully, with clear evidence of short-listing and selection decisions and proper candidate checks
- Whether the panels undertaking the process were trained
- Whether there was evidence of consistently good systems being used by the variety of managers involved in the recruitment process e.g. timetables, forms, checklists, standard letters, proper referencing procedures
- Whether the files were neat and thorough
- Whether appropriate data had been collected in respect of equal opportunities and response handling

2.1.4 The visits to departments took place as follows:

14 February 2003	– Education, Arts and Libraries Department
14 February 2003	- Housing and Health Department
14 February 2002	– Leisure and Environmental Services Department
01 April 2003	– Chief Executive's Department
01 April 2003	– Social Services Department

2.2 The Results

2.2.1 In previous years this monitoring process has flagged up a number of gaps or problems within the recruitment processes in some of the departments which we have then concentrated on to ensure improvements are made, but this has vastly improved.

2.2.2 This year, all recruitment files across the 5 departments were of a good standard overall and had clear evidence to support recruitment decisions.

- 2.2.3 There was one significant problem however in that none of the departments had completed recruitment checklists on any of the files looked at.
- 2.2.4 The importance and significance of these checklists has now been reiterated to each departmental HR section to rectify this problem.

2.3 Improvements Made in the Recruitment Process

- 2.3.1 We continue to improve the speed of recruitment. As at 31 March 2003, 95.21% of appointments were offered within 25 working days of the closing date of the advertisement, an increase of 6.35% on last years figures.
- 2.3.2 As at 31 March 2003, 95.56% of timetables were established and agreed before the advert was placed. This is evidence of the good recruitment systems that are now in place and again shows an increase on last years figures of 6.09%.
- 2.3.3 We continue to meet 100% of panels trained or accredited in recruitment and selection, in line with Council policy. The percentage of staff who were put forward to attend and actually attended the Council's mandatory selection interviewing courses however was only 43%.
- 2.3.4 A new Recruitment and Selection Policy and Toolkit have been produced.

2.4 Improvements Still Needed

- 2.4.1 As a result of the new Recruitment and Selection Policy and Toolkit, a new recruitment checklist has recently been implemented. Close monitoring of all 5 departmental Human Resources sections is required to ensure that they are using this new recruitment checklist on all recruitment files.
- 2.4.2 Any changes in the recruitment process resulting from the introduction of the new policy and toolkit will be acted on and monitored accordingly.
- 2.4.3 The production of a new recruitment booklet and application form is also underway as part of the continuous improvement process.
- 2.4.4 As a result of feedback received from the consultation on the new Recruitment and Selection Policy and Toolkit, plans have been made to create a fully interactive recruitment and selection toolkit which will form part of the HR Intranet site.
- 2.4.5 We need to improve the percentage of managers put forward to attend the Council's mandatory selection interviewing courses, who actually attend, therefore we have set a target of 75% for 2003/04.

3. Monitoring of Recruitment and Selection

- 3.1 Details below outline cumulative information for the period from 1 April 2002 – 31 March 2003.

3.2 Recruitment undertaken in the 5 departments and for the Council's Career Trainee Scheme is as follows. The latter usually has one campaign only per year to recruit trainees onto the scheme.

Total no. of Recruitments								
	MG1-6	SC1-6	SO1/SO 2	PO1- PO6	LPOR	LSMR	JNC	OTHER
CE	0	37	6	36	1	3	0	0
DEAL	18	16	8	5	0	0	0	0
DHH	0	57	21	13	0	0	3	0
DLES	123	29	10	9	0	4	2	0
DSS	37	34	6	26	0	2	0	53
CT	0	4	0	0	0	0	0	0
	178	177	51	89	1	9	5	53

3.3 Appendix 1 details the figures for each department for the period 1 April 2002 – 31 March 2003).

3.4 For the Education, Arts and Libraries Department, data for the period 1 April – 30 June 2002 (1st Quarter) is excluded from this report. This data has been excluded as it was incomplete due to a systems fault with the departmental human resources stand-alone computerised recruitment package together with staff turnover in the human resources team and it was felt therefore to be inappropriate to publish without qualification.

4. Summary of Departmental Data re: Equalities

4.1 Outlined below are the Council's Equal Opportunities in Employment targets for 2002/03 and our achievements against them.

Targets (2002/03)	Achievements
40% of Women in Senior Management posts.	As at 31 March 2002, 10 out of 34 Senior Management posts were filled by Women, i.e. 29.41%. 0 out of 5 appointments commenced were Women, i.e. 0%. As at 31 March 2003, 11 out of 38 Senior Management posts were filled by Women, i.e. 28.95%.
30% of Women at LSMR level.	As at 31 March 2002, 6 out of 31 LSMR posts were filled by, i.e. 19.35% 1 out of 8 appointments commenced were Women, i.e. 12.50%.

	As at 31 March 2003, 14 out of 51 LSMR posts were filled by, i.e. 27.45%
35% of Women at LPOR level.	As at 31 March 2002, 10 out of 36 LPOR posts were filled by, i.e. 27.78% 0 of 1 appointments commenced were women. As at 31 March 2003, 5 out of 33 LPOR posts were filled by, i.e. 15.15%)
50% of Women at PO1-PO6 level.	As at 31 March 2002, 191 out of 489 PO1-PO6 posts were filled by Women, i.e. 39.06% 38 out of 77 appointments commenced were Women, i.e. 49.35%. As at 31 March 2003, 241 out of 551 PO1-PO-6 posts were filled by Women, i.e. 43.74%
7.5% of Black and Minority Ethnic Communities in the workforce. (equates to 1 in 3, i.e. 33.34% of appointments commenced)	As at 31 March 2002, 530 people in the workforce were from Black and Minority Ethnic Communities, i.e. 6.21% 140 out of 526 appointments commenced were people from a black and minority ethnic community, i.e. 26.62%. As at 31 March 2003, 720 people in the workforce were from Black and Minority Ethnic Communities, i.e. 9.93%
3% of People with Disabilities in the workforce.	As at 31 March 2002, 73 people in the workforce were self-assessed disabled, i.e. 0.85% 8 out of 526 appointments commenced were people with a disability, i.e. 1.52%. As at 31 March 2003, 80 people in the workforce were self-assessed disabled, i.e. 1.63%

- 4.2.1 26.62% of appointments commenced were people from Black and Minority Ethnic Communities. Although this falls short of meeting the target for recruiting people from a Black and Minority Ethnic Community for 2002/03 (33.34%), it is a 6.52% improvement on the previous year.
- 4.2.2 We have also vastly improved on the percentage of people from Black and Minority Ethnic Communities in the workforce, achieving 9.93%. This figure is based on 83.88% of the workforce as we have 16.12% of staff who's ethnic origin is unknown.
- 4.2.3 Across the organisation, the data shows that 3 departments have almost reached the 33.34% target for recruiting people from black and minority ethnic communities.

Of the 1787 applications received from people from a black and minority ethnic community, 528 fulfilled the person specification (29.55%). This compares favourably with the percentage of all applicants who fulfilled the person specification (26.56%).

78.98% of people from a black and minority ethnic community who fulfilled the person specification, actually followed through to the final interview stage. This also compares favourably with the percentage of all people who fulfilled the person specification and followed through to the final interview stage (86.66%).

Of the 417 people from a black and minority ethnic community who attended a final interview, 140 were appointed (33.57%). This again compares favourably with the percentage of all people who attended a final interview and were actually appointed (35.07%).

In 2002, the human resource service introduced a system to monitor every 10th recruitment process in order to ensure that recruitment processes across the Council are not discriminatory in any way.

The results of this monitoring are proving to be positive, indicating that there is no discrimination within our recruitment processes. Further information regarding this monitoring will be reported in the annual Equalities and Diversity in Employment report to the Executive later this year.

- 4.2.4 In grades PO1 and above, 13 out of 91 appointments commenced were from black and minority ethnic communities, 14.29%. These break down as follows:

PO1 – PO6	LPOR	LSMR	JNC
13 out of 77 appts (16.88%)	0 out of 1 appts (0%)	0 out of 8 appts (0%)	0 out of 5 appts (0%)

4.3 People with Disabilities

4.3.1 During 2002/03, 8 people were appointed who assessed themselves as having a disability, 5 in the Social Services department and 3 in the Housing and Health department. This is a notable improvement as historical data shows that in 2001/02 only 3 disabled people were recruited and 0 disabled people were recruited in 2000/01.

4.3.2 Although this has helped towards increasing the percentage of disabled people in the workforce this year, we are still struggling to reach our target of 3% of disabled people in the workforce, achieving 1.63%.

4.3.3 The data shows that the Council received 6517 applications for the 526 appointments commenced. Of these, 130 were from disabled people ie. 1.99% compared to 1.62% for 2001/02.

Of the 130 applications received from disabled people, 23 fulfilled the person specification (17.69%). This falls slightly below the percentage of all applicants who fulfilled the person specification (26.56%).

95.65% of disabled applicants who fulfilled the person specification, actually followed through to the final interview stage. This compares favourably with the percentage of all people who fulfilled the person specification and followed through to the final interview stage (86.66%).

Of the 22 disabled people from who attended a final interview, 8 were appointed (36.36%). This also compares favourably with the percentage of all people who attended a final interview and were actually appointed (35.07%).

4.3.4 The 8 people who assessed themselves as having a disability who were appointed, saw the advertisement for the post they were appointed to in the following media:

- 5 in the Recorder Group
- 2 in the Internal Vacancy Bulletin
- 1 on the LBBB Website

4.3.8 The following initiatives were put in place in 2002 to improve opportunities for disabled people to apply for positions within the Council and to continue promoting us as an equal opportunities employer:

- The placement of all advertisements on Yourable.com – a website specifically for disabled people.
- The placement of a selection of advertisements in The Disability Times publication each month.

4.3.9 Members will also be aware that the Cross-Council working group that was set up to develop strategies and actions to work towards the '2 Ticks' employment standard, were successful in their application. This resulted in the Council being formally presented with the 'Two Tick' award by the

Department of Work and Pensions for its good practice in employing disabled people on 3rd December 2002.

