

# London Borough of Barking and Dagenham

## Notice of Meeting

### THE EXECUTIVE

**Tuesday, 29 June 2004 - Civic Centre, Dagenham, 7:00 pm**

**Members:** Councillor C J Fairbrass (Chair); Councillor C Geddes (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor H J Collins, Councillor S Kallar, Councillor M A McCarthy, Councillor M E McKenzie, 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

21.06.04

Graham Farrant  
Chief Executive

Contact Officer Barry Ray  
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### AGENDA

- 1. Apologies for Absence**
- 2. Minutes - To confirm as correct the minutes of the meeting held on 22 June 2004 (to follow)**

#### Business Items

*Public Item 3 and Private Items 9 to 12 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. Member and Officer Attendance at Conferences 2004 - 2005 (Pages 1 - 4)**

#### Discussion Items

**4. Housing Management Best Value Review (Pages 5 - 6)**

A draft copy of the Best Value Review and the Improvement Plan has been circulated separately and are available from the Internet / Intranet, the Member's Rooms and the public Libraries.

**5. Human Resources Policies and Procedures (Pages 7 - 8)**

Full copies of the draft procedures referred to in this report have been circulated to Executive Members separately and can be found via the Internet / Intranet, the Members Room's and public libraries.

**6. Front Garden Parking (Pages 9 - 11)**

**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**

None.

**Business Items**

**9. The Linton's Security Works - Tender Acceptance and Budget Approval (Pages 13 - 15)**

*Concerns a Contractual Matter (paragraphs 7 and 9)*

**10. Award of Supply of Copier Paper Contract (Pages 17 - 22)**

**11. Award of Weed Control Service Contract (Pages 23 - 27)**

**12. Major Adaptations / Disabled Facilities Grant Application (Pages 29 - 30)**

*Concerns an Individual Resident (paragraph 4)*

**13. Any other confidential or exempt items which the Chair decides are urgent**

**THE EXECUTIVE****29 JUNE 2004****REPORT OF THE DIRECTOR OF CORPORATE STRATEGY**

<b>MEMBER AND OFFICER ATTENDANCE AT CONFERENCES 2004 / 2005</b>	<b>FOR DECISION</b>	
<p>This report seeks approval for attendance at conferences in accordance with the Council's Conference, Visits and Hospitality Rules.</p> <p><b><u>Summary</u></b></p> <p>The Council's Framework of Rules for Conferences, Visits and Hospitality Rules (Part D of the Council's Constitution) requires that the Executive's approval is obtained for attendance at conferences and similar events where the cost is likely to exceed £1,000.</p> <p>This report seeks the Executive's approval for Member and / or Officer attendance at those conferences, which are known to take place during 2004 / 2005 at the time of writing this report. Any further conferences will be reported to the Executive under separate cover.</p> <p>The cost of attending the identified conferences will be contained within the relevant Departmental budgets.</p> <p><b><u>Recommendation / Reason</u></b></p> <p>The Executive is asked to approve Member and / or Officer attendance at conferences as set out in the schedule attached as Appendix A.</p>		
<p><b>Contact Officer:</b> Barry Ray</p>	<p>Democratic Services Team Leader</p>	<p>Tel: 020 8227 2134 Fax: 020 8227 2171 Minicom: 020 8227 2685 E-mail: <a href="mailto:barry.ray@lbbd.gov.uk">barry.ray@lbbd.gov.uk</a></p>

## Conferences

Name of conference (venue and date)	Recommended level of attendance	Estimated Cost	Relevance and expected benefits of attendance
LGA Conference (Bournemouth, 6 - 9 July)	Deputy Leader of the Council and Chief Executive	£2,000	<p>The conference 'Making the difference: local public services' will look specifically at three key themes: ambition, accountability and delivery within local government and showcase over 100 exhibition stands.</p> <p>Key speakers from all of the major political parties will be represented.</p>
Chartered Institute of Environmental Health Conference and Exhibition (Torquay 14 to 16 September)	Director of Housing and Health and two others.	£1,800 plus accommodation and travel	<p>This year's theme is Moving up the Agenda and examines the challenges and strategies relevant to moving environmental health further up the political, media, business, community and health agendas.</p>
SOLACE Annual Conference (Brighton, 12 to 14 October 2004)	Chief Executive and Director of Corporate Strategy	£1,900	<p>The conference will examine the special challenges that improving performance in a political environment presents and how all of the energies in a local authority environment can be harnessed to make a real, positive difference for people.</p>

