

Notice of Meeting

SCRUTINY MANAGEMENT BOARD

Wednesday, 22 April 2009 - 6:00 pm
Meeting Room 3, Civic Centre, Dagenham

Members: Councillor Mrs P A Twomey (Chair); Councillor G M Vincent (Deputy Chair); Councillor R W Bailey, Councillor R J Buckley, Councillor J R Denyer, Councillor P T Waker, Councillor Mrs M M West and Councillor J R White

Education Co-opted Members: Church Representatives: Reverend R Gayler (Church of England) and Mrs G Spencer (Roman Catholic Church); Parent Governor Representatives: Mrs L Rice (Primary) and Mrs T Woodhouse (Secondary)

Date of publication: 14 April 2009

R. A. Whiteman
Chief Executive

Contact Officer: Clair Bantin
Tel. 020 8227 2995
E-mail: clair.bantin@lbbd.gov.uk

AGENDA

1. Apologies for Absence

2. Declaration of Members' Interests

In accordance with the Council's Constitution, Members are asked to declare any personal or prejudicial interest they may have in any matter which is to be considered at this meeting.

3. Minutes - 4 March 2009 (Pages 1 - 3)

4. General Verbal Update

Presentation from the Chief Executive.

5. Facilities and Activities for Children and Young People Scrutiny Panel Report (Pages 5 - 29)

6. Bailiff Services Informal Scrutiny Report (Pages 31 - 38)

7. Energy Savings Informal Scrutiny Report (Pages 39 - 59)

8. Update on recommendations arising from the Children's Trust Scrutiny Panel Report (Pages 61 - 68)

9. **Health Scrutiny Panel Update (Pages 69 - 71)**
10. **Forward Plan (Pages 73 - 92)**
11. **Scrutiny Panels (Pages 93 - 95)**
12. **Any other public items which the Chair decides are urgent**
13. **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 Scrutiny Management Board, 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 as amended). ***There are no such items at the time of preparing this agenda.***

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

SCRUTINY MANAGEMENT BOARD

Wednesday, 4 March 2009
(6:00 - 8:30 pm)

Present: Councillor Mrs P A Twomey (Chair), Councillor G M Vincent (Deputy Chair), Councillor R J Buckley, Councillor J R Denyer, Councillor P T Waker, Councillor Mrs M M West and Councillor J R White

Also Present: Councillor M McKenzie

Apologies: Mrs L Rice and Mrs T Woodhouse

76. Declaration of Members' Interests

There were no declarations of interest.

77. Minutes - 9 March 2009 and 11 March 2009

Agreed.

78. Executive Challenge Session

Councillor McKenzie, the Executive Member with responsibility for Street Scene and Sustainability, had been invited to the meeting to discuss his portfolio. Councillor McKenzie was supported by David Woods, Corporate Director of Customer Services, and Darren Henaghan, Head of Environmental and Enforcement Services.

Councillor McKenzie advised that the key areas within his portfolio were:

- i) The East London Waste Authority
- ii) Street Scene, Parking and Highways
- iii) Enforcement and Street Wardens
- iv) Environmental health and consumer protection
- v) Sustainability

During the question and answer session that followed, Councillor McKenzie and supporting officers made the following points:

- That there was a need to review parking arrangements across the borough, in combination with efforts to reduce car use.
- That the Council had been awarded Beacon Status in 2008 for its work on tackling climate change.

- That the number of Street Wardens had been significantly increased from six to twenty-four. The intention is to maximise this resource by increasing joint-working arrangements amongst frontline services.

Agreed that the Group Manager for Regeneration and Economic Development be requested to circulate a briefing note to all SMB Members regarding the carbon footprint associated with Barking Learning Centre.

Members thanked Councillor McKenzie and supporting officers for attending the meeting and providing full answers to all the questions raised.

79. Review of Scrutiny Arrangements

Further to minute 68, received a report on the Review of Scrutiny Arrangements which, for consultation purposes (now underway), put forward two main options for consideration. Several questions were raised for clarification around issues such as the timing of meetings, reporting lines and memberships, in relation to Option Two.

Considered that, in order to accommodate Councillors and members of the public who were employed during the day, Committee meetings should be scheduled to start at 6pm, where possible.

80. Race, Gender and Disability Equality Schemes Update

Received and noted the Race, Gender and Disability Equality Schemes Update report, as presented by the Group Manager for Equalities and Diversity.

Noted that the new policy was more inclusive, as well as taking into account specific borough priorities and being aligned to other corporate policies.

81. Health Scrutiny Panel update

Received and noted a progress report from the Health Scrutiny Panel.

Councillor West provided a verbal update on the 3 March Four-Borough JOSC meeting and the 4 March Pan-London JOSC meeting.

82. Forward Plan

Considered the Forward Plan. Requested that further information be circulated to Members regarding the item 'Barking and Dagenham Local Housing Company'.

83. Scrutiny Panels

Received and noted the report.

Councillor Denyer updated the Board that the final report of the Bailiff Services Informal Scrutiny would be delayed until the 22 April 2009 SMB meeting.

Agreed that Councillor Waker would provide a final summary of the work of the Energy Savings Informal Scrutiny to the 22 April SMB meeting.

Agreed that the proposed reviews of 'Housing Supply' and 'Delivery of Decent Homes' be delayed until any changes to the Scrutiny structure are implemented and then proposed as possible review topics to the relevant Committee.

84. Future and Outstanding Reports

Received and noted the report.

This page is intentionally left blank

SCRUTINY MANAGEMENT BOARD

22 APRIL 2009

REPORT OF THE FACILITIES AND ACTIVITIES FOR CHILDREN AND YOUNG PEOPLE SCRUTINY PANEL

Title: Facilities and Activities for Children and Young People Scrutiny Panel – Final Report	For information / comment
<p>Summary:</p> <p>The Facilities and Activities for Children and Young People Scrutiny Panel met on 6 April 2009 to agree their final report and recommendations.</p> <p><i>Final reports of scrutiny panels are presented to the Scrutiny Management Board (SMB), the Executive and the Assembly, as required by Paragraph 11 of Article 5b of the Council's Constitution.</i></p> <p>Once the report has been agreed by the Assembly, the Council will ask the relevant officers and partners to respond to the recommendations and provide an implementation plan. A report setting out the progress of the implementation plan will be presented to the Children's Services Select Committee at six months and at a year.</p> <p>A copy of the report is attached as Appendix A.</p>	
<p>Recommendation:</p> <p>Members are asked to consider the report and provide any advice or suggestions prior to finalisation and formal presentation to the Assembly.</p>	
<p>Implications:</p> <p>Financial:</p> <p>There are no direct financial implications arising from the proposals contained in this report, however, any associated costs from implementation of the recommendations will be met from existing budgets and/or from external funding.</p>	
<p>Legal:</p> <p><i>Recommendation 8 states 'The Panel recommends that NHS Barking and Dagenham work with partners to investigate the possibility of updating the free swimming passes available to young people to include swipe card technology that automatically records user details, including age, ward and ethnicity of those accessing the service, for statistical monitoring purposes. This information should then be used to target information and publicity at groups of young people that are not accessing the free swimming offer'.</i></p> <p>This recommendation would entail the processing of personal data as defined under Data Protection Act 1998. Officers of NHS Barking and Dagenham (and the council to the extent that the council would have a role to play) should consult with their respective legal advisors to ensure any data processing is in accordance with the legislation and any relevant Codes of Practice from the Information Commissioner. There are no other comments.</p>	

Risk Management: None		
Social Inclusion and Diversity: The Panel has been mindful of the equalities and diversity implications associated with this review. Recommendations 16 and 17 are specifically aimed at removing barriers to facilities and activities for children and young people with learning difficulties and disabilities.		
Crime and Disorder: None		
Options Appraisal: None		
Contact Officer: Clair Bantin	Title: Scrutiny Manager, London Borough of Barking and Dagenham	Contact Details: Tel: 020 8227 2995 E-mail: clair.bantin@lbbd.gov.uk
Lead Member: Councillor John White		

Consultees:

- Andy Knight, Group Manager for Leisure Centres
- Bola Ojo, Integrated Youth Support Services
- Frances Basham, Play Projects Development Officer
- Erik Stein, Group Manager - Extended Schools
- Christine Pryor, Head Of Integrated Family Services
- Meena Kishinani, Head Children's Policy and Trust Commissioning
- Dr Justin Varney, Joint Assistant Director of Health Improvement (Children & Young People), NHS Barking and Dagenham
- Heather Wills, Head of Community Cohesion & Equalities
- Susan Leighton, Principal Librarian
- Tolis Vouyioukas, Divisional Directors of Safeguarding and Rights
- Joanne Caswell, Adviser, Personal Development
- Winston Brown, Legal Partner
- Joe Chesterton, Divisional Director of Corporate Finance

1 LEAD MEMBER'S FOREWORD

- 1.1 The Education and Inspections Act 2006 introduced a duty on local authorities to ensure that young people have access to sufficient positive leisure-time activities in their local area. Furthermore, these activities must be sufficiently well publicized and delivered in consultation with young people themselves. The Government's Aiming High Implementation Plan, published in October 2008, set out the need for all young people to have access to the support and opportunities they need to succeed in education, to take part in activities that develop their social and emotional skills and to enjoy their leisure time.
- 1.2 The Council, working in collaboration with partners, is committed to ensuring that these duties are met. A varied and growing menu of activities is on offer to our young people through a variety of services providers. The borough is also ahead of schedule in providing extended services through schools and a new integrated Youth Services model is under development, to name some of the examples of positive work being undertaken in the borough.
- 1.3 Results from the most recent TellUs data¹ indicate that children and young people in Barking and Dagenham take part in a wide range of activities, with participation levels similar to national averages. Results showed just under half of children and young people rate activities and things to do in the local area as very or fairly good, again comparable nationally. Three quarters of our young people report visiting local parks and playgrounds, 56% visit the cinema or sports clubs and around a third either attend youth clubs, libraries, museums, youth centres or cafés to meet friends.
- 1.4 However, there is still work to be done. The proportion of our young people exercising for at least thirty minutes daily is slightly lower than the national figures, and – as in 2007 – the proportion of our young people who report feeling unsafe on public transport is much higher than the national average. The consultation commissioned by the Panel during the course of the review also revealed that young people's fears about personal safety present barriers to them travelling to youth activities². In addition, the number of young people who feel that improvements are still required to make the area a better place to live is also still higher than average.
- 1.5 I feel confident that we will rise to meet these challenges, with the help of young people themselves. A particularly positive aspect of this review for me was the level of enthusiasm and insight displayed by the young people I spoke with during the course of this review. As a Panel we met with a number of young people – both within the formal Panel setting and through site visits to Schools Councils – and heard some very helpful comments and ideas, which have been incorporated into the final report and recommendations.
- 1.6 Finally, it remains to say that, while this review has attempted to identify some of the areas where further improvements could be made, it is not a conclusive report.

¹ TellUs 3, 2009

² New Youth Clubs and Youth Buildings Survey, 2009

As the review topic encompasses so many wide-ranging issues, it was not possible to give thorough consideration to all aspects. Instead, we decided to focus on the key areas that we felt would benefit most from scrutiny input, and to highlight other issues for possible future review as necessary.

- 1.7 I am grateful to all those who contributed and I trust that the recommendations put forward will assist those responsible for delivering facilities and activities within the borough, leading to even better provision for children and young people.

Councillor John White, Lead Member of the Facilities and Activities for Children and Young People Scrutiny Review Panel

2. INTRODUCTION

- 2.1 On 7 November 2007 the Scrutiny Management Board commissioned an in-depth review of activities available to children and young people in the borough and the facilities available to support these activities, and established a time-limited scrutiny panel to undertake this work. Unfortunately, the Panel's investigations were delayed due to Members' personal circumstances and work ceased.

The Panel was reformed with a new membership on 17 September 2008 and work formally recommenced on 24 September 2008. Terms of reference for the Panel can be viewed in Appendix One.

- 2.2 The review was prompted by a number of considerations, as follows:

- The topic was identified as an area of Member interest.
- The provision of 'facilities and services for young people' was identified as one of the top five community priorities in a 2008 survey of over two thousand residents, staff and partners.
- The review was intended to coincide with the development of the Council's Youth Services department, which is undergoing significant change as part of a development programme as it moves towards a more integrated model.

- 2.3 The Facilities and Activities for Children and Young People Scrutiny Review Panel consisted of six Councillors and four lay members:

- Councillor John White (Lead Member)
- Councillor Donald Hemmett
- Councillor Dee Hunt
- Councillor Barry Poulton
- Councillor Warren Northover
- Councillor Philip Waker
- Ms Sharon Benson
- Mr David Cross
- Ms Maggie Mitchell
- Ms Tina Woodhouse

The Lead Services Officer for the review was Christine Pryor, Head of Integrated Family Services. The Lead Scrutiny Officer was Clair Bantin, Team Manager, Scrutiny and Civic.

- 2.4 The original Panel held two formal meetings on 15 January 2008 and 11 February 2008. The Panel then recommenced its work, holding a further seven evidence-gathering meetings from 24 September 2008 until 30 March 2009, hearing evidence from a wide range of people involved in using or delivering activities for young people. Findings from the two meetings of the original Panel were also reviewed and incorporated into the overall body of evidence.

Members also undertook a number of site visits to observe projects and clubs providing activities for young people, as well as hearing directly from young people themselves through visits to school councils. In addition, Members invited comments from members of the BAD Youth Forum and also commissioned detailed consultation through the LBBD Young People's Panel. Full details of witnesses and site visits are given in Appendix Two.

A final Panel meeting was held on 6 April 2009 to agree the report and recommendations.

3 FINDINGS AND RECOMMENDATIONS

- 3.1 In compiling the findings, the evidence gathered by the Panel has been grouped into key themes, and recommendations are presented with the relevant themes to provide context. For ease of reference the recommendations can also be viewed as a list in Appendix 3.

3.2 Integrated Youth Services

The Council's Youth Services department is undergoing significant change and development as it moves towards a more integrated model of service delivery. These changes are based on extensive public consultation with young people specifically and across all sections of the community.

The vision is to engage more young people by providing a range of activities in each locality, thereby creating easily accessible provision that meets young people's needs. Targeted, bespoke provision will be available for those that need it and emphasis will be placed on early intervention. All young people with learning difficulties and disabilities will have full access to universal provision for children and young people. Crucially, young people will help shape and deliver services and have a clear voice in all aspects of the Youth Service.

So far, a number of steps have already been taken to put this vision into practice. A one-off grant of £450 000 has been allocated to youth provision and a Youth Commissioning Team has been established to consider current services and future requirements. There has been an increased focus on joint working with Neighbourhood Management, Lifelong Learning and Leisure services, as well as collaboration with the new Foyer and partners to secure an information, advice and guidance centre in its reception. The number of detached youth worker roles has also been increased and recruitment is underway to fill these positions.

The key priorities for the coming year will be to get the new Integrated Youth Services Board up and running, to retender the ConneXions contract, and to work with partners to significantly increase the number of activities available for young people, especially those relating to physical fitness.

Recommendation 1: The Panel strongly supports the work being undertaken to develop LBBD Youth Services and requests that a report be brought back to the Children's Services Select Committee (or relevant Scrutiny body) in six months to update Members on progress in this area.