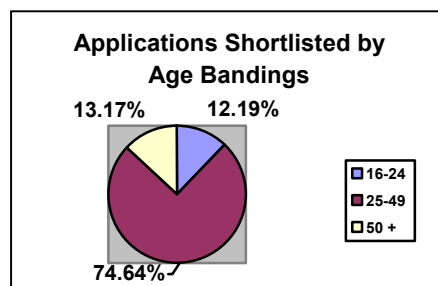
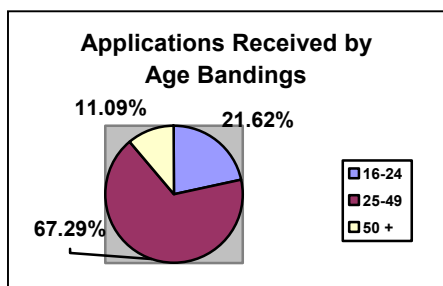
4.4 Women in the Workforce

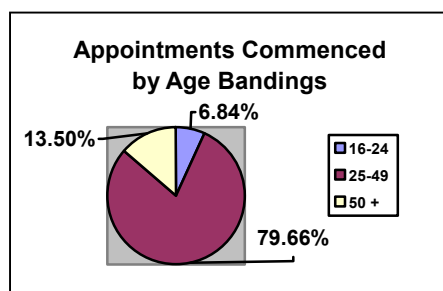
- 4.4.1 The data shows that the number of women commencing employment is 338 out of 526 i.e. 64.26%. This is in line with the percentage of application forms received from women, which stands at 60.46%.
- 4.4.2 In grades PO1 and above, the number of women commencing employment is 39 out of 91 i.e. 42.86%. Again, this is in line with the percentage of application forms received from women, which stands at 43.44%.
- 4.4.3 Of the 3940 applications received from women, 1081 fulfilled the person specification (27.44%). This compares favourably with the percentage of all applicants who fulfilled the person specification (26.56%).
- 4.4.4 86.86% of women who fulfilled the person specification, actually followed through to the final interview stage. This also compares favourably with the percentage of all people who fulfilled the person specification and followed through to the final interview stage (86.66%).
- 4.4.5 Of the 939 women who attended a final interview, 338 were appointed (36.00%). This again compares favourably with the percentage of all people who attended a final interview and were actually appointed (35.07%).
- 4.4.6 Members will be aware that the Housing and Health Department have been working with the organisation “Building Work for Women” who have been impressed by the support the Council has given the initiative. There has been a good retention rate for this initiative and “Building Work for Women” have selected the Council as an example of good public sector employment practice, and have commissioned Goldsmith College to undertake a research project regarding our involvement.

4.5 Age

- 4.5.1 The monitoring of Age Bandings was introduced in 2002/03 to pre-empt the new legislation that comes into effect in 2005/06.
- 4.5.2 We wanted to begin gathering and monitoring this information so that we start to build on the data we have and identify any issues that the Council may have regarding Age Discrimination so that any necessary work can begin to be planned.

4.5.3 The pie charts below show some key data regarding this monitoring:





4.5.4 The table below shows the comparative percentages for each age band, for each stage of the recruitment process:

	Applications Received	Short listed	Appointments Commenced
16-24	21.62%	12.19%	6.84%
25-49	67.29%	74.64%	79.66%
Over 50	11.09%	13.17%	13.50%

4.5.5 Although the 25-49 age band is pretty consistent with a slight increase at each stage, the comparisons for over 50 are the most consistent. For 16-24, the percentage drops at each stage. 25-49 is the most represented throughout the process.

4.5.6 Further analysis shows 'over 50' as the most consistent age band as 31.54% of applicants in this age band were short listed and 31.14% of those short listed were appointed.

4.5.7 25-49 continues to also show consistency as 29.46% of applicants in this age band were short listed and 32.43% of those short listed were appointed.

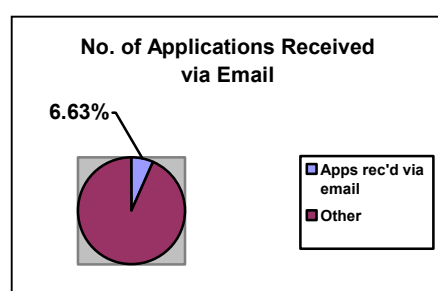
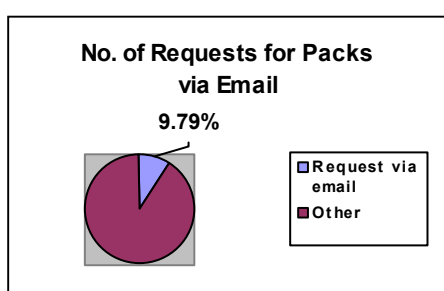
4.5.8 For 16-24, the percentage of appointments compared to short listed applicants increases as 14.98% of applicants in this age band were short listed and 17.06% of those short listed were appointed.

5. Summary of Initiatives

5.1 Use of the Council's On-line Recruitment Site

5.1.1 The Council's On-line Recruitment Site has now been up and running for 2½ years.

5.1.2 During 2002/03, all 563 posts that went out to advert were advertised on the site and there have been a total of 227,492 hits to the site, across the 563 posts. This gives an average of 404 hits per post.

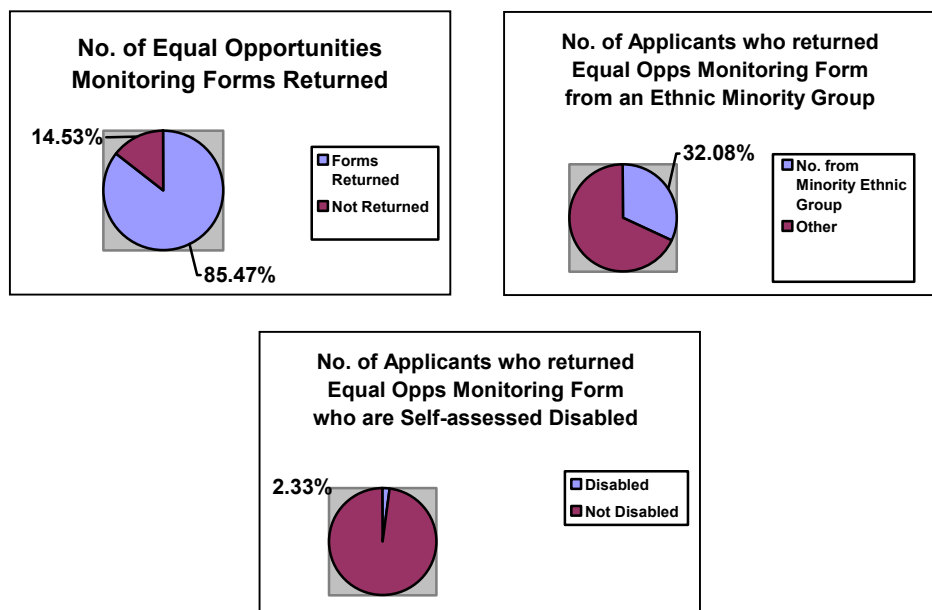


5.1.3 In line with the production of a new application form and recruitment booklet in 2003, we will be looking to improve the on-line application process of this site.

5.2 The Council's 'Look at the Difference' Campaign

5.2.1 The Council's 'Look at the Difference' advertisement has continued to be placed in minority ethnic and disability publications and on the Council's On-line Recruitment Site, on a quarterly basis throughout 2002/03.

5.2.2 A total of 17,137 application packs were sent out across the year for the 563 posts that went out to advert, 6517 of which were returned i.e. 38.03%.



5.2.3 Although it is difficult to prove the impact the advertisement has had on the number of applications received from under represented groups, the data shows improvements in key areas of the recruitment process, indicating that the initiatives put in place are working.

5.3 Advertising on Yourable.com

5.3.1 The hits to the 'Opportunities Within Councils' page on Yourable.com steadily increased each month throughout 2002/03 however our media analysis showed that no applicants stated that they saw the advertisement on Yourable.com. This, along with a lack of funding, has resulted in this initiative being discontinued for 2003/04.

5.4 Advertising in The Disability Times

5.4.1 Due to there being no expressions of interest for posts advertised in The Disability Times, the placement of advertisements in this publication was ceased in November 2002.

5.4.2 Corporate Human Resources will be looking at an alternative to this arrangement where the Council will advertise itself as an employer via posters placed in accessible washrooms in this and surrounding Boroughs.

This proposal will be reported in the annual report on Equal Opportunities in Employment to the Executive later this year.

6. Conclusion

- 6.1 In conclusion the data detailed in this report shows that on the whole, there is no discrimination in our recruitment processes.
- 6.2 There are however some new initiatives that need to be put in place in 2003/04, to attract and recruit:
 - disabled people into the workforce
 - people in the 16-24 and over 50 age bands
- 6.3 These, along with the other work we are undertaking to improve the recruitment and selection process, will be monitored throughout 2003/04 and acted upon accordingly.

Background papers used in the preparation of this report:

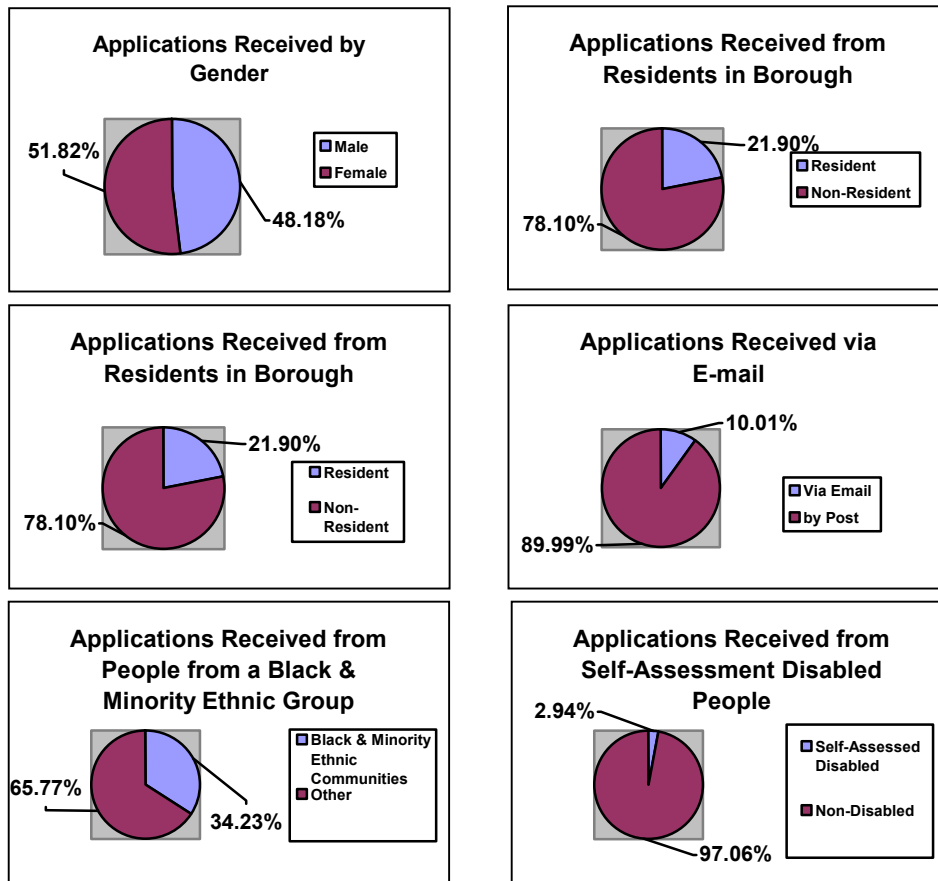
- Annual report on Recruitment and Selection Monitoring to the Executive on 30 July 2002.
- Quarterly report on Recruitment and Selection Monitoring to the Executive on 25 February 2003.