<p>LGA Economic Regeneration Conference (Bristol, 26 to 28 October 2004)</p>	<p>Lead Member for Regeneration and Head of Regeneration</p>	<p>£1,450</p>	<p>This conference examines the regeneration "tools of the trade". It challenges delegates and speakers to think again about how the full spectrum of council services can support regeneration, how long standing powers can be used in new ways and how resources can be developed to meet the demands of the future.</p>
<p>LGA Housing Conference (Liverpool, 4 to 6 November)</p>	<p>Three delegates from Housing and Health.</p>	<p>£1,200 plus accommodation and travel</p>	<p>This is an annual conference that focuses on issues around continuous improvement, provision of quality services, improving performance, and how local authorities can operate in the assessment and improvement culture effectively. Sessions are mainly workshops and study tours rather than traditional presentations.</p>

<p>5th Anglo German Medical Society Induction Course July / August 2004</p>	<p>The Mayor</p>	<p>Up to £2,500 to cover cost of buffet reception by Mayor on Friday evening, local transport, some printing costs, administration costs plus officer time.</p>	<p>To recruit GPs and other Doctors to work in Barking and Dagenham to alleviate shortages of such staff. Adheres to Borough priority of improving Borough health. Contributes to partnership working with local and international partners, especially the Anglo-German Medical Society, Aventis, B&amp;D Primary Care Trust and the Department of Health. Raises Borough profile by hosting international conference.</p>
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**THE EXECUTIVE****DATE 29 JUNE 2004****REPORT OF THE DIRECTOR OF HOUSING AND HEALTH**

<b>HOUSING MANAGEMENT BEST VALUE REVIEW</b>	<b>FOR DECISION</b>
<p><i>To obtain the Executive's agreement to the Best Value Review Report and Improvement Plan.</i></p>	
<p><b><u>Summary</u></b></p>	
<p>This report sets out the conclusions of the Best Value Review of Housing Management functions.</p>	
<p>The Review was undertaken between December 2003 and April 2004, using the Comprehensive Service Assessment (CPA) process for the housing service, as this seems to be the favoured format for current inspections, a view endorsed by the Audit Commission consultation strategy in January 2004. The report provides the context and scope of the review together with the comments on the service provision using the 4 'Cs' (Challenge, Compare, Consult and Compete) of Best Value. An outline option appraisal has been conducted but final decisions on the future of the service are intrinsically linked to the Housing Futures project which is due for completion in July 2005. The service review ensures that all options are open to the council when considering Housing Futures.</p>	
<p>The Improvement Plan includes the up dated action plan for the Repairs service following the re-inspection of that service in 2003, and the Action Plan from the BFI inspection where it relates to the rents service.</p>	
<p>The Housing BV Inspectorate plan to inspect the service based on this review for 2 weeks starting on 20<sup>th</sup> September 2005.</p>	
<p>A draft copy of the Best Value Review and the Improvement Plan has been circulated separately and are available from the Internet / Intranet, the Member's Rooms and the public Libraries.</p>	
<p><b><u>Recommendation</u></b></p>	
<p>The Executive is asked to:</p>	
<ol style="list-style-type: none"> <li>1. Note the report and to comment on whether the report reflects the achievements of the Council; and</li> <li>2. Agree the improvements and actions detailed in the Improvement Plan.</li> </ol>	
<p><b><u>Reason</u></b></p>	
<p>This report identifies the key actions the Council needs to agree to implement the findings of the review of the Housing Management Service. The proposed Improvement Plan will lead to continued improvement over the next 2 years.</p>	

<b>Contact:</b> David Woods     Jim Ripley	Director of Housing and Health     Head of Landlord services	Tel: 020 8227 5700 Fax: 020 8227 5595 Minicom: 0208 227 5755 E-mail: <a href="mailto:david.woods@lbbd.gov.uk">david.woods@lbbd.gov.uk</a>  Tel: 020 8227 3738 Fax: 020 8227 5595 Minicom: 0208 227 5755 E-mail: <a href="mailto:jim.ripley@lbbd.gov.uk">jim.ripley@lbbd.gov.uk</a>
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## 1. Financial Implications

The Improvement Plan details resources required, most of which are contained within existing budgets. Where actions require additional or new funding this will need to be identified together with the likely budget source

## Background Papers

- Community Strategy
- Audit Commission BV inspection report of the Repairs service February 2003