3.3 Youth clubs

Members heard details of the highly successful Longbridge youth club being run by PC Graham Mann in partnership with Barking Abbey School. The model for this youth club places young people firmly at the centre of service delivery, with service users taking ownership and responsibility for the way the club is run and the activities on offer. This high level of buy-in has been achieved through extensive consultation before the club was established and also because young people set the programme for the club and sit on the steering committee.

The club is not restricted to students at Barking Abbey but is instead open to all those living in the local area. Approximately one hundred young people attend the club every week, spread over two nights.

At least nine youth clubs are to be set up over the next two years, based on the Longbridge youth club model. PC Mann is working towards establishing a youth club in every ward in the borough. However, Members note challenges in delivering this goal, namely sourcing stable and sustainable funding and finding suitable venues (these issues are similar to those for the voluntary and community sector as a whole, and are discussed in further detail in Section 3.12).

3.4 Extended Schools

3.4.1 Current position and targets

Extended Services in and through schools, often called 'Extended Schools', are intended to provide access to a range of services and activities for children and young people. There is clear evidence that supporting children (and their families) at a young age has a large impact on outcomes and life chances in later life.³ Therefore, a key priority and challenge for schools is to reach the most disadvantaged families, and to ensure the early identification of children who have additional needs or are at risk of poor outcomes, within a framework of providing mainstream services for all.

³ *How well are they doing?* (Ofsted, 2008) found that the extended services are having a positive impact on children's achievement and personal development. Academic results in the first wave of full-service extended schools improved at twice the national average rate between 2005/06. The percentage of pupils achieving five plus A*-C grades at GCSE increased by just over 5 percentage points, compared to the national average of 2.5 percentage points.

Government targets indicate that every school should be offering extended services by 2010. The Mori report *Testing the Core Offer* found that nationally there is strong support for providing a range of services, with most schools expecting their services to grow over the next few years. Barking and Dagenham has already exceeded the previous target, which stated that 30% of secondary schools and 50% of primary schools should be delivering extended services by September 2008.

The extended services offer is as follows:

- A varied menu of activities, combined with childcare in primary schools
- Swift and easy access (referral) to specialist services.
- Community access to school facilities
- Parenting support

Schools are not required to provide services directly, but instead work with the local authority and other partners to commission providers and to link existing provision through school clusters and children's centres. However, a few schools still restrict the extended services they provide to their own pupils and require further encouragement to work collaboratively with neighbouring schools to create a comprehensive offer for across the local area.

3.4.2 Funding and value for money

Schools currently receive funding to support the development of extended services. This budget is managed at the school's discretion in order to provide a varied menu of activities, as guided by the needs of the school community. This funding will cease in 2010.

In addition, secondary schools receive an additional investment from the Jack Petchey Foundation, which has led to the development of comprehensive out-of-school-hours learning programmes, and two secondary schools received further funding from the Big Lottery's Extended Schools Programme. The School Sports Partnership and the National Healthy Schools Programme also contribute towards provision.

3.4.3 Take-up of activities

The number of secondary school pupils participating in out-of-school-hours learning funded by the Jack Petchey Foundation has more than doubled over the period 2005/06 - 2007/08 from 3197 to 6530, with a further increase predicted for 2008-09. Uptake of out of school hours learning is not currently measured in primary schools.

The annual PESSCL survey (Physical Education and School Sports Club Links) shows that the uptake of out-of-hours sport and high quality PE has increased from 2006-2007 to 2007-2008 across Key Stages 1 to 4. The number of pupils who have participated in one or more community sports, dance, or multi-skill clubs with links to the school has fallen slightly over the last year across Key Stages 1-3, with Key Stage 4 experiencing no change. The increase in the total number of pupils participating in high quality PE and out-of-hours sport may be linked to this slight decrease.

There is still work to be done to ensure that the most disadvantaged students are fully accessing the all activities on offer. The percentage of Special Education Needs (SEN) students taking part is lower than the percentage of SEN students across the student population as a whole, at 13.7% compared to 21.3%. Students receiving free school meals, who make 23.7% of students across the borough, represent only 8.5% of the total number of attendees. Most notably, only 6.3% of students with English as an Additional Language who are taking part, as compared with 32.4% of the school population as a whole.

Recommendation 2: The Panel recommends that alternative funding sources be identified for supporting the delivery of extended services within schools from 2010. The Panel notes that, while applying minimal charges for some services may be unavoidable, it is important that the broad range of provision remains free or heavily subsidised, given the need for take-up from low income families.

Recommendation 3: The Panel notes the importance of ensuring that comprehensive monitoring of service user figures be carried out across the range of extended services within schools, not only to increase the quality of our data and enable non-users to be targeted, but also in preparation for possible funding bids for 2010. To this end, the Panel recommends:

- i) That the monitoring of take-up of out-of-school-hours provision be extended to all primary schools.
- ii) That details of the monitoring arrangements used by Jo Richardson Community School be made available to all schools within the borough as a model of good practice.

Recommendation 4: The Panel commends the examples of excellent joint working already taking place in many schools. However, the Panel recommends that, where appropriate, LBBD Children's Services work with schools to increase joint delivery of extended services between neighbouring schools and to ensure that out-of-school-hours services offered by any given school are open to all rather than being limited solely to pupils of that school.

3.5 Summer's Sorted and Summer Uni

The borough's second annual Summer's Sorted campaign (2008) saw the provision of over a hundred activities spread over more than seventy locations in the borough, delivered by a range of voluntary, statutory and private partners.

The aim of the 2008 campaign was to increase participation by young people aged between twelve and nineteen by involving them in a wider spread of activities borough-wide, with additional focus on more challenging activities for older teenagers. The Leisure and Arts Team also worked in collaboration with Neighbourhood Management and the Metropolitan Police to target and engage with young people on estates.

The 2008 campaign was able to deliver a number of additional summer activities, following a successful bid for funding to run a Summer Uni programme. The Summer Uni programme - now run by all thirty-two London boroughs - is open to

young people between the ages of thirteen to nineteen who wish to take part in a number of educational and vocational courses. In total forty-six courses were available, ranging from arts and sports to career and study support, spread across nineteen venues in the borough.

Participation in Summer's Sorted is measured through the return of monitoring forms from providers. The forms returned so far suggest a high level of participation in 2008, but many forms have not yet been returned so final figures are not available. However, it appears that the number of participants from the age group five to eleven has risen dramatically since 2007, but that the number of participants aged twelve to nineteen has remained relatively low. It also appears that 2008 saw a slightly higher take-up of activities amongst ethnic minority groups. Due to online enrolment in the Summer Uni programme, participation could be accurately measured, with 590 young people getting involved.

Members raised concerns relating to the dissemination of the Summer's Sorted brochure and the level of publicity associated with the 2008 campaign. These issues are considered in more detail in Section 3.15.

3.6 Free swimming

3.6.1 What's on offer?

The local Primary Care Trust, NHS Barking and Dagenham, is working in partnership with the Council and Amateur Swimming Association to provide a programme of free swimming to help address issues of childhood obesity and low rates of physical activities amongst young people in Barking and Dagenham. Swimming is known to have a significant impact on obesity and it was noted during consultation that most people who didn't engage in any physical activity said that swimming was their preferred sport.

The two-year pilot was introduced as part of the Change for Children agenda and is split into four main projects, as follows:

- (i) Adults and Toddlers - free swimming aimed at assisting parental bonding and providing an early introduction to exercise.
- (ii) School-based swimming, in which school swimming is subsidised, but schools must increase other activities on offer. A 25% uptake is predicted over the next two years.
- (iii) Out of School swimming, which is now free for young people.
- (iv) Swimming Apprenticeships - young people can gain NVQ level qualifications and receive training in leisure services.

Out of School swimming was launched in July 2008 and was more popular than predicted, resulting in some initial bad publicity due to queues and waiting times. However, overall the high level of uptake is extremely positive and the scheme has attracted national interest due to its success in engaging young people.

It is hoped that it will be possible to take a similar approach with other sport activities in future, and initial consideration has been given to basketball and rugby programmes. Members are concerned that at present there is no co-ordination of sports provision for young people in the borough.

Members suggest that, although better planning would have mitigated the challenges associated with the initial launch of free swimming in the borough, the long queues also reflect the imbalance between swimming facilities and demand. Members commend the decision to open a new replacement pool in Beacontree Leisure Centre by 2011 and recognise resource constraints, but are keen to see consideration given to providing additional swimming facilities in the medium to long term, possibly through the provision of an outdoor pool or lido.

3.6.2 Challenges

Members note concerns relating to child poverty and safeguarding – for example, unsupervised young children being sent to spend a day at the pool by the parents, and arriving with no money for lockers or lunch.

Concerns were also expressed that the timings of free swimming sessions were not adequately coordinated with other youth activities on offer from the community and voluntary sector, such as football clubs, meaning that young people often had to choose between activities rather than accessing both.

Members were also concerned that the healthy aspects of swimming were being undermined by young people accessing fast food outlets after the session, or en route to different activities.

Recommendation 5: The Panel recommends that the dates and timings of future free swimming sessions should be planned in consultation with providers of other activities for young people, to avoid clashing activities where possible. The Panel asks LBBD Leisure Services to lead on facilitating these discussions with partners.

Recommendation 6: The Panel recommends that NHS Barking and Dagenham work with partners to plan exit routes from free swimming sessions that channel young people towards other youth activities available to them at that time and in that area. Where possible, these exit routes should also steer young people away from fast food outlets and towards healthier food options.

Recommendation 7: The Panel recommends that LBBD Youth Services give consideration to providing detached youth worker support during busy free swimming sessions.

Recommendation 8: The Panel recommends that NHS Barking and Dagenham work with partners to investigate the possibility of updating the free swimming passes available to young people to include swipe card technology that automatically records user details, including age, ward and ethnicity of those accessing the service, for statistical monitoring purposes. This information should then be used to target information and publicity at groups of young people that are not accessing the free swimming offer.

Recommendation 9: The Panel recommends that LBBD Leisure Services liaise with the various sports and leisure centres in the borough to co-ordinate a joined-up approach to sports provision for young people across the borough.

3.7 Play

There is significant national support for developing Play, in large part due to a recent UNICEF report noting that children's need in the United Kingdom as regards Play are not being met. New government funding means that local authorities have a unique chance to transform the quality of their play spaces and play activities over the next few years.

Significant work is being undertaken regarding Play in the borough, and a number of new project and activities aimed at children and young people aged between zero and sixteen year olds have been put in place.

It has recently been confirmed that the strategic lead officer for Play will sit within Children's Services. However, Members are concerned that Play is still not 'owned' and may get lost in the gaps, as there is no dedicated officer for this area. For example, Members feel it is unlikely that there is currently capacity within Children's Services for someone at the correct level to attend Planning meetings to act as an advocate for Play requirements and needs during Section 106 negotiations. Members are also concerned to hear that the Play Partnership does not have a formal reporting line and the Play Strategy has not yet been adopted.

Recommendation 10: The Panel recommends that consideration be given to identifying resources to appoint a permanent dedicated officer for Play, reporting to Head of Integrated Family Services (the identified strategic lead officer for Play).

Recommendation 11: The Panel recommends a reporting line for the Play Partnership be established through the Children's Trust.

Recommendation 12: The Panel recommends that the Play Strategy be rewritten to be more concise and to take into account new government guidance. Once adopted, the Strategy should be published on the Council's website in keeping with practice in other London boroughs.

3.8 Heritage

Heritage Services are in the process of developing the two main heritage sites in the borough; Valence House Museum and Eastbury Manor House.

When the development is complete in 2010 services will include extensive work with schools, as well as family learning and entertainment opportunities. A publicity campaign will be launched nearer the time to ensure that members of the public are aware of what is on offer.

Members commend the work being undertaken at the two sites, but note the need to widen the remit of Heritage Services to build links with other sites of interest within the borough, including Barking Abbey and nature-based areas.

Recommendation 13: The Panel commends the work undertaken by LBBB Heritage Services in developing Valence House Museum and Eastbury Manor House, but recommends that, in addition, officers look to build further links with other sites of interest within the borough, including Barking Abbey and nature-based areas.

3.9 Arts and music activities

There is an extensive programme of arts activities available for young people in the borough through the Community Arts Service, including dance, film, theatre and much more. In addition, in 2008 the yearly Molten Festival delivered two days of free arts activities at the Dagenham Town Show.

Music-related activities for young people are available through the Community Music Service, and these two services often work closely together, delivering joint music and arts activities.

Members note that it is difficult to coordinate publicity for the various activities on offer, as the Community Arts and Community Music Services are responsible for funding organisations to deliver activities and, therefore, do not control the publicity arrangements.

3.10 Libraries

The borough has eleven libraries, five of which have been replaced since the 1990s, which compares favourably to many other London boroughs.

All libraries are free to join and there are no late fines for young people up to sixteen years old. There are a variety of materials available to users, including internet facilities, audio visual items and a wide range of books printed in a number of languages. In addition, staff provide support to use library facilities and signposting to impartial information, advice and guidance on activities available in the borough.

Library staff also work in consultation with other partners, such as schools, to enhance the service and facilities offered to young people. This includes a programme of class visits to libraries for five to eleven year olds and the provision of activities in school holidays, such as the 'summer reading challenge'. In addition there is a year round reading club.

Members note that libraries do not provide homework clubs due to staff capacity issues, but that library facilities could potentially be used as venue to support clubs run by voluntary organisations (see Section 3.12, below).

Recommendation 14: The Panel recommends that LBBB Library Services liaise with LBBB Youth Services and the Barking and Dagenham Council for Voluntary Service to consider the potential for libraries to host homework clubs run by local voluntary organisations.

3.11 Opportunities for young people in further and adult education

There are a large variety of courses available to suit young people's requirements, ranging from apprenticeship schemes to flexi-learning programmes. Developments are also underway to extend provision through the recently opened Jack Petchey Foyer in Barking.

By 2013 it will be necessary to provide all young people with the chance to select from a choice of seventeen diploma areas, and common timetabling arrangements are being adopted across the borough in preparation for this.

As well as accessing providers within the borough, such as Barking College, many young people travel outside the borough to learn. Redbridge College and Havering College are both used by many Barking and Dagenham young people, and consequently it is necessary to maintain excellent cross-borough links.

The recent merge between the Adult College and Barking and Dagenham Training Services is expected to significantly reduce administrative costs.

3.12 Facilities and activities provided by the voluntary and community sector

3.12.1 Provision

There are a large number of voluntary services within the borough, ranging from professional, well-regulated services to those delivered on an informal, ad hoc basis. Many, although not all, of these services are affiliated to the Council for Voluntary Service, Barking and Dagenham's umbrella organisation for the third sector.

There is also a variety of provision targeted at different needs, including traditional youth clubs; crime diversion activities; cultural and religious groups; homework support clubs; arts, leisure and sport clubs; groups meeting specialist needs, such as those for young carers and disabled young people; and groups addressing specialist issues, such as sexual health.

3.12.2 Funding

Members note that the sector faces difficulties regarding funding, especially the ability to access core funding and plan long-term projects. One reason for this is because much of the funding available is targeted at supporting new, innovative projects rather than established schemes.

A second and even greater problem is that funding is allocated on a short-term basis, leading to great instability in services, anxiety about premises and overheads and the inability plan for the future. Furthermore, to secure funding, projects need to be able to demonstrate that they are results-based. However, smaller organisations often do not have the time or skills to collect and analyse data, and in any case their time is arguably better spent delivering services.

3.12.3 Accommodation

A second challenge for the sector is gaining access to suitable premises, leading to situations in which groups such as homework clubs are being run from the coordinator's living room (see Section 3.10 and Recommendation 14), or where new youth clubs cannot be set up (see Section 3.3).