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Chief Executive's Department

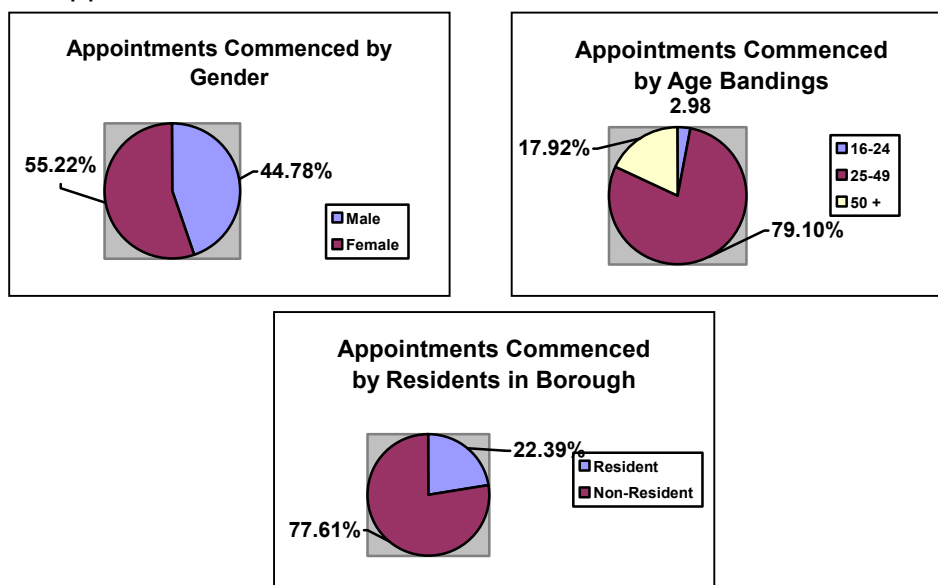
Overall - 67 appointments commenced out of 83 posts that went out to advert.

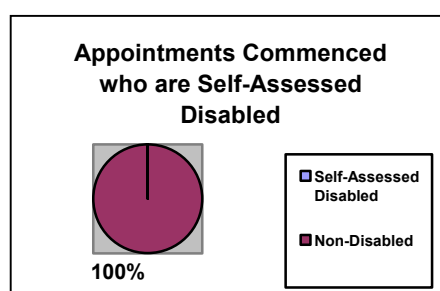
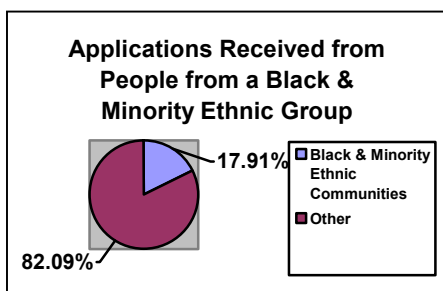
Of the 83 posts that went out to advert, 1598 application forms were received. These break down as follows:



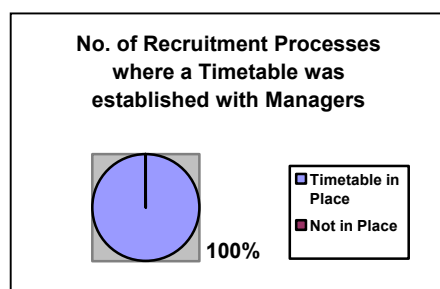
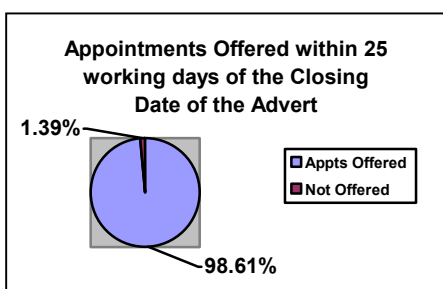
Of the 1598 application forms received, 1276 included the completed equal opportunities monitoring form (79.85%).

Of the 67 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 30 appointments commenced out of 40 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
No. of posts	36	1	3	0
No. of applications received	663	1	30	-

of which:

Female	46.91%	0%	6.67%	-
Black & Minority Ethnic Groups	34.99%	0%	23.33%	-
Disabled	3.45%	0%	0%	-
Aged 16-24	10.10%	0%	0%	-
Aged 25-49	77.22%	100%	86.67%	-
Aged 50+	12.67%	0%	13.33%	-
Resident in the Borough	20.36%	0%	3.33%	-

No. of appointments commenced	26	1	3	0
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of which:

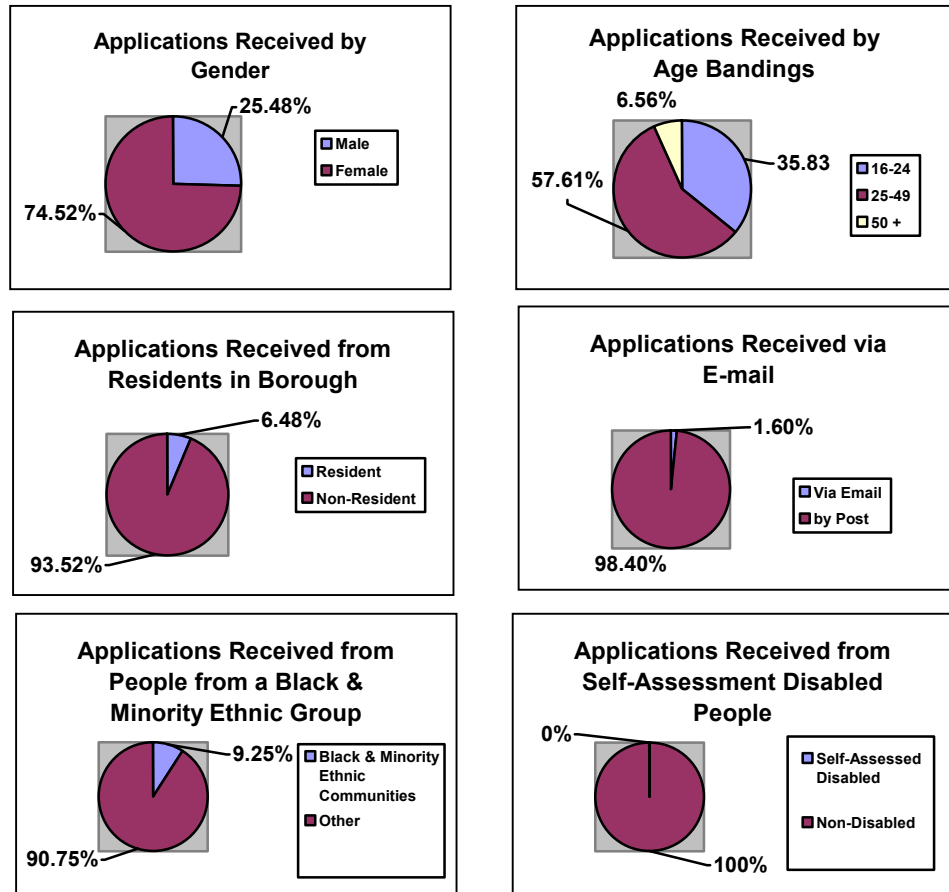
Female	30.77%	0%	0%	-
Black & Minority Ethnic Groups	15.38%	0%	0%	-
Disabled	0%	0%	0%	-
Aged 16-24	0%	0%	0%	-
Aged 25-49	80.77%	100%	100%	-
Aged 50+	19.23%	0%	0%	-
Resident in the Borough	19.23%	0%	0%	-

Education, Arts and Libraries Department

These figures exclude 1st Quarter data for the period 1/4/02 – 30/6/02.

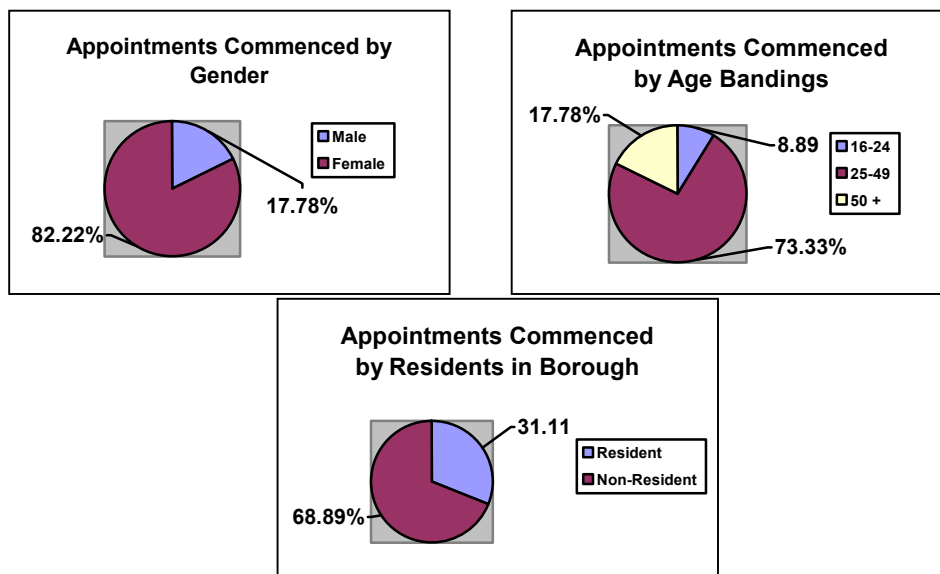
Overall - 45 appointments commenced out of 47 posts that went out to advert.