**THE EXECUTIVE****29 JUNE 2004****REPORT OF THE DIRECTOR OF CORPORATE STRATEGY**

<b>HUMAN RESOURCES POLICIES AND PROCEDURES</b>	<b>FOR DECISION</b>
<p data-bbox="150 443 1449 510"><i>This report concerns the adoption of new Human Resources (HR) policies, a matter which is reserved to the Executive.</i></p> <p data-bbox="150 555 300 589"><b><u>Summary</u></b></p> <p data-bbox="150 629 1449 801">To support the People Matter element of the Council's Balanced Scorecard, a number of HR policies and procedures are being reviewed and updated to bring them in line with recent employment legislation and best practice. These have been prioritised in consultation with all Departments. The first phase of policies and procedures to be finalised are as follows:</p> <ul data-bbox="209 853 778 1077" style="list-style-type: none"> <li>• Grievance Procedure</li> <li>• Disciplinary Procedure</li> <li>• Family Friendly Provisions</li> <li>• Annual and Special Leave Provisions</li> <li>• Market Supplements</li> <li>• Cycle Allowance</li> </ul> <p data-bbox="150 1122 1449 1189">Full copies of the procedures have been circulated separately and can be found via the Internet / Intranet, the Members Room's and public libraries.</p> <p data-bbox="150 1234 1449 1335">These procedures have been subject to lengthy and extensive consultation with the trade unions, departments and staff representative groups and their comments have been taken on board, as appropriate, in the final documents.</p> <p data-bbox="150 1379 1449 1447">These procedures have also been considered by the Employee Joint Consultative Committee, which agreed to recommend the documents to the Executive for approval.</p> <p data-bbox="150 1491 986 1525">The following changes have been made to the procedures:</p> <ul data-bbox="209 1570 1449 1995" style="list-style-type: none"> <li>• The Grievance and Disciplinary Procedures have undergone the most extensive change. This is due to the fact that they have not been reviewed in a number of years and now reflect current legislation and best practice. They have also been written so that managers and staff can easily understand how and when these procedures may be applied. The Disciplinary Rules contained in the procedure have not been changed, but will be reviewed in line with the Government's Code of Conduct which is expected to be issued later this year.</li> <li>• Both the Family Friendly Provisions (covering maternity, paternity and adoption leave arrangements) and Annual and Special Leave Provisions have pulled together existing provisions and terms and conditions of service into one common source of information.</li> </ul>	

- The procedure for Market Supplements delegates the determination and application of supplements to Directors, up to an annual amount of £5,000 (and notify the Executive where these have been approved). The Executive must approve any payment in excess of £5,000 per annum.
- The Cycle Allowance had not been reviewed in over 25 years. The new scheme recognises that there are members of staff who use their bicycles in the course of their employment and helps promote cycling as a healthier alternative means of transport.

The implementation of these and future procedures will be robustly project managed and will include an extensive training and embedding programme, as appropriate, involving managers, HR staff and trade unions. Effective arrangements to monitor the use of the procedures will also be put in place, with a review of the procedures 12 months after implementation.

Further reports will be brought to the Executive as work is completed on other HR policies and procedures; the Redundancy, Redeployment; Assimilation and Managing Absence procedures are also in the final stages of completion. However, Members should note that due to resourcing restraints progress is not being made on 'Work-Life Balance' issues, which form part of the Council's Balanced Scorecard and it is likely that this cannot be implemented fully this year.

The cost of producing the revised procedures and the resultant implementation will be met from within existing Departmental budgets.

### **Recommendation**

The Executive is asked to agree:

1. The procedures set out above, including the recommendations contained in the Review of the Bicycle Allowance, and
2. The precise implementation date(s) to be agreed by the Head of Organisational Development and Employee Relations following the training programmes.

### **Reason**

To ensure up-to-date and consistent procedures are operational across the Council.

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### **Background Papers used in the preparation of this report**

None.