Members note that the community halls in the borough are not fully utilised and could potentially be used as space to run youth activities. There are currently thirteen community halls in the borough, managed by Community Associations (consisting of twelve to twenty individuals living in the management area, who are elected annually at a public meeting). The halls are for general use for any kind of social, leisure, educational or recreational purpose, but the management committees make the final decision on which groups are granted access, based on community needs.

Members are concerned to hear that in some cases, the community associations in charge of running the halls are resistant to allowing young people to use the facilities. Members are keen to improve young people's access to the halls and, where possible, to give them an increased voice in their management. By law, young people under the age of eighteen cannot sit on the management committees; however, young people's views can be taken into account through consultation.

Members also note that the excellent facilities at The Vibe are not fully utilised and could also be used as space to run youth activities

Recommendation 15: Members note the importance of making full use of the borough's building and facilities in order to support the voluntary and community sector make more activities available to young people. To this end, the Panel recommends:

- i) That Community Hall management committees be encouraged to look favourably on applications for space to run youth projects and activities.
- ii) That, where necessary or appropriate, the [LBBD Community Development Team](#) facilitate meetings between Community Hall management committees and the young people in question to help dispel any concerns and to promote a positive image of young people.
- iii) That, as it is not legally possible for Community Hall management committees to include youth representatives, each management committee should nominate a 'Youth Champion' from amongst their membership. The Youth Champion's role would include representing the views of young people in the management area and publicising their role to young people in the area.
- iv) That [LBBD Youth Services](#) investigate making the facilities at The Vibe (when not in use) available to voluntary and community groups delivering activities for young people.

Please also note Recommendation 14, relating to use of library space to deliver homework clubs.

3.13 Children and young people with Learning Difficulties and Disabilities

There is a good range of provision in the borough specifically for children and young people with learning difficulties and disabilities. However, in many cases significant challenges are presented in accessing these activities, not least due to the lack of an accessible station within the borough. During their site visit to Trinity Special School, Members heard that the provision of transport for children attending out-of-school-hours clubs significantly increases the numbers of children accessing these activities.

In addition, a number of mainstream venues and activities also present access problems, such as a lack of accessible changing rooms and ramps at swimming pools. Members strongly support attempts to develop a 'lending library' of equipment from Trinity Special School to various play schemes and other activities, in order to make them more accessible.

Members note the new performance indicator relating to parents and carers of disabled children, and agree this may act as a driver for change. However, Members remain concerned by the quality of monitoring information relating to disabled children and young people, and the lack of clear targets for improvement. This not only makes it difficult to monitor inclusion and progress, but also compromises the ability to attract additional funding.

Recommendation 16: Members strongly recommend that LBBD Safeguarding and Rights work with other LBBD Children's Services departments and schools to gather the relevant data and produce formal baselines and targets for

- i) The provision and take-up of youth activities amongst children and young people with learning difficulties and disabilities.
- ii) Improving accessibility for those with learning difficulties and disabilities to all youth services and activities in the borough.

Recommendation 17: Members recommend officers investigate the possibility of providing door-to-door bus transport for children and young people with additional needs who wish to access youth activities, or allocating council transport during off-peak times.

3.14 Safer travel for young people

Transport for London (TfL) runs a number of projects and schemes across all London boroughs to promote safety amongst young people using public transport. Young people's access to free travel is conditional on their observation of an acceptable behaviour contract whilst using this resource. TfL is also working with schools to ensure they meet the requirement to have a school travel plan in place by 2010.

TfL also provides a number of programmes that are specific to Barking and Dagenham, including:

- i) 'Now You See Me, Now You Don't' – a programme aimed at managing the transition between primary and secondary school
- ii) 'The Price' – a road safety programme aimed at Year 7 students
- iii) 'Wasted' – a drugs and driving programme aimed at Year 9 students

Members commend the interactive and thoughtful educational materials used by TfL in schools to promote the message of safer travel to young people, as well as the excellent work being done by the police on crime and disorder issues relating to transport, particularly through the Safer Transport Teams.

Members are concerned that Barking and Dagenham is one of only four London boroughs that does not currently have a Junior Safety and Citizenship Scheme. The scheme, run by TfL and the London Transport Museum, provides a free transport education service to all schools within the Greater London area to promote safety and responsible travel on and around the capital's transport system. The service, led by trained school liaison officers, helps prepare ten and eleven-year-olds for independent travel before they move to secondary school.

Members note that TfL are eager to establish the scheme in the borough and that similar schemes are run at cost in both Hackney and Southwark because suitable venues have been made available by the local authority.

Recommendation 18: The Panel supports establishing Junior Safety and Citizenship Scheme in Barking and Dagenham and urges officers to identify a suitable building and liaise with TfL to set up the scheme.

3.15 Getting the message across – information and publicity

A key piece of feedback from the young people consulted at Panel meetings and during site visits was that they were unaware of the range of activities available to them. Although most young people knew about the activities on offer through their schools, there was much less awareness of non-school-based activities. Young people predominantly indicated that they would like to receive information through school and through new / social media and text updates.

There is a statutory duty to provide information about services for parents / carers of children and young people from birth until the age of twenty. LBBD Integrated Family Services is developing a new information service called the Family Services Directory (FMS), which will meet this duty, as well as providing information directly to young people themselves.

The new Directory is being developed from the old Children's Services Directory, but will be designed in a more user-friendly format with more focused results. The Directory was launched for practitioners in March 2009, and will be opened to all users during National Family Week in May 2009.

Members support the provision of this new service and are keen to see it widely publicised through schools. However, Members note that the FMS will focus on

services, and believe that there is still a need for a directory or listing of the youth activities available in the borough.

Members recognise the challenges of collating and publicising a fully comprehensive list of all activities offered through the voluntary and community sector, due to the disparate and ad hoc nature of some of the projects delivered. However, Members commend the guide produced by the Council for Voluntary Service and support the decision to make this information available online in the near future.

Recommendation 19: The Panel recommends that schools be asked to include an alert of the launch Family Services Directory in their newsletters to parents and that details of the launch should be sent to school governors, with a request for them to use and promote the new service.

Recommendation 20: The Panel recommends that a comprehensive directory of activities available to children and young people in the borough be compiled, drawing together statutory, third sector and private provision. This directory should be:

- i) Available online, easy to search and designed in an appealing format, in consultation with young people.
- ii) Widely publicised to young people and their parents, with particular focus on using schools as channels of communication.
- iii) Linked into new media and social networking sites, such as having a presence on Facebook and the ability to sign up for text updates.

The Panel asks LBB Youth Services to take the lead on liaising with other Council departments and external partners to move this initiative forward.

3.16 Scope of the review

Members note that, due to the restructure of the Scrutiny function, this review was drawn to a close earlier than might otherwise have been desired. A significant element of the review – the opportunity to invite submissions and views from local residents – was therefore not carried out as originally intended, although extensive consultation did take place with young people.

Recommendation 21: Members ask the Children's Services Select Committee to consider taking up this work during the next municipal year by using a range of Council-based and external media to invite comments from the public on facilities and activities for young people in the borough, with a view to making further recommendations based on these comments, as appropriate.

4 CONCLUSIONS

- 4.1 Given the large topic area encompassed by facilities and activities for children and young people, it was not possible for the Panel to thoroughly investigate all issues

that potentially could have been included in the review. Members specifically identified the following issues as worthy of further investigation:

- The provision of recreational and diversionary activities for young people to stop them becoming involved in anti-social behaviour. This issue may ultimately form part of a wider review of Youth and Crime.
- Young people's perceptions of safety and fear of becoming a victim of crime when travelling in the borough to access youth activities. This issue may ultimately form part of a wider review of Youth and Crime.
- Perceptions of young people amongst borough residents in general and promoting a positive image.
- The extent to which young people in the borough have a room or space of their own for study. This issue may ultimately form part of a wider review of Housing Development and Affordable Housing.
- The provision and take up of childcare and parenting support. Both of these issues are key elements of the Extended Schools model, but were not addressed through this review due to the age range under consideration.

The Children's Services Select Committee or another relevant Scrutiny body may wish to undertake further scrutiny of these issues at a future stage.

5 BACKGROUND PAPERS

- Autumn Census (2008). *Data extract.*
- Facilities and Activities for Children and Young People Scrutiny Panel (2008-09). *Agenda papers and minutes.*
- HM Government (2003) *Every Child Matters*
- HM Government (2005). *Youth Matters. Department for Education and Skills.*
- HM Government (2006). *The Education and Inspections Act*
- HM Government (2007). *Aiming high for young people. A ten-year strategy for positive activities. Department for Children, Schools and Families.*
- HM government (2007). *The Children's Plan: Building Brighter Futures.*
- HM Government (2009). *TellUs 3.*
- Ipsos Mori (2008) *Testing the delivery of the core offer in and around extended schools.*
- LBBD (2008). *Community Strategy consultation*

- Ofsted (2008) *How well are they doing? The impact of children's centres and extended schools.*
- QA Research (2009). *New Youth Clubs and Youth Buildings Survey.* Consultation commissioned by the Facilities and Activities for Children and Young People Scrutiny Panel.

Facilities and Activities for Children and Young People Scrutiny Panel Terms of Reference

- 1) To broadly review facilities and activities in the Borough for children and young people up to the age of nineteen (excluding 0-5 services), with a view to establishing the facilities and activities that currently exist and identifying any gaps or areas for improvement.
- 2) To consider the uptake and usage data and the accessibility of facilities and activities currently available, with a view to identifying any barriers to access that may exist.
- 3) To consider the variety of facilities and activities currently provided and the associated usage costs and how this compares to other local authorities, particularly our statistical neighbours.
- 4) To review the findings of the recent survey undertaken by Youth Facilities Group, a subgroup of the B.A.D. Youth Forum. The survey asked young people aged between thirteen and nineteen to give their views on the facilities and activities on offer to them in the borough.
- 5) To consider what further support may be required to assist volunteers willing to give time and support to children and young people.
- 6) To encourage members of the public to engage with this important issue through attending public evidence-gathering sessions and providing ongoing feedback.
- 7) To consider any related equalities and diversity implications.
- 8) To report back to SMB with findings and recommendations for future policy and/or practice.

Contributors to the review

The following people submitted reports or presented evidence at formal Panel meetings:

24 September 2008	Christine Pryor, Head of Integrated Family Services
	Clair Bantin – Team Manager, Scrutiny and Civic
20 October 2008	Meena Kishinani – Head of Children's Policy & Trust Commissioning
	Frances Basham – Play Project and Development Officer
	Micheal McCormack – Community Arts Officer
	Carl Blackburn – Barking and Dagenham Council for Voluntary Service
	Susan Leighton – Principal Librarian (Learning and Development)
20 November 2008	Deborah Thomas – Interim Group Manager, Disabled Children's Team
	Dr Justin Varney, NHS Barking and Dagenham
	Erik Stein – Group Manager for Extended Schools
	Paul Hogan – Head of Leisure and Arts
	Lee McDonough – Leisure Centre Manager
	Sarah Barker, National Graduate Trainee, Scrutiny Team
15 December 2008	Alan Lazell – Head of Skills, Learning and Enterprise
	Heather Wills – Head of Community Services, Libraries and Heritage

12 January 2009	Paul Hogan – Head of Leisure and Arts
	Bernadette Davenport – Division Support Officer, Leisure & Community Services
	Joan Gibbons – Integrated Family Services
	Christine Pryor – Head of Integrated Family Services
	Sally Allen-Clarke – Senior Youth Worker
	Seven young people from BAD Youth Forum
	PC Graham Mann
17 February 2009	Claire Lacey – Transport for London
	Carl Horsman – Transport for London
	Chris Nix – Transport for London
	Chris Hall – Transport for London
	Joan Gibbons - Integrated Family Services
30 March 2009	Clair Bantin, Team Manager, Scrutiny and Civic

The following site visits were undertaken by Members during the course of the review:

- Trinity Special School, introduction to Extended Schools activities – 13 November 2008
- Vibe Youth Centre – 17 November 2008
- Ripple Junior School, introduction to Extended Schools activities – 27 November 2008
- Barking Rugby Club – 29 November 2008
- Jo Richardson Community School, introduction to Extended Schools activities – 2 December 2008
- Dagenham and Redbridge Football Club, Kicks Project – 5 December 2008
- Barking and Dagenham CrossRoads – 6 December 2008
- Robert Clack School, meeting with School Council – 11 December 2008
- Eastbury School, meeting with School Council – 15 January 2009
- Urban question time - 19 January 2009

The Panel is very grateful to all those who contributed to this review.

List of Recommendations

The following recommendations are set out here as a list, for ease of reference.

Recommendation 1: The Panel strongly supports the work being undertaken to develop LBBD Youth Services and requests that a report be brought back to the Children's Services Select Committee (or relevant Scrutiny body) in six months to update Members on progress in this area.

Recommendation 2: The Panel recommends that alternative funding sources be identified for supporting the delivery of extended services within schools from 2010. The Panel notes that, while applying minimal charges for some services may be unavoidable, it is important that the broad range of provision remains free or heavily subsidised, given the need for take-up from low income families.

Recommendation 3: The Panel notes the importance of ensuring that comprehensive monitoring of service user figures be carried out across the range of extended services within schools, not only to increase the quality of our data and enable non-users to be targeted, but also in preparation for possible funding bids for 2010. To this end, the Panel recommends:

- i) That the monitoring of take-up of out-of-school-hours provision be extended to all primary schools.
- ii) That details of the monitoring arrangements used by Jo Richardson Community School be made available to all schools within the borough as a model of good practice.

Recommendation 4: The Panel commends the examples of excellent joint working already taking place in many schools. However, the Panel recommends that, where appropriate, LBBD Children's Services work with schools to increase joint delivery of extended services between neighbouring schools and to ensure that out-of-school-hours services offered by any given school are open to all rather than being limited solely to pupils of that school.

Recommendation 5: The Panel recommends that the dates and timings of future free swimming sessions should be planned in consultation with providers of other activities for young people, to avoid clashing activities where possible. The Panel asks LBBD Leisure Services to lead on facilitating these discussions with partners.

Recommendation 6: The Panel recommends that NHS Barking and Dagenham work with partners to plan exit routes from free swimming sessions that channel young people towards other youth activities available to them at that time and in that area. Where possible, these exit routes should also steer young people away from fast food outlets and towards healthier food options.

Recommendation 7: The Panel recommends that LBBD Youth Services give consideration to providing detached youth worker support during busy free swimming sessions.

Recommendation 8: The Panel recommends that NHS Barking and Dagenham work with partners to investigate the possibility of updating the free swimming passes available to young people to include swipe card technology that automatically records user details, including age, ward and ethnicity of those accessing the service, for statistical monitoring purposes. This information should then be used to target information and publicity at groups of young people that are not accessing the free swimming offer.

Recommendation 9: The Panel recommends that LBBB Leisure Services liaise with the various sports and leisure centres in the borough to co-ordinate a joined-up approach to sports provision for young people across the borough.

Recommendation 10: The Panel recommends that consideration be given to identifying resources to appoint a permanent dedicated officer for Play, reporting to Head of Integrated Family Services (the identified strategic lead officer for Play).

Recommendation 11: The Panel recommends a reporting line for the Play Partnership be established through the Children's Trust.

Recommendation 12: The Panel recommends that the Play Strategy be rewritten to be more concise and to take into account new government guidance. Once adopted, the Strategy should be published on the Council's website in keeping with practice in other London boroughs.