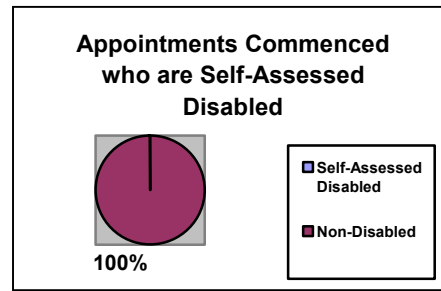
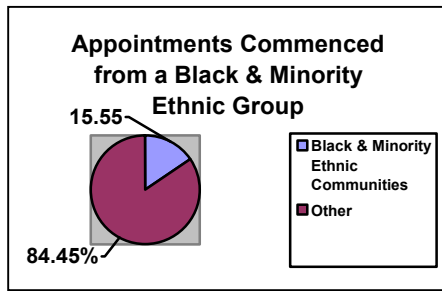
Of the 47 posts that went out to advert, 1189 application forms were received. These break down as follows:



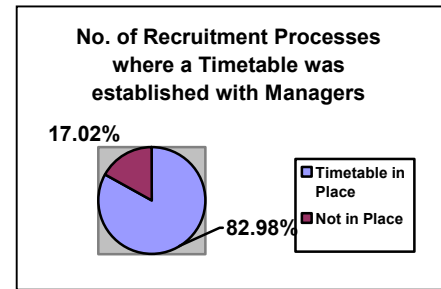
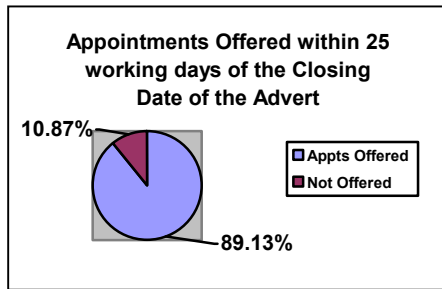
Of the 1189 application forms received, 845 included the completed equal opportunities monitoring form (71.07%).

Of the 45 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 4 appointment commenced out of 5 post that went out to advert. This breaks down as follows:

	PO1-PO6	LPOR	LSMR	JNC
No. of posts	5	0	0	0
No. of applications received	64	-	-	-

of which:

Female	65.62%	-	-	-
Black & Minority Ethnic Groups	10.94%	-	-	-
Disabled	0%	-	-	-
Aged 16-24	6.25%	-	-	-
Aged 25-49	79.69%	-	-	-
Aged 50+	14.06%	-	-	-
Resident in the Borough	10.94%	-	-	-

No. of appointments commenced	4	0	0	0
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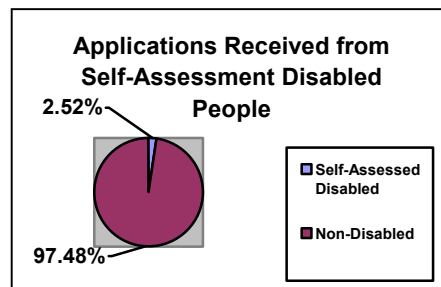
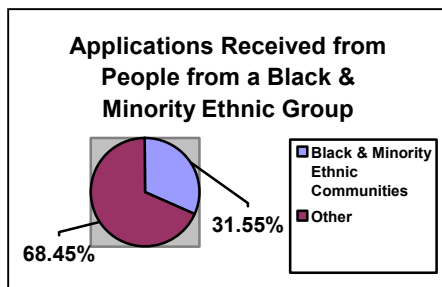
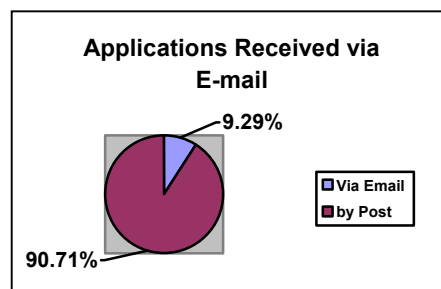
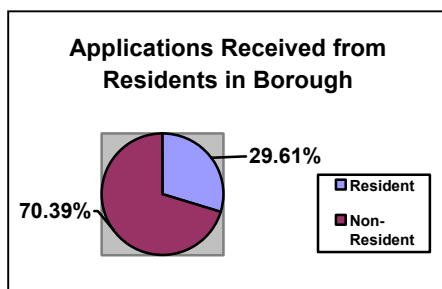
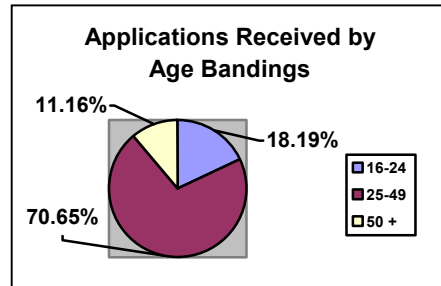
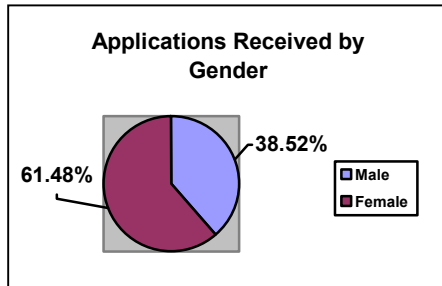
of which:

Female	100%	-	-	-
Black & Minority Ethnic Groups	0%	-	-	-
Disabled	0%	-	-	-
Aged 16-24	0%	-	-	-
Aged 25-49	100%	-	-	-
Aged 50+	0%	-	-	-
Resident in the Borough	0%	-	-	-

Housing and Health Department

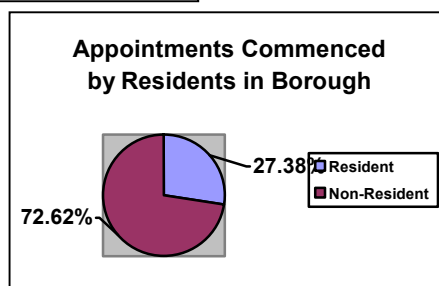
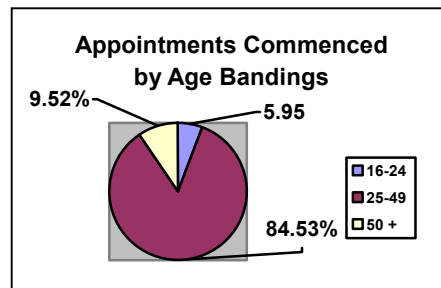
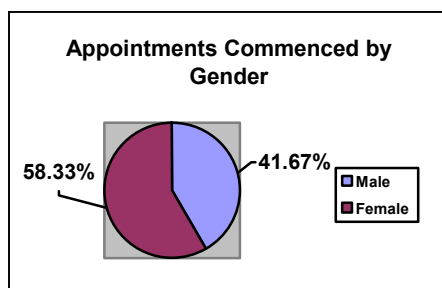
Overall - 84 appointments commenced out of 94 posts that went out to advert.

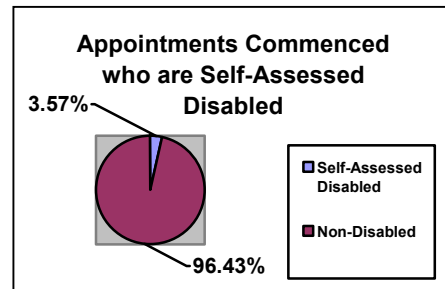
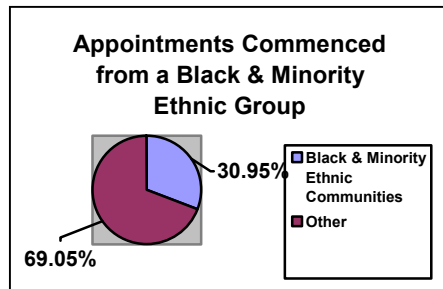
Of the 94 posts that went out to advert, 1550 application forms were received. These break down as follows:



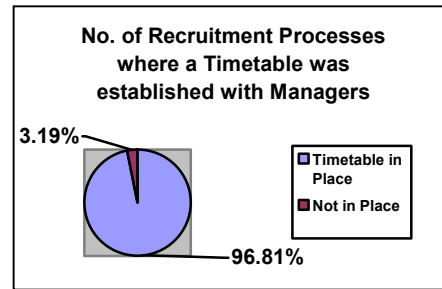
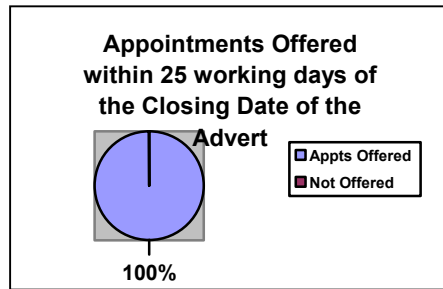
Of the 1550 application forms received, 1404 included the completed equal opportunities monitoring form (90.58%).

Of the 84 appointments commenced:





Data regarding the recruitment processes as a whole:



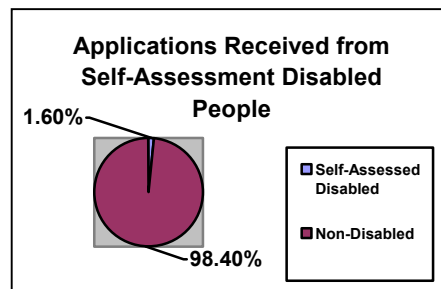
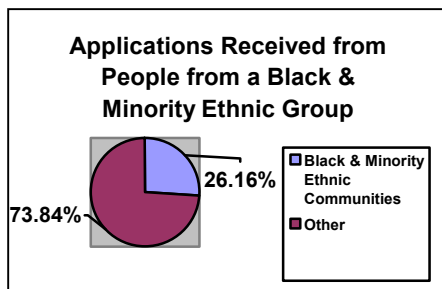
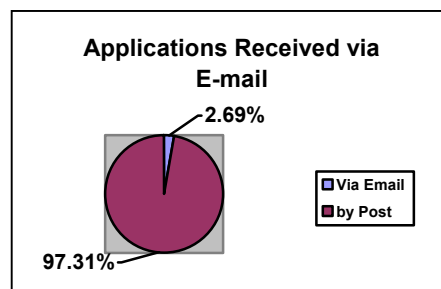
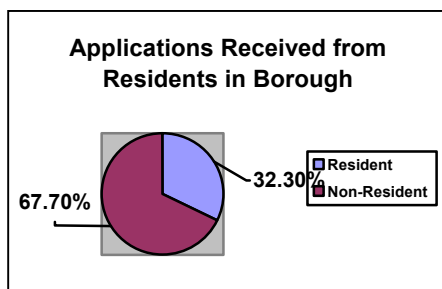
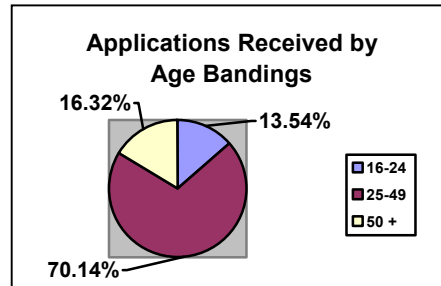
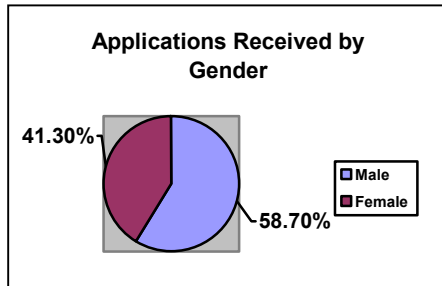
For posts that are PO1 and above, 16 appointments commenced out of 16 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
No. of posts	13	0	0	3
No. of applications received	156	-	-	44
of which:				
Female	39.74%	-	-	70.45%
Black & Minority Ethnic Groups	33.97%	-	-	20.45%
Disabled	1.28%	-	-	0%
Aged 16-24	7.69%	-	-	0%
Aged 25-49	69.23%	-	-	79.54%
Aged 50+	23.08%	-	-	20.46%
Resident in the Borough	8.33%	-	-	0%
No. of appointments commenced	13	0	0	3
of which:				
Female	53.85%	-	-	0%
Black & Minority Ethnic Groups	30.77%	-	-	0%
Disabled	0%	-	-	0%
Aged 16-24	0%	-	-	0%
Aged 25-49	92.31%	-	-	66.67%
Aged 50+	7.69%	-	-	33.33%
Resident in the Borough	7.69%	-	-	0%