**THE EXECUTIVE****29 JUNE 2004****REPORT OF THE DIRECTOR OF HOUSING AND HEALTH**

<b>FRONT GARDEN PARKING</b>	<b>FOR DECISION</b>	
<i>This report seeks a decision from Members regarding a change to existing policy in relation to front garden parking.</i>		
<b><u>Summary</u></b>		
This report suggests a change to the current policy made by the Housing (Management) Sub-Committee on 17 November 1981 to allow 1 private motor vehicle to be parked in a front garden. The report also suggests that the policy made by the Housing (Estates and Management) Sub Committee on 8 May 1990 which gave similar permission to tenants of ground floor flats be changed.		
<b><u>Recommendation</u></b>		
The Executive is asked to agree:		
<ol style="list-style-type: none"> <li>1. To amend the existing policy so that tenants and owner occupiers of houses and tenants and leaseholders of certain ground floor flats that have gardens with direct access to the highway, may with prior permission of the Council park more than 1 private motor vehicle in their front garden. This is subject to the garden being of a size able to accommodate this and where there is a carriage crossing in place and it is feasible, to extend or strengthen the footpath or if necessary to provide a second crossing. In the case of ground floor flats, permission would only be granted following consultation and the agreement of other residents in the block;</li> <li>2. To amend the restrictive covenant in future Right To Buy sales to allow with the prior permission of the Council the parking of more than 1 private motor vehicle where the garden is of a size to accommodate this. The carriage crossing requirement will still apply; and</li> <li>3. To delegate decisions regarding front garden parking and appeals to the Director of Housing and Health in conjunction with the Director of Leisure and Environmental Services.</li> </ol>		
<b><u>Reason</u></b>		
Many owner-occupiers and some tenants are already parking more than 1 vehicle in their front garden contrary to the existing policy. There is an on street parking problem in the Borough and amending the current policy would help to ease this and regularise what in many cases already happens.		
<b>Contact:</b> Jim Ripley	Head of Landlord Services	Tel: 020 8227 3738 Fax: 020 8227 5705 Minicom: 020 8227 5755 E-mail: <a href="mailto:jim.ripley@lbbd.gov.uk">jim.ripley@lbbd.gov.uk</a>

## **1. Introduction**

- 1.1 On the 17 November 1981 the former Housing (Management) Sub-Committee agreed subject to the Councils prior written consent to allow the parking of 1 private motor vehicle in the front garden of a Council House. This policy has conditions attached regarding the provision of a hard standing in the garden and a footpath crossing. These requirements are laid out within the existing conditions of tenancy and have been reviewed and strengthened in the new draft conditions. Similarly on 8 May 1990 the Housing (Estates and Management) Sub Committee approved front garden parking for tenants of certain ground floor flats subject to conditions. These conditions related to consultation and agreement from other residents of the block involved.
- 1.2 Since this policy was agreed action has been taken against both tenants and owners of former Council owned properties who park more than 1 car in their garden. However where injunctions have been obtained this only serves to move vehicles back onto the estate roads causing additional congestion and problems both for pedestrians and motorists. There is an on street-parking problem in the Borough and most of the roads were constructed at a time when future family car ownership could not have been anticipated. Many families now have more than 1 vehicle and in some cases where adult sons and daughters are still at home it is not uncommon for households to have 3 or 4 cars.
- 1.3 The Director of Environmental and Leisure Services has a strategy to manage on street parking and together with action being taken by this Department to introduce wheel clamping in some areas and encouraging the take up of empty garages, it seems that the time is right to review this policy as part of an overall approach to reduce on street parking. Where an application to park a second vehicle is received, the Director of Leisure and Environmental Services will require the applicant to pay for the provision of a centrally located single crossover which will ensure that on street kerbside parking can still be facilitated. Where there is an existing crossover this may need to be extended or the footpath strengthened and Housing Officers will liaise with the Technical Officers to provide individual solutions where necessary.

## **2. Conclusions**

- 2.1 Many of the front gardens on the estates are large enough to accommodate 2 vehicles and in many cases already do. Recent action taken as part of a drive to enforce the present policy has resulted in complaints to Ward Members that the policy is outdated and does not take account of present car ownership levels. The 6 Community Housing Partnership Boards have been consulted on this issue and are generally in favour of the proposals. Comments of each Board have been considered and where appropriate incorporated into this report.
- 2.2 If Members agree to the recommendations in this report to change the current policy then Officers will prepare the relevant procedure note for staff to follow. It is anticipated that the procedure will cover issues such as charging owner/occupiers and leaseholders a fee for investigating an application and procedures for dealing with appeals. It therefore seems that the time is right for the policy to be reviewed in conjunction with the other measures being taken to deal with on street parking problems.

### 3. **Consultation**

All 6 Community Housing Partnership Boards have been consulted and where they have made comments, these have been incorporated into this report. The Highways Section of the Regeneration and Environment Department have been consulted and their comments have been incorporated into the report. Property Services have also been consulted on this matter.

### **Background Papers**

None.

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