Recommendation 13: The Panel commends the work undertaken by LBBB Heritage Services in developing Valence House Museum and Eastbury Manor House, but recommends that, in addition, officers look to build further links with other sites of interest within the borough, including Barking Abbey and nature-based areas.

Recommendation 14: The Panel recommends that LBBB Library Services liaise with LBBB Youth Services and the Barking and Dagenham Council for Voluntary Service to consider the potential for libraries to host homework clubs run by local voluntary organisations.

Recommendation 15: Members note the importance of making full use of the borough's building and facilities in order to support the voluntary and community sector make more activities available to young people. To this end, the Panel recommends:

- i) That Community Hall management committees be encouraged to look favourably on applications for space to run youth projects and activities.
- ii) That, where necessary or appropriate, the [LBBB Community Development Team](#) facilitate meetings between Community Hall management committees and the young people in question to help dispel any concerns and to promote a positive image of young people.
- iii) That, as it is not legally possible for Community Hall management committees to include youth representatives, each management committee should nominate a 'Youth Champion' from amongst their membership. The Youth Champion's role would include representing the views of young people in the management area and publicising their role to young people in the area.

- iv) That LBBB Youth Services investigate making the facilities at The Vibe (when not in use) available to voluntary and community groups delivering activities for young people.

Please also note Recommendation 14, relating to use of library space to deliver homework clubs.

Recommendation 16: Members strongly recommend that LBBB Safeguarding and Rights work with other LBBB Children's Services departments and schools to gather the relevant data and produce formal baselines and targets for

- i) The provision and take-up of youth activities amongst children and young people with learning difficulties and disabilities.
- ii) Improving accessibility for those with learning difficulties and disabilities to all youth services and activities in the borough.

Recommendation 17: Members recommend officers investigate the possibility of providing door-to-door bus transport for children and young people with additional needs who wish to access youth activities, or allocating council transport during off-peak times.

Recommendation 18: The Panel supports establishing Junior Safety and Citizenship Scheme in Barking and Dagenham and urges officers to identify a suitable building and liaise with TfL to set up the scheme.

Recommendation 19: The Panel recommends that schools be asked to include an alert of the launch Family Services Directory in their newsletters to parents and that details of the launch should be sent to school governors, with a request for them to use and promote the new service.

Recommendation 20: The Panel recommends that a comprehensive directory of activities available to children and young people in the borough be compiled, drawing together statutory, third sector and private provision. This directory should be:

- i) Available online, easy to search and designed in an appealing format, in consultation with young people.
- ii) Widely publicised to young people and their parents, with particular focus on using schools as channels of communication.
- iii) Linked into new media and social networking sites, such as having a presence on Facebook and the ability to sign up for text updates.

The Panel asks LBBB Youth Services to take the lead on liaising with other Council departments and external partners to move this initiative forward.

Recommendation 21: Members ask the Children's Services Select Committee to consider taking up this work during the next municipal year by using a range of Council-based and external media to invite comments from the public on facilities and activities for young people in the borough, with a view to making further recommendations based on these comments, as appropriate.

This page is intentionally left blank

SCRUTINY MANAGEMENT BOARD

22nd APRIL 2009

REPORT OF THE BAILIFF SERVICES INFORMAL SCRUTINY PANEL

Title: Bailiff Services Informal Scrutiny Report	For Decision
<p>Summary:</p> <p>The Bailiff Services Informal Scrutiny Panel was established by the 17th September 2008 Scrutiny Management Board as a result of Members expressing concerns as to the procedures used by the Authority when referring cases to Bailiffs particularly as the contract is about to be considered for extension.</p> <p>This report summarises the work undertaken by the Informal Scrutiny Panel set up to review the Bailiff Services used by the Council.</p> <p>Wards Affected: None</p>	
<p>Recommendation(s)</p> <p>The Board is asked to agree the recommendations, as set out in section 9.</p>	
<p>Implications</p> <p>Financial: There are no direct financial implications from the proposals contained in this report, however, any associated costs with the implementation of the recommendations will be met from the existing budget for the service.</p> <p>It should also be noted that an invest to save bid around improved contact with defaulters will be made by the Head of Barking and Dagenham Direct for consideration as part of the budget process for 2009/10.</p> <p>Legal: The London Borough of Barking and Dagenham has a duty to secure the continuous improvement of its services, with regard to efficiency, economy and effectiveness – <i>Local Government Act, 1999 (3)(1)</i>. The recommendations in section 9 of this paper seek to fulfil this duty.</p> <p>It should be noted that several recommendations below require further consideration, investigation and/or review. Any solutions developed subsequent to this paper must comply with the following:</p> <ul style="list-style-type: none"> • <i>Human Rights Act 1998</i> – in particular: <ul style="list-style-type: none"> ○ Article 8 ○ 1st Protocol, Article 1 • <i>Council Tax (Administration and Enforcement) Regulations 1992</i>, as amended <p>As stated in section 3.1, below, the current contracts for collection of debts have been extended to March 2010 (<i>Decision by the Executive on 16 December 2008</i>).</p>	

Risk Management: None

Social Inclusion and Diversity: A key element that the panel considered throughout the process was to ensure that no one person was unfairly treated because of their ethnicity and that all householders should be able to understand their bills and why non payment would be referred to the Bailiffs and how to avoid extra costs.

Crime and Disorder: None

Options Appraisal: Not applicable

Contact(s): Jackie Adams Cllr J Denyer	Title: Group Manager (Income and Collection) Lead Member	Contact Details: Tel: 020 8227 2507 Email: Jackie.adams@lbbd.gov.uk
---	---	--

1 Background

- 1.1 An Informal Scrutiny Panel was set up in September 2008 with the remit to undertake further investigation into the Bailiff Services used by the council as a result of Members expressing concerns as to the procedures used by the Authority when referring cases to Bailiffs particularly as the contract was about to be considered for extension.
- 1.2 The Panel consists of Councillor Denyer (Chair), Councillor White and Councillor Waker. It has been supported by Jackie Adams as the lead service officer and Bridgette De Abreu from Council Tax.
- 1.3 This report presents recommendations from the Panel about ways in which the services who use external Bailiff companies can improve the way it is used, improve interaction with the customer and therefore improve collection rates.
- 1.4 This report asks the Scrutiny Management Board (SMB) to endorse these recommendations, set out in section 9. The Informal Panel would encourage the SMB to review how the work of this Informal Panel has benefited the management of the Bailiff services and would suggest a review in a year's time.

2 Work of the Panel

- 2.1 The panel met initially on 13 October 2008 and discussed the Bailiff services used by the Council Tax collection team. An overview of the Council Tax collection process was given along with an indication of the numbers of customers who default on their Council Tax payments. The panel heard how the referrals are made to the Bailiffs and the interaction with customers both before and after court action and referrals to the Bailiffs have been made
- 2.1 The panel met for the second time on 10 November 2008 and a representative from Newlyn's Collection Service was invited. In addition the use of Bailiffs in regard to

Business Rates (also known as National Non Domestic Rates – NNDR) was also discussed.

- 2.2 The third meeting of the panel was on 24 November 2008 at this meeting a representative from the Bailiff Service Equita was invited. In addition the use of Bailiffs in regard to Rent Collection and Car Parking was discussed.
- 2.3 The fourth meeting discussed the content of this report and a decision was made to examine the complaints in relation to the Bailiff service over the last year
- 2.4 Two subsequent meetings took place looking at the number and type of complaints made regarding the Bailiff service and then Council Tax as a whole as it was established that a number of complaints arose because of actions taken before referring the account to the Bailiff. The number and type of complaints was established as well and the number agreed.
- 2.5 The panel also reviewed the report produced as part of the Council Tax peer review which took place in 2008 and noted that this was a comprehensive and far reaching report which identified issues that the panel had also identified.
- 2.6 The panel also took the opportunity to examine the Council Tax correspondence and noted that some of this needs to be reviewed, as recommended by the peer review. Officers confirmed this was in progress. In addition, members noted that translation sheets were available in the Council Tax booklet, which is sent to every property each year and on each change of occupier.

3 Overview of Recovery Process.

- 3.1 The council has contracts with two Bailiff companies to provide services, Newlyn's and Equita. The contracts were due to expire in April 2009 and officers have asked for an extension of 1 year which has since been agreed.
- 3.2 In the first meeting of the panel officers provided members with an overview of the enforcement process for Council Tax and the various stages before the debt is referred to the Bailiff Service.
- 3.3 In both Council Tax and Business Rates a bill is issued in March for the following financial year, the majority of payers have elected to pay by monthly instalments over a 10 month period.
- 3.4 If a customer fails to have made their monthly instalment by the beginning of the following month they will be issued with a reminder, if they bring their account up to date no further action is taken, however if they fail to bring their account up to date a second reminder or final notice is issued stating that they have now lost their right to pay by instalments and must pay the total balance.
- 3.5 If the customer still fails to make payment or contact the council a summons is issued.
- 3.6 The panel were informed that should the customer make contact with the council at any time during this process the council would signpost them to various agencies in order to receive independent debt advice, they will offer advice about claiming benefits and would willing offer them a new payment arrangement.

- 3.7 However if the customer does not contact the council or fails to adhere to the payment arrangements then the enforcement process continues.
- 3.8 At court a liability order is obtained by the council regarding the outstanding amount and the customer is immediately notified and a financial questionnaire sent to obtain details of their circumstances, this can be used to make attachments to earnings but also to offer advice regarding benefits etc
- 3.9 If there is no response from the customer the next step is to refer the account to the Bailiffs
- 3.10 The Bailiff will then attempt to make contact, the Bailiff is not paid by the Council, and their income is from the fees charged to the customer.
- 3.11 The informal panel saw evidence of the contracts in place with the Bailiffs and how the Bailiff fees are brought to the customers attention both on the summons and on the liability order.

4 The Bailiff Service

- 4.1 At the second meeting of the panel a representative from the Bailiff Company Newlyn's was invited
- 4.2 Newlyn's gave an overview of the process from their perspective, they confirmed that all their Bailiffs are employed directly by Newlyn's and they do not outsource any work.
- 4.3 All Bailiffs have a personal handheld computer which is linked to the main IT system in Newlyn's which provide up to date information on the account. Council officers can also access this system to check on the status of accounts with the Bailiff.
- 4.4 Newlyn's noted that the vast majority of their letters are printed and only very few forms completed by hand e.g. the amount paid on the day in order to ensure that they are open to scrutiny.
- 4.5 Newlyn's outlined that in the main they will set up mutually agreeable arrangements between themselves and the customer to pay the debt normally over a 3 month period but will take circumstances into consideration and liaise with the authority to obtain their agreement as well.
- 4.6 Newlyn's stated that all the fees are set out in legislation and are not arbitrary. Though the fee to actually remove goods is set in the contract between Newlyn's and LBBDD.
- 4.7 Newlyn's stated that they never want to remove goods and this is a last resort as there is little return so does not benefit the customer and takes a great deal of time and organisation, they would prefer agreed financial arrangements.
- 4.8 Business Rates collection was also discussed and noted that this is actually an easier bill to collect for occupied business as they are generally in the premises again the same arrangement policies will apply.

- 4.9 At the third meeting of the panel the Bailiff company Equita were represented they too explained the process that they go through which is similar to Newlyn's with regard to fee's, arrangements, carrying PDA's, removal of goods etc.
- 4.10 Also at this meeting were representatives from Parking who explained how the process works from a parking perspective with regard to legislation and referrals to the Bailiffs
- 4.11 It was noted that Parking is in an unusual situation because of the large backlog of parking fines that officers are currently processing. The backlog of parking fines has now been reduced considerably though there are nearly 38,000 with the Bailiffs.

5 Council Tax

- 5.1 The Council Tax section has traditionally referred the highest number of cases to the Bailiff companies over the past few years. In 2008/09 the Council Tax section will have summonsed just over 14,000 Council Tax payers and while some of these will make arrangements to repay their debt before the case is referred to the Bailiffs a majority will not and the Bailiff service will work to collect this debt.
- 5.2 The panel questioned whether staff could do more to communicate with the customer prior to the summons being issued therefore reduceing the need for the summons which adds £123.00 in court costs to the customers debt. It was noted that the number of summonses issued was high and a review of resources would be needed to carry out this work but the panel felt that this may be beneficial to the customer.
- 5.3 The panel also noted the Bailiff costs that were added to the debt once the debt was referred.
- 5.4 The panel looked in depth at the Council Tax recovery process from the initial reminder being issued to the Bailiff attending the customers home. If residents are to have interaction with the Bailiff service it is Council Tax where this is more likely to happen.

6 Business Rates

- 6.1 Business Rates refers about 300 cases per annum to the Bailiff companies. As the number of business rates properties is in the region of 5,500 it is more manageable to contact these charge payers, only if no other acceptable alternative arrangements can be agreed they are referred to the Bailiffs

7 Rent Collection

- 7.1 The Rent Collection team do not use Bailiffs to collect rent. Bailiffs only involvement is when an eviction is being undertaken and both a Court Bailiff and a Bailiff employed by the Authority are present.

8 Car Parking

- 8.1 The Car Parking Team have not referred that many cases to the Bailiffs in the past couple of years as there have been various issues regarding collection. This is now in the process of being addressed and in clearing the backlog the team are using the main Bailiffs, Newlyn's and Equita, but have agreement to employ other Bailiffs to deal with the temporarily increased workload.
- 8.2 The panel, subject to resources being available, recommends that following the present exercise being undertaken to reduce the backlog of outstanding fines a Scrutiny Panel should review this service late 2009 or early 2010

9 Recommendations

- 9.1 The Informal Scrutiny Panel recommends the following to the Scrutiny Management Board:
- 9.2 Council Tax –
- a) In conjunction with the Director of Finance officers investigate the viability of an "Invest to Save" bid to increase the Council Tax resources in order that contact with defaulters is improved before a summons is issued and thereby providing a better service to the customer, increasing collection rates and reducing the number of summonses issued.
 - b) That consideration is given to officer's reporting half yearly to the appropriate scrutiny panel detailing total number of defaulters and value of revenue not received on Council Tax defaulters.
 - c) That officer's review the approach to dealing with queries from the liable person's confirmed representative
 - d) That Officers review the limits currently in use for referring cases to the magistrate's court. It was noted that any Council Tax debt which is over £50 is automatically issued a summons unless an arrangement is in place; officers are also asked to review the timescales from default to when the summons process is instigated.
 - e) That Council Tax bills and correspondence are reworded in plain English to make clearer to the customer what happens if they fail to pay their Council Tax and how the council is able to help them if they are having difficulty paying their Council Tax
 - f) That advertising is increased on the services available to assist Council Tax payers, including debt advice
 - g) That all correspondence from the Bailiff to the customer is in plain English defines exactly what the current situation is and specified the charges incurred as well as the potential charges and what they are for.

h) That officers consider a covering letter to go out with Council Tax correspondence where the Customer has more than a single years debt so that the Customer can see easily the consolidated debt

i) That officers consider printing the final demand and the accompanying letter prior to the court hearing in colour print and larger font size to make a greater impact on the recipient.

9.3 Business Rates

It was noted that the number of cases referred to the Bailiffs was small and because of this officers were able to make contact with the ratepayers to discuss arrangements before referring to the Bailiff.

In addition the panel noted the proposed changes to empty rates legislation from April 2009 and the proposed publicity.