Leisure and Environmental Services Department

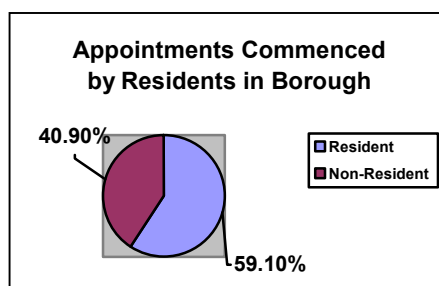
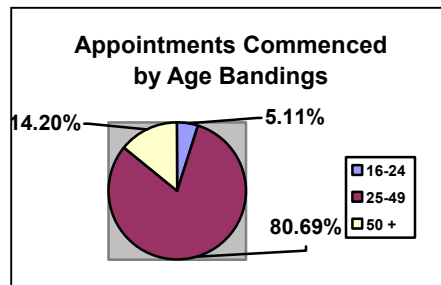
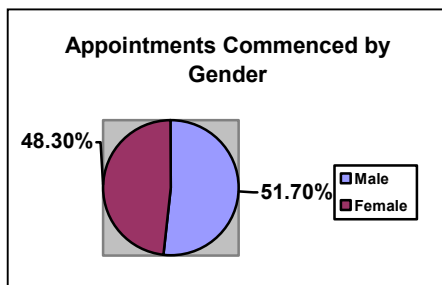
Overall – 176 appointments commenced out of 177 posts that went out to advert.

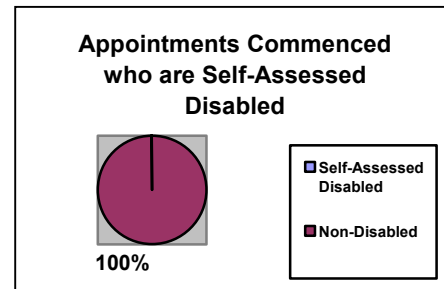
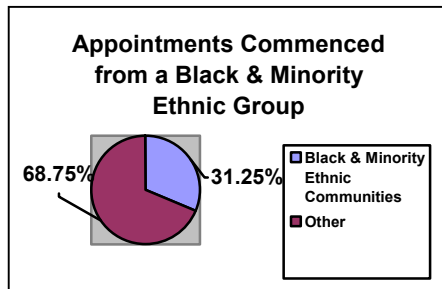
Of the 177 posts that went out to advert, 1189 application forms were received. These break down as follows:



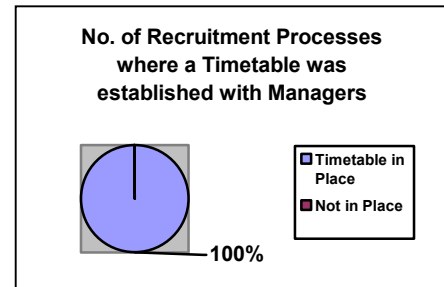
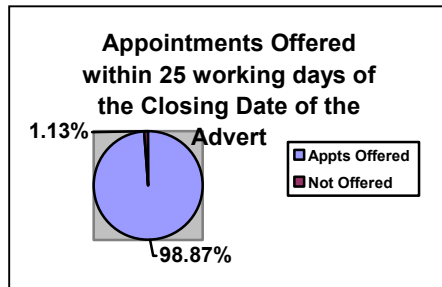
Of the 1189 application forms received, 1143 included the completed equal opportunities monitoring form (96.13%).

Of the 176 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 15 appointments commenced out of 15 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
No. of posts	9	0	4	2
No. of applications received	42	-	40	49

of which:

Female	11.90%	-	5%	16.33%
Black & Minority Ethnic Groups	30.95%	-	7.5%	26.53%
Disabled	4.76%	-	0%	0%
Aged 16-24	4.76%	-	5%	0%
Aged 25-49	73.81%	-	90%	87.75%
Aged 50+	21.43%	-	5%	12.25%
Resident in the Borough	16.67%	-	10%	0%
No. of appointments commenced	9	0	4	2

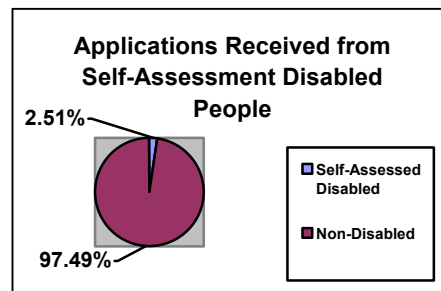
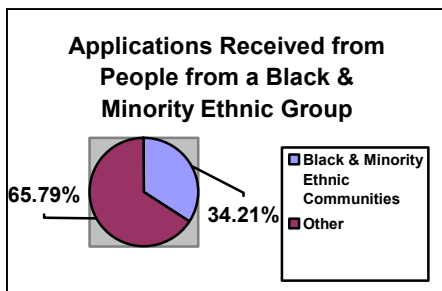
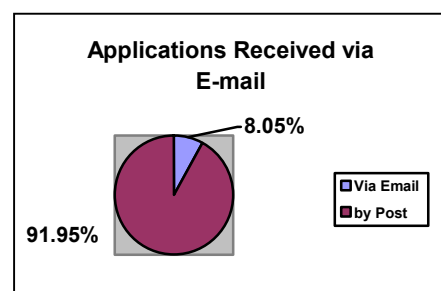
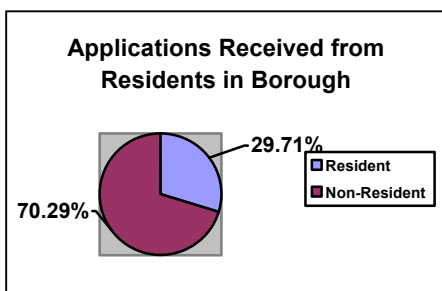
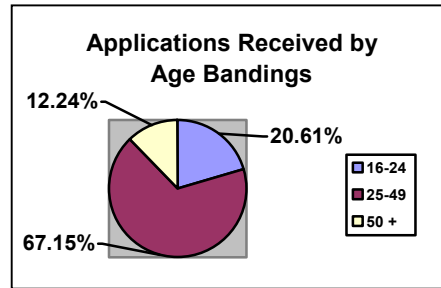
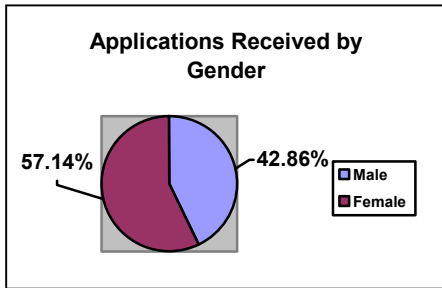
of which:

Female	0%	-	25%	0%
Black & Minority Ethnic Groups	11.11%	-	0%	0%
Disabled	0%	-	0%	0%
Aged 16-24	0%	-	0%	0%
Aged 25-49	100%	-	100%	100%
Aged 50+	0%	-	0%	0%
Resident in the Borough	11.11%	-	0%	0%

Social Services Department

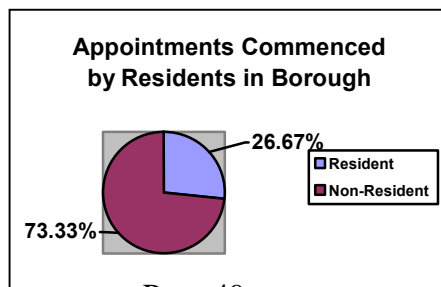
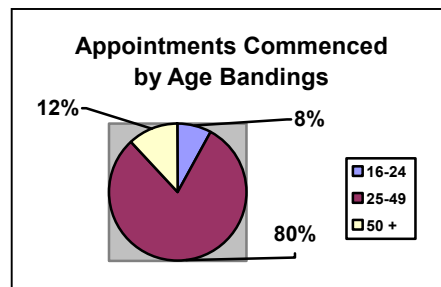
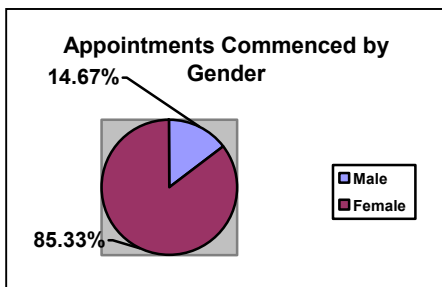
Overall – 150 appointments commenced out of 158 posts that went out to advert.

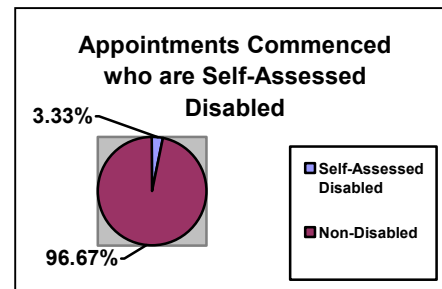
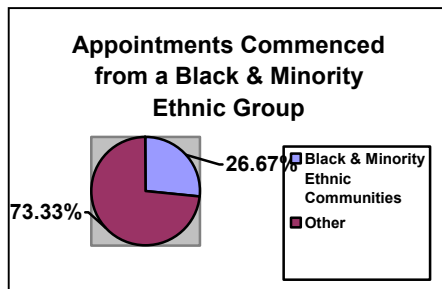
Of the 158 posts that went out to advert, 956 application forms were received. These break down as follows:



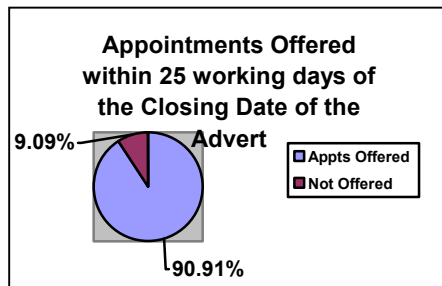
Of the 956 application forms received, 867 included the completed equal opportunities monitoring form (90.69%).

Of the 150 appointments commenced:





Data regarding the recruitment processes as a whole:



For posts that are PO1 and above, 26 appointments commenced out of 28 posts that went out to advert. These break down as follows:

	PO1-PO6	LPOR	LSMR	JNC
No. of posts	26	0	2	0
No. of applications received	88	-	20	-
of which:				
Female	65.91%	-	55%	-
Black & Minority Ethnic Groups	35.23%	-	20%	-
Disabled	1.14%	-	5%	-
Aged 16-24	15.91%	-	0%	-
Aged 25-49	79.54%	-	85%	-
Aged 50+	4.54%	-	15%	-
Resident in the Borough	14.77%	-	0%	-
No. of appointments commenced	25	0	1	0
of which:				
Female	76%	-	0%	-
Black & Minority Ethnic Groups	16%	-	0%	-
Disabled	0%	-	0%	-
Aged 16-24	8%	-	0%	-
Aged 25-49	88%	-	100%	-
Aged 50+	4%	-	0%	-
Resident in the Borough	20%	-	0%	-

In the Qualified Social Worker range 15 appointments commenced out of 16 posts that went out to advert. These break down as follows:

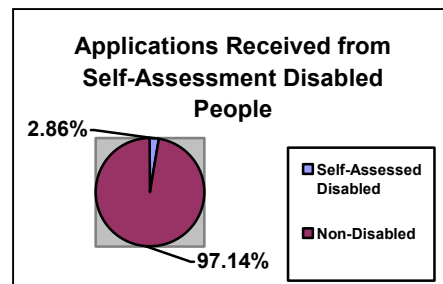
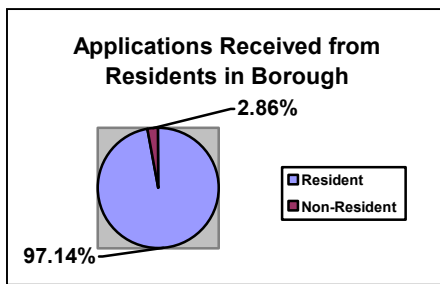
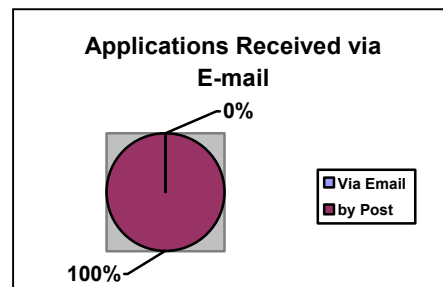
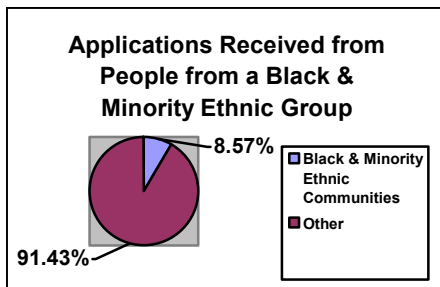
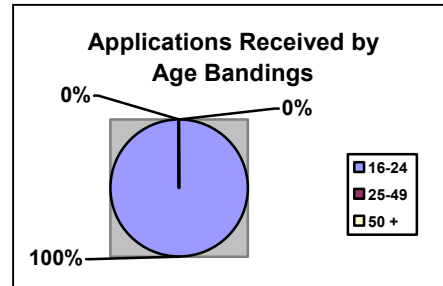
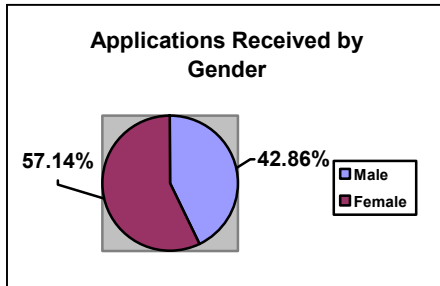
No. of applications received	42
of which:	
Female	82.35%
Black & Minority Ethnic Groups	44.12%
Disabled	0%
Aged 16-24	14.70%
Aged 25-49	67.65%
Aged 50+	17.65%
Resident in the Borough	17.65%

No. of appointments commenced	22
of which:	
Female	93.33%
Black & Minority Ethnic Groups	26.67%
Disabled	0%
Aged 16-24	0%
Aged 25-49	80%
Aged 50+	20%
Resident in the Borough	20%

Career Trainees

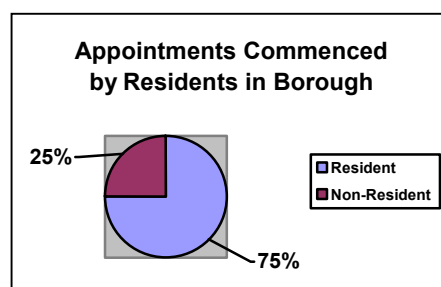
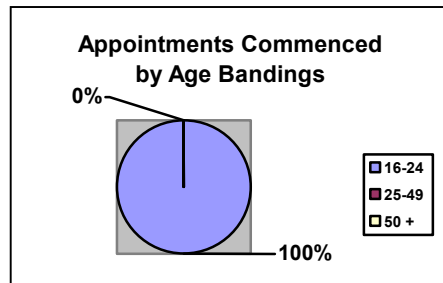
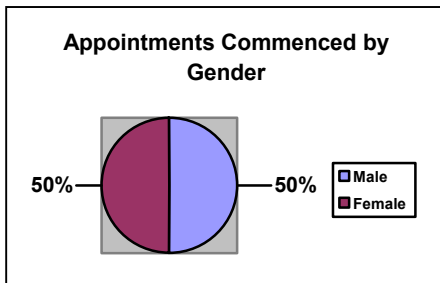
4 appointments commenced out of 4 posts that went out to advert.

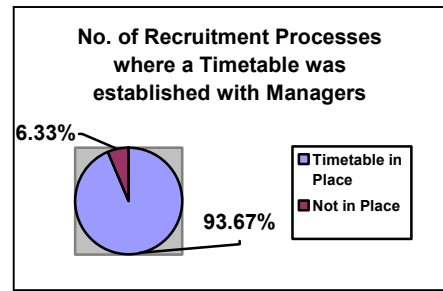
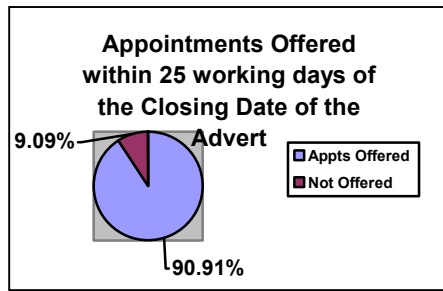
Of the 4 posts that went out to advert, 35 application forms were received. These break down as follows:



Of the 35 application forms received, 35 included the completed equal opportunities monitoring form (100%).

Of the 4 appointments commenced:





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THE EXECUTIVE**29 JULY 2003****REPORT FROM THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

FEES AND CHARGES 2003/04 - CARELINE SERVICE	FOR DECISION
<p><i>The Constitution reserves the setting of Charges to the Executive</i></p> <p><u>Summary</u></p> <p>The Careline service provides vulnerable residents with speedy telephonic assistance for emergency situations and aids independent living. The aim of this report is to ensure that the service is correctly targeted to those in need using known and transparent assessment criteria and that charges are appropriate, recovering the full costs of the service. The recommended charges are in line with the Council's Policy on charging and providing care services and the policy proposals fit with previous changes made to the meals on wheels and homecare services.</p> <p>There is an expectation that the revised assessment criteria and the increased unit cost will reduce the number of customers. In calculating the unit cost of the service, this reduction in usage has been estimated at 7% of overall client base. The proposed new charge, where it is applicable would be £169 (£3.25 a week), an increase of 48%, taking these changes into account.</p> <p><u>Recommendations</u></p> <p>The Executive is recommended to:</p> <ol style="list-style-type: none"> 1. Agree a charge of £169 per year (£3.25 per week) to take effect from 1 October 2003 for 2003/04 for the Careline service 2. Agree the new Careline Service Statement (in accordance with Fair Access to Care) for access to the service; and 3. Note the time scale for reviews to be carried out and implemented. 4. Support the lead member in lobbying the Secretary of State for Health to change the fairer charging guidelines to allow for services such as Careline to be charged for where the individual chooses to pay for the service. <p><u>Reason</u></p> <p>To implement the Council's charges policy and assist the Council in achieving its Community Priority of "Improving, Health, Housing and Social Care".</p>	
<p>Contact Valerie Harding</p>	<p>General Administration Manager</p> <p>Tel: 020 8227 3222 Fax: 020 8227 3288 Minicom: 020 8227 3040 E-mail: val.harding@lbbd.gov.uk</p>

1.1 Careline Service - Supporting People - Grant Funding Criteria

- 1.1 A revised Charging Policy for the Careline (formerly Social Alarm) service was deferred in July 2001, pending settlement of the Supporting People (SP) Programme. This programme is a new policy and funding framework, which has been implemented nationally from April 2003.
- 1.2 There was an expectation that Supporting People grant would apply to all Careline clients on low incomes. However, in practice, only Careline services for Council sheltered housing tenants and dispersed alarms provided to Council tenants are eligible to receive SP grant funding. SP does not support residents living in private accommodation, whether rented or owned.
- 1.3 SP charging guidance recommends that these Careline users should be charged for the service, unless they receive Housing Benefit (HB), which exempts them from being charged. SP grant is based on those service users who receive Housing Benefit and who occupy Council homes i.e. Sheltered Housing and Council Tenants. All existing tenants who at 31 March 2003 were not paying for this service, and receive Housing Benefit, are transitionally protected and do not have to pay for the duration of their tenancy. Council tenants who receive this service from 1 April 2003 are exempt from charging if they receive Housing Benefit. The cost of this service provision is being recovered through the Supporting People grant.
- 1.4 Clients falling outside the SP framework are
- those Council tenants, not receiving Housing Benefit, and not in sheltered housing, who pay individually for the Careline Service.
 - all Careline clients in private property, around half of whom pay and the remainder receive Housing Benefit (HB) or Income Support (IS) and do not currently pay for the service.