9.4 Car Parking

a) The panel, subject to resources being available recommend a Scrutiny Panel be set up to review this service in late 2009/ early 2010.

9.5 Other

a) The panel noted that officers were discussing with colleagues in other North East London boroughs the possibility of a shared Bailiff service for Council Tax with effect from April 2010

b) The panel noted that officers had also investigated the use of a shared Bailiff service for Business Rates but because of the low numbers involved this would not be cost effective.

c) The panel noted the changes planned for Corporate Complaints and recommended that the close working relationship in place with Council Tax continues and expands. The panel noted that the changes should be implemented to assist the Customers rather than procedural issues within the council

Consultees:

The following were consulted in the preparation of this report:

- Informal Scrutiny Panel, Cllr Denyer (chair) , Cllr White, Cllr P Waker
- Bailiff Companies Equita and Newlyn's
- Officers from Council Tax
- Officers from Business Rates
- Officers from Car Parking
- Officers from Rent Collection
- Joe Chesterton, Divisional Director of Corporate Finance.
- Ben McMahon, Legal Advisor

Background Papers Used in the Preparation of the Report:

- Bailiff Contract
- Monthly Council Tax Monitoring Report
- Peer Review
- Analysis of Complaints for Council Tax
- Council Tax correspondence
- Minutes of the Informal Scrutiny Panel: 13 October 2008, 10 November 2008, 24 November 2008, 19 January 2009, 2 March 2009, 16 March 2009.

SCRUTINY MANAGEMENT BOARD

22nd APRIL 2009

REPORT OF THE ENERGY SAVINGS INFORMAL SCRUTINY PANEL

Title: Interim Report – Informal Scrutiny Panel Response to Energy Management Within the Council, Low Carbon Technologies and Renewables		For Decision
Summary: The Energy Savings Informal Scrutiny Panel was established by the Scrutiny Management Board on 22 October 2008. This report summarises the work undertaken to date by the Informal Scrutiny Panel.		
Recommendation(s) The Board is asked to agree the recommendations of the Panel, as set out in Appendix A below.		
Implications Financial: There are no direct financial implications arising from the proposals and recommendations in this report. There have been a number of areas of investment from both revenue and capital budgets as part of budget processes up to and including the 2009/10 budget process to advance energy efficiency measures. To further some of these measures the recommendations refer to further funding requirements and these will need to be considered as part of the 2010/11 capital and revenue budget process and future year budget processes. Legal: No legal implications have been identified.		
Contact(s): Joe Baker Cllr P Waker	Title: Climate Change Manager Lead Member	Contact Details: Tel: 020 8227 5680 Email: joe.baker@lbbd.gov.uk

Consultees:

- Jeremy Grint, Head of Regeneration and Economic Development
- Winston Brown, Legal Partner
- Joe Chesterton, Divisional Director of Corporate Finance

Interim Report – Energy Savings Informal Scrutiny Panel

Response to Energy Management Within the Council, Low Carbon Technologies and Renewables

Background

This is submitted to Scrutiny Management Board as an interim report with the following recommendations (see below). It is our opinion that further work needs to be addressed around billing and charging.

The Scrutiny panel was set up in December 2008 to investigate the following areas:

1. To establish the accurate usage of the various forms of fuel currently used in Council buildings and the trends in both the volume of use and the cost of those fuels;
2. To examine the effect of the 'Invest-To-Save' initiative and whether this is likely to reduce energy use and costs as intended;
3. To consider the way in which we purchase energy and whether bulk/fixed terms are possible that might lead to further savings on energy costs. This should include looking at what happens in other Boroughs and whether inter Borough deals might be possible;
4. To look at any opportunities for reduction in energy use;
5. To look at the different types of Council buildings, including schools, and blocks of flats in order to understand the issues relating to older buildings, more recent buildings and what should be expected of new build;

The Panel

Cllr P Waker, Cllr White, Cllr Denyer and Cllr Buckley

Jeremy Grint, Joe Baker and Ian Lane.

Recommendations

1. That an Energy Panel be set up (Chaired by the Portfolio Holder of Resources with other appropriate Councillors and Officers) to manage and monitor energy efficiency measures and improvements. This group should meet at least once a year to report back and set target for future work.
2. That the Public Accounts and Select Committee should monitor the energy usage and cost of energy to the Council at least once a year.
3. The accuracy and coverage of data held in SystemsLink must be improved as a matter of urgency. The management of SystemsLink should be resourced adequately and better reflect consumption and cost patterns from Council assets.

4. That ensure energy invoices received by the Council are validated before payment is issued.
5. Paid invoices should accurately reflect electricity, gas and water consumption it is therefore essential that data is verified from actual meter readings. This is best achieved through the installation of Automatic Meter Reading equipment and should be rolled out as soon as possible.
6. That meter readings are recorded manually where they are not available from automated sources. Electricity, gas and water readings should be recorded by Building Managers and passed to the responsible staff that maintain SystemsLink at least twice a year.
7. That an additional £250,000 capital funding is made available to install further energy efficiency measures within Council assets, matched with the SALIX scheme funding. The revenue savings generated will continue to be reinvested in energy efficiency measures in future years.
8. New buildings should be included within existing energy procurement arrangements. All new Council buildings should aim to be BREEAM “Excellent” rating to ensure that energy efficiency is maximised.
9. The portfolio of assets should be reviewed annually to ensure it reflects sites that have been disposed and accounts closed as appropriate.
10. To re-launch the Green Champions Scheme to engage with staff and encourage all building users to reduce unnecessary energy usage. As part of the scheme, energy savings initiatives should be expressed in financial savings to maximise their impact.
11. The Council has installed a number of energy efficiency measures to existing Council assets which have successfully reduced energy usage. These ‘pockets of good practice’ should be rolled out throughout the Council . Installed measures that have been less successful should also be shared among key officers to ensure resources are targeted to the best performing measures.
12. That all large asset driven projects (including disposal, new build, proposals and refurbishment projects) should be referred to the Council’s Energy Panel to ensure that energy efficiency measures are considered at the initial design stage and regular monitoring takes place regarding these measures to project completion.

1. To establish the accurate usage of the various forms of fuel currently used in Council buildings and the trends in both the volume of use and the cost of those fuels

1.1 The Energy Efficiency Best Practice Programme identifies there are five areas that an organisation should consider when aiming to demonstrate a serious commitment to energy efficiency. These are:

Energy Procurement

This is a detailed subject that includes an understanding of topics such as industry supply chain, energy markets, supplier prices and supplier analysis. This role is currently performed by central Procurement.

Energy Management

Monitoring and target (M&T) of energy consumption is the basis of effective energy management. This relies heavily on accurate meter reading information and target setting based on the building type, how the building is used and opportunities for reducing consumption. Most organisations use specialist software to benchmark and target set. In the case of LBB, SystemsLink software is used. This function is currently organised by the Climate Change Team.

Data Collection & Management

The historical input and ongoing collection of cost and consumption data. Paper invoices or electronic billing data is all checked and collated onto a central database.

Invoice Validation & Recovery

To ensure invoices reflect actual consumption, preferably using actual meter reading rather than estimates. In occasions it is necessary to recovery over-payments.

Finance Reporting

LBB and local schools are directly responsible for around 15% of the boroughs total carbon emissions. The costs associated with energy consumption are shown in Appendix B.

1.2 Gas and electricity consumption (and the corresponding carbon emissions) come in the form of space heating, lighting, electrical appliances, etc. In terms of Council offices the electricity consumption tends to be higher than gas consumption due to the level of equipment that is used. Schools are increasingly using more electrical equipment as teaching resources and are commonly used as community resources meaning the building will have to be heated adequately for out-of-office hours/weekend use.

1.3 The Council installed a new database for collecting and analysing energy consumption and billing data in 2008 (shown in Figure 1). This is able to monitor utility costs and associated carbon emissions. The software package, SystemsLink, will allow the Council to monitor electricity, gas and water usage across its entire portfolio of building assets and has the facility for the automated validation of energy bills. In order to achieve the best available tariff price for energy it is necessary to increase the accuracy energy use and remove our dependence on estimated bills. The Council has been awarded £250,000 by the Carbon Trust for the installation of energy efficiency measures. The Carbon Trust stipulated that the Council must have installed energy management software in order to be eligible for the grant.

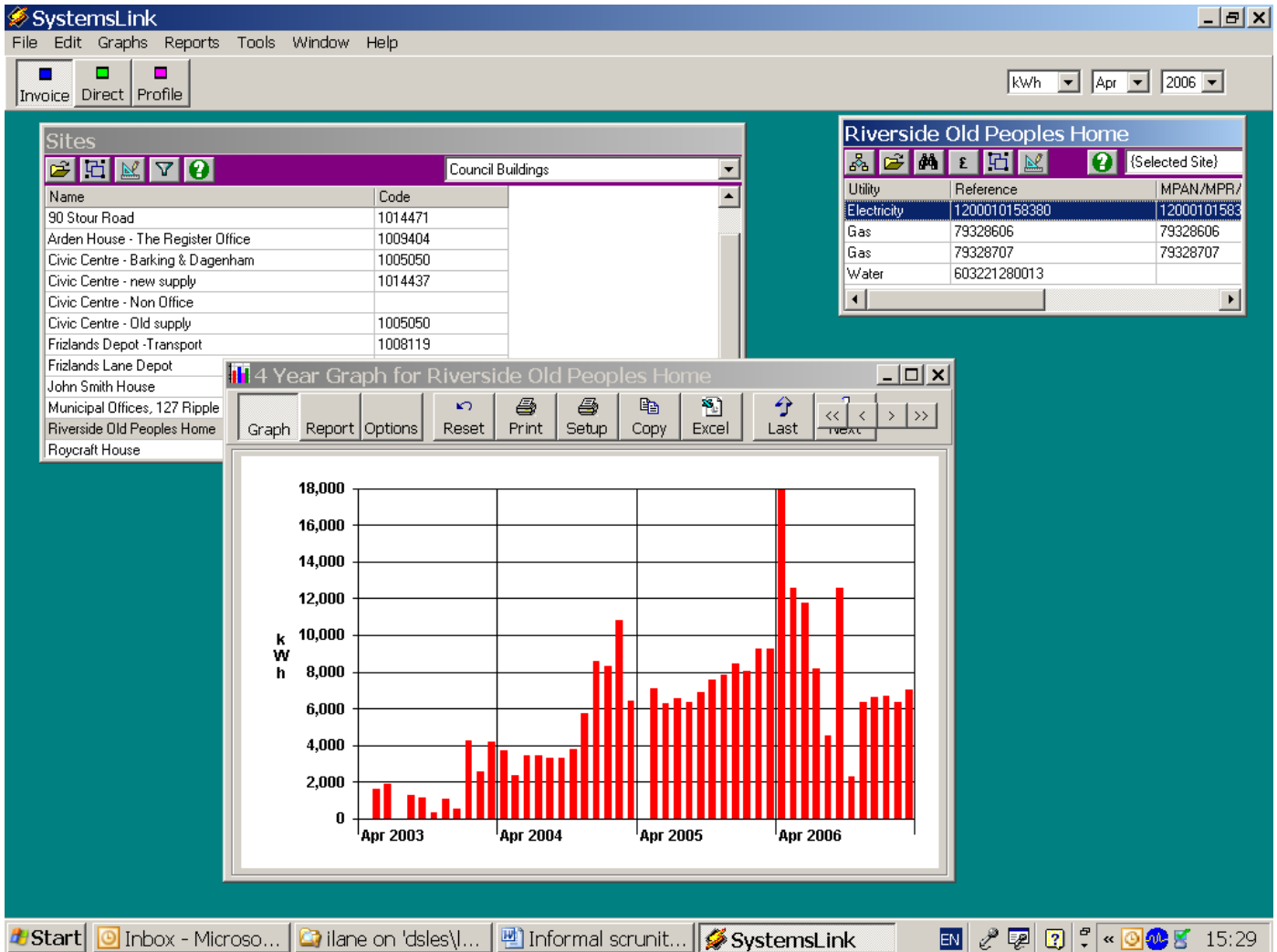


Figure 1: SystemsLink is able to display energy consumption in both tabular and graphical forms

1.4 The database is currently populated with quarterly billing information. The accuracy and coverage of data held in SystemsLink could be improved from its current position as not all energy users are captured. A short review of the system by the Panel identified missing data in conjunction with varied and unexplained consumption patterns across all utilities. It is now possible to verify billing data automatically through the use of Automated Meter Reading equipment (AMR) or through the manual collection of data from Building Managers. Effective monitoring of costs cannot be achieved unless the baseline data is improved from its current position. This task is also necessary to facilitate the Council's National Indicator returns.

Recommendation 1 That an Energy Panel be set up (Chaired by the Portfolio Holder of Resources with other appropriate Councillors and Officers) to manage and monitor energy efficiency measures and improvements. This group should meet at least once a year to report back and set target for future work.

Recommendation 2 That the Public Accounts and Select Committee should monitor the energy usage and cost of energy to the Council at least once a year.

Recommendation 3 The accuracy and coverage of data held in SystemsLink must be improved as a matter of urgency. The management of SystemsLink should be resourced adequately and better reflect consumption and cost patterns from Council assets.

Recommendation 4 That ensure energy invoices received by the Council are validated before payment is issued.

Recommendation 5 Paid invoices should accurately reflect electricity, gas and water consumption it is therefore essential that data is verified from actual meter readings. This is best achieved through the installation of Automatic Meter Reading equipment and should be rolled out as soon as possible.

Recommendation 6 That meter readings are recorded manually where they are not available from automated sources. Electricity, gas and water readings should be recorded by Building Managers and passed to the responsible staff that maintain SystemsLink at least twice a year.