2. Current Position

- 2.1 The current make-up of Careline users is set out in para 3.1 and current assessment criteria is shown at Appendix A.
- 2.2 As part of the Council's Environmental Protection and Cultural Services (EPCS) financial savings for 2003/04, the Executive agreed to full cost recovery for the Careline service to fully implement the Council's charging policy. The Supporting People grant settlement, announced on 21 February, plus a recharge to the Housing Revenue Account covers the service cost for Council and sheltered housing tenants. To achieve full cost recovery, all Council tenants and private residents who currently pay an individual charge for the service would have to pay the full unit cost of the service. This charge will need to be increased as set out in this report.
- 2.3 The Department of Health has introduced a Fairer Charging mandatory statutory guidance which councils must follow. This requires that charging levels set should not allow service users' net disposable income to fall below basic levels of Income Support plus a 25% buffer. It is a means test of a person's income to determine whether they fall below Income Support (IS) thresholds as described above, which at present equates to an income of approximately £128 a week. Legal advice attached at Appendix B states that the fairer charging principles apply to the Careline service.

- 2.4 There are almost 600 private residents on Careline (19% of the service), who receive Housing Benefit or Income Support, to whom fairer charging is judged to apply and who cannot be charged for the service, which prevents full cost recovery. These individuals cannot be subsidised by Supporting People Grant.
- 2.5 The shortfall on the budget, from not charging these clients is currently funded from EPCS budget within the General Fund. Where the individual client is assessed as needing Careline as an integral part of their care package, social services will include the service in their assessment and will charge according to the existing policy for charging for care packages. Any shortfall in income in these cases is to be funded out of the Social Services budget.
- 2.6 Where the client is not assessed as needing Careline as an integral part of their package, the service is available at cost, which is recommended to increase in this report.
- 2.7 However, there may be many existing users of the service who will not be assessed as requiring the Careline Service according to the Social Service criteria, but where the individual is caught by the Fairer Charging guidance and the Council cannot levy a charge. The legal background to this is set out in the attached legal guidelines at Appendix B.
- 2.8 In these circumstances the Council has to choose between continuing to provide the service free of charge, although there is no assessed need for it, or withdrawal of the service from these individuals, supported by guidance and advice about alternative services that are available. This paper recommends the latter course of action in order to realise the targeted savings. This proposal is in line with previous policy and charging decisions made by the Council concerning the home care and meals on wheels services.
- 2.9 Clearly the situation is unsatisfactory and the Executive are asked to support the lead member in lobbying the Secretary of State for Health to change the statutory guidance to allow services such as Careline to be provided and charged where the individual requests it.

3. Revised Assessment and Eligibility Criteria

- 3.1 The Council should now implement revised eligibility criteria for the Careline Service to bring the service in line with eligibility assessments used elsewhere to ensure that the services target those that most need it. Social Services staff will carry out an assessment of any current or potential user of the Careline service outside of sheltered housing (where the eligibility criteria for allocation of social rented supported sheltered housing should be in line with Social Services criteria in any case). Such existing users of the service need to be evaluated against the Careline Service Statement, proposed in Appendix C by Social Services, to determine whether they need the service.
- 3.2 In this context, Careline should be seen as an element of a care package. The assessment of clients who live in their own home or private, rented accommodation will take approximately 3 months at a cost of £20,000. The cost of the assessment work and the additional service cost will be met from the improvement monies for 2003/04, within Social Services FSS.

- 3.3 Access to the service will be reviewed for each case and any changes will be implemented with immediate effect for that individual. In the meantime, whilst reviews are being completed, these clients will continue to receive the service free of charge. This will result in a phased withdrawal of the service for any residents who are not eligible through social services and who cannot be charged for the service.
- 3.4 Given the legal advice attached as Appendix B, this will include withdrawal of the service from current users who are willing to pay but where the Council is not entitled to levy a charge, for example existing residents on income support who do not meet Social Services criteria. In these circumstances, the service will be withdrawn and advice will be given about alternative providers.
- 3.5 The Fair Access to Care Service Statement for Careline is attached as Appendix C. This is the document, which will be used in the future.
- 3.6 As the expectation is that this assessment arrangement will cause the service to be withdrawn from a number of existing Careline clients, who are judged not to need the service, this will increase the unit cost for those remaining. This increase, in turn, may cause clients who currently pay to leave the system. Social Services would provide advice and assistance about alternative providers.
- 3.7 Based on current client numbers the full unit cost of the service is £3.02 a week (34.7% increase from the 2002/03 charge of £2.20 a week.) Allowing for a reduction in client numbers of around 220 as a result of the revised assessment criteria, and those who do not wish to continue due to the increased cost per year, the revised unit cost would become £3.25 per week, an overall increase of 48% from 2002/03.

4. Financial Implications

- 4.1 There are currently 3,137 residents connected to the Careline scheme, split as follows:

<u>User</u>	<u>Total</u>	<u>In Receipt of HB or IS</u>	<u>Not In Receipt of HB or IS</u>
Sheltered Housing*	1,089	1,089	0
Council Tenants	1,000	943	57
Private Residents	1,048	593	455
	3,137	2,625	512

- 4.2 The estimated full cost of providing the Careline scheme in 2003/2004 is £493,105. The current charge is £114.40 a year (£2.20) a week.

Option 1 produces a unit cost per service user of £157.19 per year (£3.02 per week), assuming that there is no change in the number of clients.

<u>User</u>	Estimate 2003/2004				Funding/	
	<u>Gross Exp'd</u> £	<u>Gross Income</u> £	<u>SP Grant</u> £	<u>Net Exp'd</u> £	<u>HRA</u> £	<u>Social Services</u> £
Sheltered Housing	171,180	0	164,500	6,680	6,680	0
Council Tenants	157,190	8,960	138,100	10,130	10,130	0
Private Residents	164,735	71,521	0	93,214	0	93,214
	493,105	80,481	302,600	110,024	16,810	93,214

4.3 There are currently 512 clients not in receipt of Housing Benefit or Income Support paying £2.20 a week for the Careline service. This represents 57 Council tenants and 455 private residents. The proposals set out in para 2.1 are to apply the full charge to all paying clients.

4.4 Allowing for a reduction of 220 clients produces a revised unit cost for 2003/04 for all clients. This increases the recharge to the HRA, for which there is currently sufficient funding, and produces a revised charge to Social Services. The revised unit cost is £169.00. This assumes that the reduction in the client base will be predominantly from clients on Income Support assessed not to need the service.

Option 2 (based on a charge of £169 per year - £3.25 per week)

<u>User</u>	Estimate 2003/2004				Funding/	
	<u>Gross Exp'd</u> £	<u>Gross Income</u> £	<u>SP Grant</u> £	<u>Net Exp'd</u> £	<u>HRA</u> £	<u>Social Services</u> £
Sheltered Housing	184,091	0	(2) 164,500	19,591	19,591	0
Council Tenants	169,045	(1) 9,633	(2) 138,100	21,312	21,312	0
Private Residents	139,969	(1) 76,895	0	63,074	0	(3) 63,074
	493,105	86,528	302,600	103,977	40,903	63,074

Net cost of Option 1 - £6,047.

(1) Based on full recovery of those residents not in receipt of Housing Benefit or Income Support i.e. 512 residents who would therefore pay full cost

(2) Actual Supporting People Grant

(3) Maximum exposure. This may reduce if clients assessed as needing the service are not eligible for financial assistance.

Background Papers

- Executive Report and Minute No 55, 10 July 2001 - Social Alarm Scheme, Revised Charging Policy
- Executive Report and Minute 394, 19 March 2002 - Fees and Charges: Social Alarm Scheme and Births, Deaths and Marriages Registration Service

Careline Assessment Statement

If one of the following risks are identified following an assessment of a person's needs, i.e.

- (a) live alone or are frequently left alone and are unable to leave their homes unaided due to physical infirmity, general frailty or poor mobility, or
- (b) are suffering from a medical condition such that the need to summon assistance is essential to their safety

then the person will be able to access the service as long as they are able to understand the purpose of the system and operate it.

FEES AND CHARGES FOR THE CARELINE SCHEME

FURTHER ADVICE

1. In a written Advice dated 5th March 2003, I advised the London Borough of Barking and Dagenham (“the Council”) about its powers to impose charges upon local residents who receive the Council’s rapid response Careline Service.

2. The particular issue upon which I was asked to advise was the extent of the Council’s power to make charges to Careline Users. My advice, in summary, was as follows:
 - (1) as regards Council tenants who are in receipt of Housing Benefit, and in respect of whom a Supporting People grant is payable, the rules about the extent to which the Council can charge the users are determined by the Office of the Deputy Prime Minister (and, as I understand it, the ODPM has said that no charge at all can be levied).
 - (2) The position is different for the other Careline users who are not covered by the Supporting People regime, ie Council tenants who are not in receipt of Housing Benefit, and all users who are private occupation, whether or not they are in receipt of Housing Benefit. As regards these classes of users, the extent to which charges can be levied is governed by the mandatory Fairer Charging guidance issued by the Department of Health under section 7 of the Local Authority Social Services Act 1970. This guidance provides, inter alia, that Councils must ensure that charges are not levied if they would mean that persons on income support are left with an income that is less than income support plus an additional 25% buffer.

3. I have now been asked to review a further draft report from the Director of Leisure and Environmental Services, prepared for the Executive meeting on 10th June 2003.

4. The particular issue that has been identified for my consideration in relation to this report concerns the charging regime for those clients who live in private properties but who are on Housing Benefit or Income Support. The proposal is that Social Services should use an assessment tool to assess the needs of these clients. If the clients are assessed to need the

service, the charge for the service will be met by Social Services. If, however, clients are assessed by Social Services as not needing the service, they will be offered the option of remaining on the Careline system but will be required to pay the charge. Those who do not wish to pay will have to be removed from the system.