2 To examine the affect of the 'Invest-To-Save' initiative and whether this is likely to reduce energy use and costs as intended

Site	Technology	Annual Emission savings	Budget capital cost (£) (ex. VAT)	Annual energy savings (£)
		Tonnes CO ₂		
Barking Abbey	PowerPerfector	66	£ 42,621	£ 9,816
Town Hall	PIR's & Lighting Improvements - Council Chamber	16	£ 8,360	£ 1,629
Civic Centre	PowerPerfector	96	£ 42,045	£ 13,748
	Lighting Improvements	6	£ 3,356	£ 1,031
Westbury Centre	Lighting Improvements	15	£ 10,170	£ 2,920
	Loft Insulation	17	£ 7,216	£ 2,489
Fitzlands Depot	PowerPerfector	27	£ 16,692	£ 3,848
90 Stour Road	PowerPerfector	25	£ 16,784	£ 4,208
Roding	Loft Insulation	9	£ 6,705	£ 1,057
Goresbrook Leisure Centre	Heating controls for pool & BEMS	265	£ 96,611	£ 28,891
	Pool Cover	10	£ 3,851	£ 770
	Pipework insulation	11	£ 4,297	£ 860
	Variable Speed Drives	161	£ 31,572	£ 28,000
Abbey Leisure Centre	PowerPerfector	34	£ 10,583	£ 5,263
	Liquid pool cover	10	£ 3,214	£ 642
	Variable Speed Drives	90	£ 19,494	£ 12,900
	Pipework insulation	3	£ 700	£ 368
Barking Learning Centre	PowerPerfector	44	£ 21,666	£ 7,190
Grafton School	Loft Insulation	10	£ 7,460	£ 1,355
Henry Green	Loft Insulation	11	£ 5,702	£ 1,940
108 Boundary Road	PowerPerfector	9	£ 8,627	£ 1,700
Ripple Jnr & Infants School	Loft Insulation	14	£ 12,203	£ 2,070
Southwood Primary	Loft Insulation	8	£ 7,916	£ 1,119
Dorothy Barley	Loft Insulation	12	£ 12,697	£ 1,636
Trinity School	PowerPerfector	34	£ 23,494	£ 8,539
St. Teresa's School	Loft Insulation	5	£ 3,176	£ 650
Five Elms Primary	Loft Insulation	5	£ 10,542	£ 1,250
Manor Junior School	Loft Insulation	5	£ 4,983	£ 1,250
Manor Infant School	Loft Insulation	5	£ 3,163	£ 791
Campbell Primary	Loft Insulation	13	£ 12,562	£ 2,379
St. Joseph's (Dagenham)	Loft Insulation	5	£ 1,367	£ 1,250
Dorothy Barley	Lighting Improvements	10	£ 30,041	£ 6,000
Marsh Green Primary	Loft Insulation	12	£ 5,586	£ 1,446
		1,061	£ 495,456	£ 159,005

Table 1: Energy efficiency measures installed through the 'SALIX' scheme in 2008/9

- 2.1 £486,000 was allocated from the capital programme and external government funding (SALIX) in 08/09 into 'invest-to-save' energy efficiency measures within Council managed buildings (Table 1). Over a thousand tonnes of carbon have been saved through the installation of these measures. In addition revenue saving in excess of £145,000 will be achieved through reduced electricity and gas consumption.
- 2.2 A capital funding application has been made to the Councils Project Appraisal System (Capital Programme Monitoring Office - CPMO) to fund 'enabling' works that are non-SALIX compliant in isolation but will facilitate the installation of SALIX compliant energy saving measures. The criterion established by SALIX (an external provider of finance for energy efficiency provided by central government) for the installation of energy saving measures is also the criteria by which previous capital funding was approved. There are strict conditions placed upon the use of this funding. To ensure that an organisation focuses resources on capturing the maximum carbon savings with the shortest possible return on the investment, certain conditions must be met. For example, most measures have to return their total investment in full within 5 years (revenue savings are achieved through reduced energy usage). The SALIX criterion does not take into account works required to facilitate the installation of the identified carbon saving measure. In effect the Council is restricted to specific carbon saving measures and limits the potential emissions savings the Council can achieve. In particular, most of the recommendations made in the Display Energy Certificate (DEC) advisory report are non-SALIX compliant but are valid routes to reduce carbon emissions in the Councils large public buildings (>1,000m²). This DEC rating (legally required to be viewable by users of public buildings) is unlikely to improve unless resources are made available to reduce carbon emissions. Fund the repair / replace equipment that has been classified in Pre Planned Maintenance (PPM) schedules as 'very bad', 'dangerous' or 'defective' where a carbon saving can be demonstrated, but is not-SALIX compliant. Specifically, the aim is to reduce carbon emissions at arise from mechanical heating and ventilation systems (including water saving measures) used within the organisation's portfolio of buildings. Opportunities for further energy efficiency installations within Council assets have been explored (shown in Table 2). Display Energy Certificates have identified similar areas for improvement across the Council assets and are categorised into low, medium and long term payback. To maximise any available capital funding it is advisable to focus on the so-called 'quick wins' and capture the maximum amount of emission savings for the minimum financial commitment.

Site	Technology	Description	Annual Emission savings	Budget capital cost (£) (ex. VAT)	Annual energy savings (£)
			Tonnes CO ₂		
PRE-PLANNED MAINTENANCE					
Campbell Jnr	Re-pipe heating mains	Condition 7 (Birdalls Asset Condition Survey)	TBC	£ 20,000	TBC
Campbell Infants	Boilers	Condition 7 (Birdalls Asset Condition Survey)	TBC	£ 5,000	TBC
Marsh Green	Boilers & re-pipe	Condition 7 (Birdalls Asset Condition Survey)	TBC	£ 5,000	TBC
William Bellamy	Re-pipe	Condition 7 (Birdalls Asset Condition Survey)	TBC	£ 500	TBC
WATER CONSERVATION					
ALL	Water- hippos	Condition 7 (Birdalls Asset Condition Survey)	TBC	£ 1,000	TBC
RENEWABLES					
Campbell Jnr	Solar Thermal installation	Jnr only	TBC	£ 5,000	TBC
D.Barley School	Lighting upgrade with controls	Jnr & Infants	TBC	£ 20,000	TBC
D.Barley School	Plant room insulation	Jnr & Infants	TBC	£ 2,000	TBC
DISPLAY ENERGY CERTIFICATES (number of schools)					
ALL	DEC Buffer and training	Condition 7 (Birdalls Asset Condition Survey)	TBC	£ 1,500	TBC
40	Insulate valves and flanges to DHW services in boiler ro	DEC Advisory report	TBC	£ 20,000	TBC
50	VSD to ventilation system	DEC Advisory report	TBC	£ 150,000	TBC
25	VSD	DEC Advisory report	TBC	£ 1,500	TBC
15	Solar-film to reduce overheating	DEC Advisory report	TBC	£ 15,000	TBC
33	TRV's with lockable covers	DEC Advisory report	TBC	£ 6,600	TBC
50	Backend valves closed on non-firing boilers in summer	DEC Advisory report	TBC	£ 5,000	TBC
1	Upgrade electric 'air curtain'	DEC Advisory report	TBC	£ 100	TBC
10	Cav wall insulation	DEC Advisory report	TBC	£ 20,000	TBC
50	Insulate valves and flanges to DHW services in boiler ro	DEC Advisory report	TBC	£ 500	TBC
15	Loft Insulation	DEC Advisory report	TBC	£ 15,000	TBC
50	Boiler time control (optimum start)	DEC Advisory report	TBC	£ 40,000	TBC
45	Draught stripping	DEC Advisory report	TBC	£ 4,500	TBC
15	Secondary glazing	DEC Advisory report	TBC	£ 90,000	TBC
ALL	SystemsLink Training	DEC Advisory report	TBC	£ 5,000	TBC
			TBC	£ 433,200	TBC

Table 2: Potential energy efficiency measures that could installed through the 'SALIX' scheme in 2009/10.

Recommendation 7 That an additional £250,000 capital funding is made available to install further energy efficiency measures within Council assets, matched with the SALIX scheme funding. The revenue savings generated will continue to be reinvested in energy efficiency measures in future years.

Co2 and costs saving Projects undertaken since August 2007

Below is a list of Projects undertaken since August 2007 aimed at reducing our CO₂ emissions and mitigating the ever increasing cost of energy supplies.

The vast majority of these Projects have been financed via our partnership with Salix, a Central Government funded loan organization that offers interest free loan facilities to local authorities to finance energy saving measures, the loan made by Salix is conditional upon the local authority match funding. To date, the total of our fund has peaked at £500,000 with contributions of £250,000 from both Salix and LBBD.

This £500,000 is held in a ring fenced fund whereby all repayments made are effectively recycled into further energy saving projects provided they full fill the strict Salix guidelines, hence self financing scheme is used to fund further savings.

Table 3 Projects undertaken to date:

Technology	Cost	Annual Savings £'s	Annual Savings Co2 Emissions	Description	Site
Powerperfector	£266,565	£88,619	497.25 tonnes	Voltage reduction	Various, see + below.
Building Insulations	£101,273	£19,595	115.62 tonnes	Loft Insulation	Various, See ++ below.
Lighting upgrades	£93,362	£20,883	106.4 tonnes	Installation of T5 lighting plus controls	Various, see +++ below.
B.E.M.S.	£97,610	£26,453	143.5 tonnes	B.M.E.S upgrade plus control panel.	Goresbrook Leisure Centre.
Pool Covers	£7,058	£3,692	19.5 tonnes	Liquid swimming pool covers	Goresbrook and Abbey Sport Centre.
Heating pipe insulation	£5,000	£4,312	29 tonnes	Valve & ancillary covers	Goresbrook and Abbey Sport Centre.
Motor controls.	£51,066	£36,175	252.2 tonnes	Variable speed drives	Goresbrook and Abbey Sport Centre.

TOTALS: £621,934 £199,729 1,163.47 tonnes.

+ Barking Learning Centre, Frizlands Depot, 90 Stour Rd, Abbey Sport Ctr, Civic Ctr (2), Trinity School, Hostel for the Homeless, Barking Abbey School. Town Hall, Municipal Offices, Roycraft House X 2. Goresbrook Leisure Ctr, Dagenham Pool, James Street car park, The Mall car park.

++ 18 School Sites: Marsh Green, St Teresa, Grafton Jnr & Inf, Westbury Ctr, Ripple Jnr & Inf, Dorothy Barley Jnr & Inf, Southwood Primary, Henry Green, Cambell Jnr & Inf, Manor Jnr & Inf, St. Josephs and Five Elms Primary.

+++ St Teresa R.C. School, Two separate projects at Westbury Ctr, Civic Centre, Town Hall, Dorothy Barley Infant School

3 To consider the way in which we purchase energy and whether bulk/fixed terms are possible that might lead to further savings on energy costs. This should include looking at what happens in other Boroughs and whether inter Borough deals might be possible

- 3.1 Currently, it is only possible to procure water supply and sewerage services from the incumbent suppliers for our area who are Essex and Suffolk Water (water supply) and Thames Water (sewerage).
- 3.2 Gas, Electricity and fuel supplies are currently procured via LASER (part of Kent County Council Commercial Services) In fact, representing a high number of Local Authorities and Colleges. LASER offers an all inclusive procurement service incorporating electronically issued tenders to licensed suppliers which attract a high level of response with volumes of 1,400 million kWh electricity, 3,700 million kWh Gas and 18 million litres of petroleum contracted annually
- 3.3 LASER offers an all-inclusive procurement service. Tenders are issued electronically to licensed suppliers and consistently attract a high level of response. LASER has a strong reputation for prompt payment and high quality data, making it to suppliers thereby maximising competitive benefits. Tenders are received electronically, analysed quickly and advice given or decisions made within the same day.

Local Authorities Adur, Ashford, Bournemouth, Canterbury, Chichester, Crawley, Dartford, Eastbourne, Elmbridge, Epping Forest, Epsom & Ewell, Gravesham, Guildford, Horsham, Kent, Lee Valley Park, Lewes, Maidstone, Medway, Mid Sussex, Oxford City, Poole, Rochford, Runnymede, Sevenoaks, Shepway, Southend, Spelthorne, Surrey, Surrey Heath, Swale, Tandridge, Thanet, Tonbridge & Malling, Tunbridge Wells, Uttlesford, Waverley, Wealden, West Sussex, Woking and Worthing

London Boroughs Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London Corporation, Ealing, Enfield, Hammersmith & Fulham, Harrow, Havering, Hillingdon, Hounslow, Kensington & Chelsea, Kingston, Merton, Newham, Redbridge, Richmond, Southwark, Sutton, Transport for London, Waltham Forest and Wandsworth

Universities Cranfield, Middlesex

- 3.4 The LASER are experts in planning energy procurement strategies. They combine expertise with intelligence from the likes of Cornwall Energy Associates, John Hall Associates and the Major Energy Users Council to provide our members with a uniquely valuable source of up-to-date information. The combination of advice, information and experience allow LASER to meet the challenges of the ever changing energy markets and the particular requirements of public sector organisations

Future Procurement Strategies

- 3.5 As market uncertainty and volatility sustains ever increasing energy prices, flexible contracts are becoming a more popular avenue for energy buyers who are confident of delaying procurement of the actual energy purchase element of their supply contract, whilst fixing the management and standard fixed cost elements of their energy supply.
- 3.6 In order to facilitate flexible contracting for our clients The Utilities Exchange have developed key contacts with all energy suppliers who offer flexible contracting products. A series of supporting services have been introduced for risk profile/product matching and a sophisticated approach to assess the potential level of impact each appropriate supplier flexible contract offering will have on your energy budget. In addition, they provide independent and continuous energy market information and analysis for decision-making purposes throughout the duration of your managed service contract. Please refer to Question 6 for information regarding the internal energy markets and procurement.
- 3.7 To assist the work the Panel, an independent energy consultant was invited share their understanding of the internal energy market. Cambridge Energy Research Associates (CERA) met with the Panel on 7th March, 2008. A presentation was provided by Simon Blakely (Senior Associate) and the key issues of the event are recorded below.

Introduction

CERA was invited by the Department of Energy Climate Change and Saudi Arabia's Ministry of Petroleum and Mineral Resources to prepare a briefing for the London (Ministerial) Energy Meeting in December 2008. Given their long-standing involvement in the international energy market, CERA were asked to consider the following questions which impact upon Barking & Dagenham and improving energy procurement strategies;

- 1. What drove the extraordinary volatility in oil prices (up to almost \$150/bbl mid-2008, down again to \$40 by year end)?*
- 2. What will be effects on future demand, supply and investment?*
- 3. How does financial crisis and economic downturn affect the volatility of prices?*
- 4. What possible risks and unanticipated consequences*

Energy trading is a truly global market place which is positively or negatively impacted by global events. The five fundamental concepts that influence the procurement of energy are

- 1. World oil demand*
- 2. World oil supply— including non-OPEC oil exporters and minus stocks held by central governments for emergencies.*
- 3. Stock (inventory) levels*
- 4. 'Desired' stock levels*
- 5. OPEC oil supply and spare capacity*

The direction of oil prices is determined by the interaction of:

- *Small imbalances in supply and demand*
- *The level of oil in stock ('inventories') and whether this is higher or lower than consumers are comfortable with*
- *The level of spare capacity—concentrated in a few (OPEC) countries*
- *Market fears and worries—or comfort—about all of the above*

Why Did Oil Prices Spike to \$147 per Barrel in 2008?

In CERA's opinion, the price hikes of summer 2008 were triggered by a series of new events that the energy market had not witnessed before, and is unlikely to experience again in the short-to-medium term. The main drivers were;

- 1. Increased equipment and labour costs*
- 2. Supply became disrupted in the Middle-East and Africa*
- 3. Higher tax burden imposed by central governments*
- 4. As inflation rose, speculative investors sought refuge in seemingly high and robust oil markets.*
- 5. As demand increased in-line with economic growth, the spare capacity reduced, forcing up the price*

The price crash in late 2008 was caused by;

- 1. Environmental concerns and the climate change agenda*
- 2. Falling demand due to reduced economic activity caused by the credit crisis*
- 3. The high cost and rate of inflation on a barrel of oil.*
- 4. Proposed increase in supply from OPEC members*

Questions that arose during the presentation

- 1. Which oil exporting countries make up OPEC?*

The OPEC members are Algeria, Angola, Ecuador, Iran, Iraq, Kuwait, Libya, Nigeria, Qatar, Saudi Arabia, UAE and Venezuela. OPEC meets every three months to decide the how much oil each 'member' will extract from their reserves and release into the international market. This decision is taken to ensure prices remain competitive and to ensure demand almost reflects supply. The amount of spare capacity is always the biggest determining factor of price. In 2004, OPEC output peaked at 85M barrels due to the expansion of the Chinese and Middle East economies.

- 2. Why do crude oil prices and the delivered price vary? What are reasons for the time delay in increases/decreases?*

Crude prices have historically been slow to reflect changes in the oil market. The main reason is that wholesale trading conducted by the large energy suppliers tends to procure oil, gas and electricity in long-term contracts. This reduces the risk of price hikes but rules out cost savings generated by price falls. This process of 'hedging' is common practise throughout the international market. Recently the impact of deteriorating currencies has reduced the advantages of an energy market falling.

- 3. What impact will Liquid Petroleum Gas have on diversifying supply?*

LPG is a by-product of the petroleum making process is offered at a competitive price to a.) increase the revenue of producing petrol and b.) the associated carbon emissions are lower than unleaded petrol or diesel. LPG does have some uses domestically but its availability is heavily dependent on petrol production.

Key items for consideration and CERA's recommendations for improvement

1. CERA do not expect to witness a shortage in the oil supply market in the long-term. Due to new techniques for obtaining, transferring and storing oil, the cost of a barrel of oil are likely to increase sustainably however this increase likely to reduce over time as the new practices become more established. For a time, oil usage will fall relative to today's consumption because its high cost to the market and because the energy users will diversify into other forms of delivered energy.

2. Barking & Dagenham should expect to procure energy at reduced costs in 2009/2010, compared to the high prices witnessed in the summer of 2008. Spare capacity in the oil market and falling demand (likely to be in-line with forecasts over the length and depth of the global recession) are drivers for the falling cost of 'delivered' energy. CERA expect prices to remain comparatively low until the first half the next decade. To achieve the best possible tariff price for energy, CERA advises that energy management within an organisation is sound and sound consider flexible procurement routes.

3. However Barking & Dagenham wishes to procure energy (they endorsed the use of bulk buying and Public Buying Organisations such as LASER) the raw economics of the conventional oil and gas markets will set the price of delivered energy. It is prudent to explore a diverse supply of energy including the use of renewables.

4. Not consuming energy at all is the surest way to eliminate vulnerability to volatile prices High capital cost/low running cost alternatives such as heat pumps, CHP and energy efficient design should be considered from the outset. Renewable energy should be included as part of solving the 'energy problem' but with falling energy prices the payback of installing renewable energy technologies is likely to increase from where they are currently

Further Issues

The future price of Oils and Gas may well rise again significantly and as such certain energy efficiency measures which are currently to expensive (such as Solar Photovoltaic Panels) would become more attractive to the Council.

Recommendation 8	New buildings should be included within existing energy procurement arrangements. All new Council buildings should aim to be BREEAM "Excellent" rating to ensure that energy efficiency is maximised.
-------------------------	---

Recommendation 9	The portfolio of assets should be reviewed annually to ensure it reflects sites that have been disposed and accounts closed as appropriate.
-------------------------	---

4 To look at any opportunities for reduction in energy use

Automatic Meter Reading (AMR) Equipment

- 4.1 A pilot AMR scheme was conducted in 06/07. Following a project appraisal of that concluded that AMR had made a valuable contribution to energy management practices; it is recommended the existing STARK Ltd AMR system be extended. The value of the financial commitment already made by installing the STARK system in 10 Council-managed buildings will only be realised by installing the same technology and associated software in the remainder of the Council's portfolio of buildings. STARK Ltd is the only provider who can provide an identical service to the existing arrangements made by the Council concerning AMR. The ability to record meter readings on frequent basis using internal resources has been ruled-out due to the comparable high costs of employing staff specifically for this purpose. In addition, energy suppliers view meter readings provided by AMR to be a robust and auditable mechanism for validating actual consumption.
- 4.2 With the exception of the large electricity consumers (Half-Hourly electricity supplies) all other meters for electricity, gas and water are manually read. Suppliers will only carry out approximately two manual readings per year for billing purposes – this means that the majority of bills (especially for monthly billed sites) are estimated. Smart meters continuously record the amount energy or water used by a site and sends this information via GSM or GPRS to a Data Collector (DC). The supplier will receive this data from the DC. This information will be used for billing by the energy supplier. Customer can also download their energy use via website for energy management purpose. The data for billing is usually available from the smart meter operator one day after the data is sent to the DC

The use of biomass in the Civic Centre

- 4.3 A scoping report produced by the IDeA has identified Dagenham Central Park Depot as the best available location for establishing a biomass-fed district heating scheme to provide heat and domestic hot water services to buildings managed by the Council. This location has been identified in large part due to its unique location close to up to 9 Council owned or other buildings that could be recipients of the heat produced.
- 4.4 The overall site is 100m x 90m (or 0.9 hectare) which is currently used by the Streetscene and Parks department for storage of equipment and parking of vehicles overnight. There is also some storage of materials at the site. There is currently an available area of approximately 48m x 90m on the eastern side of the site behind the storage containers which has a large amount of top soil piled on it which has been there for a number of years and is the legacy of previous landscaping work.
- 4.5 In deciding about where to site this project a number of considerations were borne in mind including:
- a. Size of available site
 - b. Proximity to buildings with heat and hot water demand
 - c. Location in relation to housing density

- 4.6 With this in mind two potential options were considered. Firstly, biomass as well as other renewable energy sources has been considered by the Children's Service Department. The conclusion was that while there may be scope for fitting renewable technologies to provide heat and or power to some of the available sites there are no schools that are coming up for rebuilding or renovation in the short or medium term that are suitable for biomass. One of the main reasons for this is the schools proximity to built up and densely populated areas and the potential air quality issues that fitting a biomass boiler could imply. It was indicated that there may be further scope in the future to consider this.
- 4.7 Secondly, the Dagenham Central Park Depot was considered. This site has a number of potential benefits over other sites:
- a. Proximity to a number sites that could be recipients of heat and hot water supply including Council offices and the Dagenham Fire Station
 - b. Limited adjoining residential development particularly to the East and North East (where the prevailing wind will take most of the emissions)
 - c. A large area within the site is currently unused
 - d. Part of the site is already used by the Streetscene and Parks department
- 4.8 No other site appeared to offer this combination of favourable options. For these reasons this study has concentrated on this site as it appears to offer the best option for location of a biomass district heating scheme and associated wood chip store.

Green Champions

- 4.9 In 2007, the Council undertook a pilot scheme to reduce its environmental impact across its main offices. A team of Green Champions were recruited, from across the organisation at all levels, to measure the environmental impact and carry out a campaign to change behaviour across the Council, therefore improving environmental performance and reducing cost. Key findings show important reductions in the use of paper, in energy use and total annual waste produced. This project would save the Council approximately £70k in 12 months through environmental and efficiency savings. These savings were spread throughout the Council ranging from purchasers to asset management. This project will be re-launched in Summer 2009, and a training and a marketing campaign will start in Autumn 2009.

Recommendation 10 To re-launch the Green Champions Scheme to engage with staff and encourage all building users to reduce unnecessary energy usage. As part of the scheme, energy savings initiatives should be expressed in financial savings to maximise their impact.

Recommendation 11 The Council has installed a number of energy efficiency measures to existing Council assets which have successfully reduced energy usage. These 'pockets of good practice' should be rolled out throughout the Council. Installed measures that have been less successful should also be shared among key officers to ensure resources are targeted to the best performing measures.

5 To look at the different types of Council buildings, including schools, and blocks of flats in order to understand the issues relating to older buildings, more recent buildings and what should be expected of new build

- 5.1 There is no environmental standard in place for the refurbishment of existing buildings, like the Code for Sustainable Homes for new builds. Hence, there is no incentive or practical advice for making existing homes more environmentally sustainable. Despite the fact that 80% of homes that will be standing in 2050 are already standing today and the fact that we need to cut carbon emissions in the UK by 80% by the same year, in order to avoid dangerous climate change.
- 5.2 LBBD is currently working with the Energy Saving Trust Best Practice Programme (which is supported by Building Research Establishment) and United House Ltd to provide a real life exemplar 'eco-refurbishment' project in a block of flats and help develop such a standard.
- 5.3 This 'eco-refurb' would involve improving energy efficiency and/or changing heating systems. United House have conducted a desk-based assessment of a block of flats to help demonstrate the benefits (in terms of saving energy, reducing carbon emissions and saving individual fuel bills on a block of flats) of a number of different measures.
- 5.4 1920s block with 40 units and open balcony design, with 9" solid walls; 100mm loft insulation, single glazed windows and individual gas boilers that are 70% efficient. Based on the average flat consuming 9000kWh of gas and 1500kWh of electricity pa.

The options:

1. **traditional upgrade** – insulation, boilers, double glazing, lighting and heating controls, draught proofing, (Best for energy saving – 29% saving)
 2. **central biomass boilers** – (Best for CO2 reduction – 67% reduction) (issues to consider: need boiler room, 40m³ fuel store and in flat metering, and planning implications)
 3. **individual micro-CHP systems** – e.g. Baxi Eco-Gen –(Best for reducing fuel bills – 41% reduction)
- 5.5 This joint scheme is to test out one of these options to demonstrate the issues involved with eco-refurbishment. This project will help deliver the council's priorities of meeting Decent Homes standards and reducing the environmental impact of our housing, as well as meeting the aims of National Indicators: 186 (per capita CO2 emissions in the LA area), 197 (tackling fuel poverty – people receiving income based benefits living in homes with a low energy efficiency rating) and 188 (adapting to climate change). This project could also help feed into the formulation of a national standard of refurbishing existing homes (similar to The Code for Sustainable Homes). There is currently great support for such schemes and in June the '*Declaration on the future of existing housing*' was launched which calls for a major programme of exemplar low energy refurbishments.

5.6 Additional funding is available for: capital works, research and development, modelling and surveying, such as BERR's low carbon building's programme, in addition United House may wish to invest in such a project.

Low carbon technologies suitable to buildings in Barking & Dagenham

5.7 Technologies that generate heat or electricity at high efficiency are now essential for Building Regulation compliance. Used in association with renewable energy, they are called Low and Zero Carbon Technologies (LZC).

5.8 New technologies are emerging and maturing in this rapidly developing field and Planning Policy is now encouraging their application. Low Carbon technologies will make a major contribution to the UK long-term objectives for ensuring security of supply and reducing environmental impact. The London energy hierarchy has been updated to reflect the contribution of efficient generation.

5.9 As with renewables, LZC technologies will be applied once all appropriate and feasible energy saving measures have been applied. Low carbon technologies that should be considered to contribute to emission reductions.

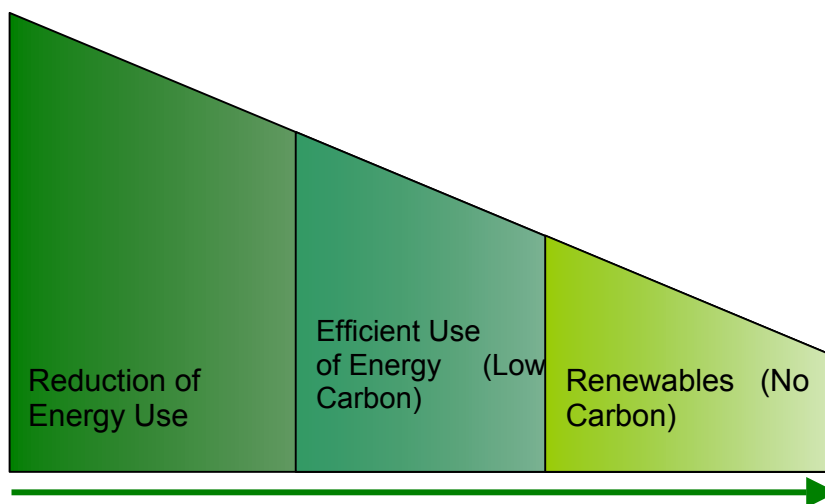


Figure 2: Hierarchy of carbon savings in building assets

5.10 Combined Heat and Power (CHP) plant comprises an on-site engine that is used to generate electricity. In a power station, up to 60% of the primary fuel's energy is dissipated through cooling systems and exhaust, but CHP recovers this energy to provide heat for the building services (heating and/or cooling). Well-designed CHP can have efficiencies approaching 75%, as opposed to the 40- 45% of the UK's most efficient central power stations. The result is that more work is carried out for the same CO2 emissions, providing electricity and heat to occupiers at competitive costs and with enhanced security of supply.

Renewable Energy

5.11 The Renewable Obligation defines renewable energy in the UK. The accepted renewable technologies are:

- Landfill and sewage gas;
- Small hydro-electric (under 20 MW) or larger if commissioned after 1982;
- Tidal and wave power;
- Onshore and offshore wind;
- Biomass;
- Geothermal power;
- Solar.

5.12 The use of landfill or sewage gas, offshore wind, or any form of hydroelectric power is not suitable for the site due to its location. The remaining technologies are;

Wind

5.13 Wind turbines are available in various sizes, from large units able to supply whole communities down to small units for individual houses. The government's windspeed database predicts wind speeds at this location of 4.7m/s at 10m above ground level (agl), 5.5m/s at 25m agl and 6.0m/s at 45m agl. Large conventional wind turbines require a considerable area of land that is not available at this scheme and so the installation of large wind turbines has been discounted. Vertical axis wind turbines by the nature of their design do not need to face into the wind and have smaller footprints. As they have no blades they are less likely to generate radio signal interference and are less of a hazard to airborne species.

5.14 Roof mounted wind turbines can be installed to generate small but valuable amounts of renewable electricity. Turbines are available that are specifically designed to make best use of the wind flows around a building, generating efficiently at the low wind speeds and turbulent conditions often found in an urban environment. Roof mounted wind turbines can place additional forces on structures and the effect of potential noise, vibration and visual intrusion will need to be considered. As with vertical axis turbines the potential interference with radar, communication signals and blade flicker d to be analysed before a commitment to install.

Biomass



Figure 3: Delivery of biomass to a central store

- 5.15 Biomass boilers are a mature and proven technology in continental Europe . Biomass boilers are available from several manufacturers in a range of sizes and only requiring occasional attendance. Adjacent storage hoppers supply the fuel to the boiler and with automatic ignition, output modulation and ash removal, there is no need for constant attendance. Wood pellet fuel typically produces 2% of its weight as ash and this needs to be periodically removed and disposed of. The fuel is usually delivered to the site by HGV, and then either dropped or blown into the fuel store. Access is required for delivery of the fuel with turning circles or reversing arrangements designed in at concept.
- 5.16 There are three main sources of biomass:
- ☐ Dependent resources: co-products and waste generated from agricultural, industrial and commercial processes, such as sawdust or wood off-cuts.
 - ☐ Dedicated crops: short-rotation crops that are grown specifically to generate biomass fuels, such as willow or miscanthus.
 - ☐ Multifunctional crops: crops that have dual purpose e.g. the ears of wheat can be used to create bio-fuel while the straw can be burned to generate electricity.

Geothermal

- 5.17 Sub soil temperatures are reasonably constant and predictable in the UK, providing a store of the sun's energy throughout the year. Geothermal systems extract the low grade heat from this reservoir and utilise heat pumps to convert it into usable heat for the conditioned areas of the development.
- 5.18 Heat pumps operate on the same principle as fridges as they transfer energy from a cool place to a warmer place. They operate most efficiently when providing space heating at a low temperature, typically underfloor heating or warm air systems. The pumps require electricity for their operation resulting in some CO2 emissions associated with the technology, and this has been taken into account in our CO2 calculations. There are two types of geothermal installation (open loop and closed loop) however an open loop system may not be suitable for this development. However because of the distances required between abstraction and discharge points, an open loop system is not considered appropriate for the Royal Road development. Closed loop systems circulate a fluid around a series of boreholes or a heat exchanger. They operate in the same manner as the open loop system, extracting low grade heat, but because it is a sealed system there is no cross contamination with the surrounding area.

Solar

- 5.19 Solar energy can impact a development's use of energy in several ways. Taking orientation, location, use and shading into account in the design process can reduce heating requirements in winter, and prevent overheating in summer. Solar energy also provides a plentiful supply of free and clean energy that can be used to generate hot water (solar direct) or electricity (solar photovoltaics).