5. This proposal is, if I may say so, eminently sensible. It would give those who cannot be said definitely to “need” the service the option of taking up the service nonetheless, provided that they are prepared to pay for it.
6. However, unfortunately, for the reasons set out below, I do not think that the Council has the power in any circumstances to require a client to pay for the system if the effect of paying for the system would be to leave them with an income less than income support plus 25% - even if the client has voluntarily chosen to take up the service.
7. The starting-point is that the power provide the Careline Service comes from section 29 of the National Assistance Act 1948 and section 45 of the Health Services and Public Health Act 1968, and the power to recover charges for the Service comes from section 17 of the Health and Social Services and Social Security Adjudications Act 1983.
8. Section 17 gives a general discretion to levy charges. However, as I said in my first Advice, this power to recover charges is constrained by guidance issued by Secretary of State for Health in November 2001, called “Fairer Charging”.
9. This guidance was issued pursuant to the Secretary of State’s power under section 7 of the Local Authority Social Services Act 1970 which states that local authorities shall, in the exercise of their social services functions, including the exercise of any discretion conferred by any relevant enactment, act under the general guidance of the Secretary of State.
10. In practice, this guidance is mandatory In **Robertson v Fife** [2002] UKHL 35, at para 33, the House of Lords approved the statement made by Sedley J in **R v Islington LBC, ex parte Rixon** [1997] ELR 66, at 71 about the effect of general statutory guidance. Sedley J said that “guidance” is less than “direction” and the word “general” emphasises the non prescriptive nature of what is envisaged. However, Sedley J went on to say that the effect of a statutory power for the Secretary of State to give guidance is that local authorities are required to follow the path charted by the Secretary of State’s guidance, with liberty to depart

from it where the local authority judges on reasonable grounds that there is good reason to do so, but without freedom to take a substantially different course.

11. The difficulty is that the Fairer Charging guidance is clear and unequivocal: no charges may be recovered if the effect would be to reduce a client's income below income support plus 25%. No differentiation is made in the guidance between clients who are provided with a service because they need it, and those who are provided with the service because they have asked the local authority to provide it: in all cases, the charges must meet the conditions set out in the guidance.
12. So, for example, paragraph 16 of the Guidance states that "As a minimum, users' incomes should not be reduced by charges below "basic" levels of Income Support, as defined in this guidance, plus a buffer of not less than 25%.". No exceptions are provided for in the guidance.
13. In my view, the guidance ties the Council's hands. I think that to make any user pay for the services in circumstances in which the user's income would be reduced below the minimum level would mean that the council would be taking a "substantially different course" from the guidance. The Council's argument would be that it would not be requiring users to dip too far into their income if they had no alternative but to use the service, and it is, in effect, offering those who do not need the service the choice to take it. However, this is not compatible with the guidance since, as stated above, the line taken by the guidance is simply that the charges cannot bring a user's income below the threshold.
14. If the Council chose to make the service available to clients who did not meet the "need" criterion, and then invoiced the client for the cost of the service, the client could simply refuse to pay the charge (or the full charge), if the charges brought the client's income below Income Support plus 25%, on the ground that the Council had no power to impose the charge. If the Council then attempted to recover the debt through the civil courts, the user would have a good defence.
15. Put bluntly, therefore, if the Council chooses to provide the Service to clients who are on income support, whether or not the client meets the "need" criterion, the Council cannot charge the client. This applies even if the client would be prepared to pay for the Service.

16. An unintended consequence of the Fairer Charging guidance, therefore, may well be that some potential clients who do not absolutely “need” the Service, but would like to have it, and who would be willing to pay for it, will not have access to it.

Section 2 of the Local Government Act 2000

17. I have considered whether the limitations on the Council’s powers to impose a charge could be overcome by exercising the Council’s well-being powers under section 2 of the Local Government Act 2000. Unfortunately, I do not think that this will be possible.
18. As those instructing me are well aware, the purpose of section 2 of the 2000 Act was to give to local authorities wide-ranging powers to do such things as they consider appropriate to promote the well-being of local residents, thereby rendering it unnecessary to hunt around in the legislation for a specific power.
19. Section 2(1)(b) provides that local authorities can do anything that they consider is likely to achieve the promotion of the social well-being of their area. This power can be exercised for any persons resident in a local authority’s area (s2(2)(b)).
20. The Careline Service promotes the social well-being of its users. However, in my opinion, the Council could not use its section 2 powers to provide the Careline Service to those who do not absolutely need it and charge those users more than the maximum permitted under the Fairer Charging regime, for two cumulative reasons.
21. First, section 3(1) provides that the section 2(1) power does not enable a local authority to do anything which they are unable to do by virtue of any prohibition, restriction or limitation on their powers which is contained in any enactment (whenever passed or made). The purpose of making use of the section 2 power would be to get around the restrictions on charging imposed by the Fair Charging guidance. Though this means that the restrictions are, strictly, imposed by guidance rather than an enactment, I think that, nevertheless, section 2 powers cannot be used to depart from mandatory statutory guidance such as this. The effectively compulsory nature of the guidance is based upon an enactment, namely section 7 of the 1970 Act, as interpreted by Sedley J in **Rixon**, approved by the House in Lords in **Robertson**. Accordingly, to fail to comply with the guidance would, in my view, amount to using section 2 of the 2000 Act to do something which statute prohibit.

22. I should make clear that, as far as I can find, there is no authority on the meaning of section 3(1) of the 2000 Act, but I think that it would be interpreted by a court in the above manner.
23. Second, section 3(2) provides that the section 2(1) power does not enable a local authority to raise money (whether by precepts, borrowing, or otherwise). In other words, the Council cannot do anything via its section 2 power which involves charging for the services it provides.
24. I should add also that the Local Government Bill currently before parliament contains a provision which will permit local authorities to charge for services which are provided under the local authority's discretionary powers. This is clause 94 of the current Bill. The powers pursuant to which the Council would be providing services to those on income support that do not need it are, of course discretionary.
25. Clause 94, at present, provides for a free-standing power, rather than for an amendment to the scope of section 2 of the 2000 Act. However, it provides that local authorities will not be permitted to charge if there is an express prohibition from doing so.
26. There is no guarantee that the Bill will be enacted in its current form. Even if it is, it is strongly arguable that the Council would not be able to levy charges not permitted by the Fairer Charging circular, because that would be to contravene an express prohibition. Of course, until we can see the Bill in its final form once enacted, it is not possible to form a view as to whether it will be possible to impose charges in circumstances not permitted by the Fairer Charging regime.

Conclusion

27. I am sorry to cause difficulties for the Council's plans once again. However, in my view it is not permissible to recover charges for the Careline service that have an effect of reducing users' income below Income Support plus 25%, even if the user does not "need" the service and is willing to pay for it.
28. It is possible, though unlikely, that the position may change after the current Local Government Bill is enacted.
29. If I can assist further, please do not hesitate to contact me.

JOHN CAVANAGH QC
11 King's Bench Walk Chambers,
Temple,
London, EC4Y 7EQ,
3rd June 2003.

THE FAIR ACCESS TO CARE FRAMEWORK

ABOVE THE THRESHOLD FOR ELIGIBILITY

CRITICAL AND SUBSTANTIAL RISKS AND NEEDS	
<p>A person with an assessed critical or substantial risk to their independence is eligible for services provided or arranged by Social Services – individuals or other agencies may also meet eligible needs.</p>	
1. CRITICAL	2. SUBSTANTIAL
<p>The person will be highly vulnerable with acute and immediate risk to life or rapid deterioration. There is a high risk of personal injury or harm to the person, their carer or other person.</p> <ul style="list-style-type: none"> • life is, or will be, threatened; and/or • significant health problems have developed or will develop; and/or • there is, or will be, little or no choice and control over vital aspects of the immediate environment; and/or • serious abuse or neglect has occurred or will occur; and/or • there is, or will be, an inability to carry out vital personal care or domestic routines; and/or • vital involvement in work, education or learning cannot or will not be sustained; and/or • vital social support systems and relationships cannot or will not be sustained; and/or • vital family and other social roles and responsibilities cannot or will not be undertaken. 	<p>The person is very vulnerable with ill health and defined multiple needs and / or long term personal safety / independence risks to themselves or others.</p> <ul style="list-style-type: none"> • there is, or will be, only partial choice and control over the immediate environment; and/or • abuse or neglect has occurred or will occur; and/or • there is, or will be, an inability to carry out the majority of personal care or domestic routines; and/or • involvement in many aspects of work, education or learning cannot or will not be sustained; and/or • the majority of social support systems and relationships cannot or will not be sustained; and/or • the majority of family and other social roles and responsibilities cannot or will not be undertaken.
RESPONSE	RESPONSE
<p>Immediate provision of services including intermediate care to remove immediate risk and stabilise situation.</p>	<p>Provide services including intermediate care to reduce risk and stabilise situation.</p>

MODERATE PLUS – ABOVE THE THRESHOLD FOR ELIGIBILITY

MODERATE ONLY – BELOW THE THRESHOLD FOR ELIGIBILITY

MODERATE RISKS AND NEEDS

A person with an assessed moderate risk to their independence may be eligible for services provided by Social Services. See column below.

The person / and their carer may be vulnerable with a moderate risk to their independence. The person / carer is able to manage in the short term. Preventive services may be of help.

- there is, or will be, an inability to carry out several personal care or domestic routines; and/or
- involvement in several aspects of work, education or learning cannot or will not be sustained; and/or
- several social support systems and relationships cannot or will not be sustained; and/or
- several family and other social roles and responsibilities cannot or will not be undertaken.

MODERATE PLUS

The following factors must also be present for moderate risk and need to be above the eligibility threshold.

- ❖ In order to meet substantial or critical risks it is vital that moderate risks are met.
- ❖ It is necessary to meet a moderate risk in order to prevent an immediate substantial or critical risk to independence.

RESPONSE

Ensure that services are arranged or provided to meet moderate risks only where this is vital to meet substantial / critical risks or to prevent them from arising immediately.

Note that FACS does not require that all assessed eligible needs be met by Social Services. Other individuals or agencies may meet eligible needs – this will need to be detailed within the Care Plan.

BELOW THE ELIGIBILITY THRESHOLD

LOW RISK AND NEEDS

A person with an assessed low risk to independence is not eligible for services provided by Social Services – other than information, advice and assistance in contacting mainstream services or other agencies.

4. LOW

The person may be vulnerable but with a low risk to independence. The person and / or their carer may benefit from preventive services.

- there is, or will be, an inability to carry out one or two personal care or domestic routines; and/or
- involvement in one or two aspects of work, education or learning cannot or will not be sustained; and/or
- one or two social support systems and relationships cannot or will not be sustained; and/or
- one or two family and other social roles and responsibilities cannot or will not be undertaken.

RESPONSE

Provide information, advice, and redirection where appropriate.

Supporting People services may be required.

Advise to re-contact if needs change.

23 January 2003

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