Solar Thermal

- 5.20 Solar Hot Water panels use solar energy to directly heat water circulating through panels or pipes. The technology is simple but efficient. Panels are traditionally roof mounted and, for highest efficiencies, should be positioned to face south/southwest at an incline of approximately 30°. Typically panel manufacturers predict outputs of approximately 400- 700kWh/m²/annum, but it is not unusual for this to be exceeded.
- 5.21 The preferred use is to preheat domestic hot water demand with assistance from the main heating system as required. As there is little output from the panels in winter it is difficult to supply the total domestic hot water demand, but the panels can make a significant contribution to reducing CO₂ emissions. Panels are available that can be directly integrated into the roof, replacing traditional roof tiles. Although the output of the panel is typically lower than more conventional solar panels, there is no change to the roofline, making them ideal for locations where the visual appearance of the development is sensitive.

Solar Photovoltaics

- 5.22 Solar Photovoltaic (PV) panels generate clean and silent electricity. Various types of panels are available, varying from those which have a low cost but a low output, such as amorphous silicon panels, to higher cost panels, with a higher output, such as polycrystalline or hybrid panels. PV can be installed vertically or horizontally and can be mounted on building roofs or integrated into building panelling, shading or glazing. Monocrystalline tiles are available that can be used to replace traditional roof tiles, and can be installed along side solar thermal tiles. The highest efficiencies are achieved when they are exposed to direct sunlight and are orientated to face south/southwest with an inclination of approximately 30°, but they will generate electricity in most daylight conditions.
- 5.23 PV panels typically have an electrical warranty of 20-25 years and an expected system lifetime of 25-40 years. They are still expensive and will not generate savings equal to their capital cost within their lifetime. New materials are being tested that have much higher generation efficiencies and the expectation is this combined with volume production, will soon make PV a competitive and realistic technology.

<p>Recommendation 12 That all large asset driven projects (including disposal, new build, proposals and refurbishment projects) should be referred to the Council's Energy Panel to ensure that energy efficiency measures are considered at the initial design stage and regular monitoring takes place regarding these measures to project completion.</p>

APPENDIX B: Consumption vs. costs data (08/09 Oracle Report)

DEPARTMENT	Building Type	06/07 Actual	07/08 Revised Budget	07/08 Actuals for year	07/08 Variance Over/Under(-)
Adult Care Services	Residential Homes (1 open, 5 closed)	226,213	97,150	190,414	93,264
Adult Commissioning Services	Residential Home, Day Care Centres (x2), Office accommodation, Luncheon Centres	63,425	11,850	68,965	57,115
Community Safety & Preventative Services	Office Accommodation	176,389	90,560	167,174	76,614
Community Services, Heritage & Libraries	Community Halls, Libraries, Eastbury Manor & Valence House Museum	0	0	0	0
Other Services		738	94,480	94,479	-1
Adults & Community Services		466,766	294,040	521,033	226,993
Schools	Schools	2,178,557	2,251,577	2,946,887	695,310
Quality & School Improvement	Westbury Centre, Castle Green, Moreline, Butler Court	250,758	52,800	561,343	508,543
Shared Services & Engagement	Nurses, Children's Centres	39,383	87,090	63,274	-23,816
Safeguarding & Rights	Social Care offices, Ed Psychs centre,	65,851	12,750	49,374	36,624
Children's Policy & Trust Commissioning	Kitchens	54,956	23,650	36,109	12,459
Other Services		34,237	5,000	9,820	4,820
Childrens Services		2,623,742	2,432,867	3,666,808	1,233,941
Environment & Enforcement	Frizlands(FN), Office Accommodation(Roycraft), Office Accomodation (Maritime)	787,004	835,250	983,075	147,825
Barking & Dagenham Direct		0	0	0	0
Customer Services Strategy		0	0	0	0
Housing Services - General Fund	Office Accommodation (John Smith House)	5,067	790	35,387	34,597
Housing Services- HRA	Housing Stock (Landlord Heating and Staircase Lighting) Office Accommodation (Pondfield Depot, Ripple Road, Stour Road)	1,806,981	1,746,550	2,141,141	394,591
Customer Services		2,599,051	2,582,590	3,159,603	577,013
Asset Strategy & Capital Delivery	Office Accommodation	137,163	101,930	49,672	-52,258
Spatial Regeneration		9,285	0	0	0
Skills Learning & Enterprise	Adult College, St Georges Centre	38,733	43,450	31,942	-11,508
Leisure Arts & Olympics	Leisure Centres, Broadway Theatre, Office Accommodation	495,922	531,010	491,463	-39,547
Housing Strategy Services		1,103	7,590	3,509	-4,081
Directorate		0	0	0	0
Regeneration		682,206	683,980	576,587	-107,393
Chief Executive		0	0	0	0
Corporate Director Of Resources		0	0	0	0
Legal & Democratic Services		0	0	0	0
Partnerships, Policy, Performance and Communications	Civic Centre, Town Hall, 2 & 90 Stour Road, Ripple Road	319,875	242,920	251,544	8,624
Human Resources		0	0	0	0
Corporate & Strategic Finance		0	0	0	0
ICT & eGovernment		0	260	0	-260
Corporate Management		0	0	0	0
General Finance		0	0	0	0
Resources		319,875	243,180	251,544	8,364
TOTALS		6,691,639	6,236,657	8,175,574	1,938,917
Schools		2,178,557	2,251,577	2,946,887	695,310
HRA		1,806,981	1,746,550	2,141,141	394,591
General Fund		2,706,101	2,238,530	3,087,546	849,016
Electricity		4,299,742	4,201,907	5,597,145	1,395,238
Gas		1,821,552	1,428,970	1,943,785	514,815
Water: Metered		459,087	457,380	492,498	35,118
Water: Unmetered		37,224	25,520	16,048	-9,472
Fuel & Oil		18,740	56,160	39,665	-16,495
Environmental & Sewerage		55,295	66,720	86,433	19,713
TOTALS		6,691,639	6,236,657	8,175,574	1,938,917

This page is intentionally left blank

SCRUTINY MANAGEMENT BOARD

22 April 2009

REPORT OF THE CORPORATE DIRECTOR OF CHILDREN'S SERVICES

Title: Update on recommendations arising from the Children's Trust Scrutiny Panel Report		For Information
Summary This report set out a six monthly update on progress against the recommendations contained within the final report of the Children's Trust Scrutiny Panel, as agreed by Assembly on 8 October 2008. Wards Affected: none		
Recommendation(s) Members are requested to note the report.		
Contact Officer: Meena Kishinani	Title: Head of Children's Policy and Trust Commissioning	Contact Details: Tel: 020 8227 3507 E-mail: meena.kishinani@lbbd.gov.uk

The following people were consulted in the preparation of this report:

- Roger Luxton, Corporate Director of Children's Services

Background Papers Used in the Preparation of the Report:

- Final Report of the Children's Trust Scrutiny Panel

ACTION PLAN FOR CHILDREN'S TRUST SCRUTINY PANEL

Recommendation	Officer responsible for implementing action / progress	Date recommendation to be implemented by	Progress monitoring (in addition to the progress report to SMB in April 2009)
Children's Trust meetings			
(1) The Children's Trust institute a Forward Plan and work programme for Trust meetings that clearly relate to Partnership priorities set out in the Children and Young People's Plan which informs the Local Area Agreement.	Caroline Martindale / Alan Dawson	September 2008	Completed Under new arrangements the Trust's sub-groups have been established to complement the priorities and will act as the delivery boards for the CYPP, reporting back on a six monthly rota basis. The agenda is now structured to cover two boards and two ad hoc items only. Agenda agreed by the chair and the deputy chair before each meeting.
(2) There is a standing item on performance management at each meeting of the Children's Trust that focuses on a number of key areas relating to Local Area Agreement priorities and the Children's Trust work programme, and draws on up-to-date performance information, clearly analysed and compared to local and national targets.	Meena Kishinani / Guy Swindle	November 2008 (delayed until March 09)	Completed There has been a delay in recruitment of policy and performance staff. However, performance reporting is now in place and the Trust receives regular performance reports detailing exceptions to every other Board meeting. This started in January 09.
(3) The Children's Trust look to reduce the size of the agenda for their meetings and the amount of paperwork sent to Trust members; possibly through greater use of electronic access to	Meena Kishinani / Alan Dawson	March 09	Completed Only 2 boards and max of 2 ad hoc items in addition to standing items.

Recommendation	Officer responsible for implementing action / progress	Date recommendation to be implemented by	Progress monitoring (in addition to the progress report to SMB in April 2009)
background documents.			
(4) The Children's Trust should facilitate additional in-depth work on problem areas through, for example, ad hoc planning days and / or preparatory work by sub-groups.	Meena Kishinani	September 2008	Ongoing Schedule of away-days to be agreed for the next 12-months. Last away day Oct 08 and the next away day June 09 focusing on Workforce development across the partnership.
Role of the Voluntary Sector			
(5) The management processes of the Children's Trust to be reviewed , including the timing and location of meetings and the provision of dedicated support to enable the voluntary sector's participation as equal partners.	Meena Kishinani / Guy Swindle / Heather Wills	December 2008	Ongoing There are ongoing negotiations with the Voluntary Sector about consistent attendance at the Board and on the sub groups. Membership of the Board has been revised to ensure each agency has fair representation.
(6) The Children's Trust ensures that the strengths of the voluntary sector are fully utilised , particularly in analysing need and providing valuable information from the grass-roots level.	Meena Kishinani / Justin Varney (PCT)	November 2008	Ongoing (Voluntary Sector to be invited to be part of Data and Intelligence Group reporting to the Children's Trust) The trust at the last away day discussed the need for a data and intelligence group. The chair has decided to merge the Children's performance DMT and the data and intelligence board.

Recommendation	Officer responsible for implementing action / progress	Date recommendation to be implemented by	Progress monitoring (in addition to the progress report to SMB in April 2009)
			Setting up this board has been delayed by recruitment but is expected to commence in September 09.
Integrated Joint Planning and Commissioning			
(7) Staff capacity to deliver the new integrated joint planning and commissioning culture across the Partnership is reviewed and, if necessary, resources are identified across the Partnership to increase staffing in this area.	Roger Luxton / Meena Kishinani	March 2009	<p>Ongoing</p> <p>Negotiations are continuing with the PCT about a joint commissioning structure. Once agreed the staff capacity will be discussed. The Council are also reviewing their commissioning arrangements and a draft staffing structure has been agreed with the Director of Children's Services. Capacity in the team has been doubled since the start of the review from 2 dedicated commissioning and procurement staff to 4.</p>
(8) A vision statement for joint planning and commissioning across the Partnership is developed , recognising the different cultures in the Partnership and the different commissioning styles that may be required.	Meena Kishinani / Paul Sinden (PCT)	March 2009	<p>Ongoing</p> <p>A consultant has been working with the authority to develop the Joint commissioning strategy and framework for joint delivery. This consultant has been given to the authority as part of a commissioning support plan</p>

Recommendation	Officer responsible for implementing action / progress	Date recommendation to be implemented by	Progress monitoring (in addition to the progress report to SMB in April 2009)
			agreed with the DCSF. A working group commissioned by the CE will take this forward. Commissioning is much more embedded into the Trust and Children's Services since the review took place although it is recognised that more needs to be done across the partnership.
(9) A realistic work-programme to implement integrated joint planning and commissioning is developed.	Meena Kishinani / Paul Sinden (PCT)	March 2009	Ongoing (See 7&8)
(10) The new structure for the Children's Trust and the new focus on performance management is implemented.	Meena Kishinani / Guy Swindle	October 2008	Completed New Structure with new membership agreed and implemented. Performance management structure now in place and regularly monitored.
(11) The locality structure, including the re-organisation of staff teams, the devolving of budgets and the provision of locality based services, is integrated with the Council's Neighbourhood Management structure.	Christine Pryor / Meena Kishinani	March 2009	Partially Completed First three teams in place Feb 09 next 3 by Aug 09. Localities fully implemented by Sept 09. Localities structure agreed across the partnership and developed with NM. Co-located teams will include neighbourhood managers where possible,

Recommendation	Officer responsible for implementing action / progress	Date recommendation to be implemented by	Progress monitoring (in addition to the progress report to SMB in April 2009)
(12) Locality Partnership Commissioning Teams be established , which are made up of local professionals, to assess locality needs and set commissioning priorities for each area.	Christine Pryor / Meena Kishinani	March 2009	Completed Locality partnership groups now in place. Each partnership group has agreed membership including a dedicated commissioner. A comprehensive needs analysis of each locality has been shared with the partnership to help inform commissioning priorities.
(13) The Common Assessment Framework is established consistently across all services for children and young people in the Borough and the electronic sharing of information through Contact Point are fully implemented in accordance with national timescales.	Tolis Vouyioukas / Jan McColm	October 2008	Partially Completed Common Assessment Framework – First year training completed by end October 2008. Established consistently by January 2009. 200 CAF's completed by Dec 08 Contact Point deployment delayed until January 2010
(14) The participation of children, young people and their families in planning and commissioning of services should both continue and increase.	Meena Kishinani	December 2008	Partially Completed Comprehensive strategy of engagement of children and young people. Findings reported regularly to the Trust to inform commissioning of services. Local data shared in each locality

Recommendation	Officer responsible for implementing action / progress	Date recommendation to be implemented by	Progress monitoring (in addition to the progress report to SMB in April 2009)
			partnership group to inform local commissioning needs.
(15) Priority is given to resolving potential funding issues such as realigning budgets to preventative services whilst ensuring that the capacity to respond to acute needs is retained.	Paul Sinden (PCT) / Meena Kishinani	March 2009	Ongoing Ongoing investment in prevention is taking place. Area based grant to be used for commissioning prevention activities within each locality.
(16)	Ann Fulcher / Mark Shepperd (PCT)	October 2008 (Joint induction in place by the due date. Workforce strategy yet to be finalised)	Partially Completed Joint Induction now in place and will take place 6 times per year. Workforce strategy to be finalised and signed off by the children's trust. Away day due to take place in June 09 to focus on this area of work.
Children and young people with learning difficulties and disabilities			
(17) Evidence regarding the impact of service improvements on the outcomes for children and young people with learning difficulties and disabilities, including the transition to adulthood, be collated.	Tolis Vouyioukas / Bruce Morris	December 2008	Completed This data and information is collated by the LDD sub group and reported to the trust twice per year. First report took place Nov 08

Every Child Matters			
(18) The contribution of partners to each of the five outcomes be improved by promoting closer working partnerships (e.g. between schools and the voluntary sector, for instance, in connection with 'make a positive contribution'), and the sharing of information (e.g. to enable the Police to signpost children and young people to services and opportunities)	Children's Trust Partners	March 2009 (Multi-agency Teams in Localities)	Partially Completed (See 11, 12 and 16 above)
Role of Councillors			
(19) Officers report on a regular basis to the Scrutiny Management Board on the performance and progress of the Children and Young People's Plan and Local Area Agreement priorities	Roger Luxton / Meena Kishinani	December 2008	Ongoing Not yet scheduled.
(20) Scrutiny Management Board consider establishing ad hoc Scrutiny Panels to examine, in depth, any problem or underachieving areas within the Children's Trust.	John Dawe	December 2008	Ongoing

1. **Key issues discussed at the last Health Scrutiny Panel meeting**

1.1 The last meeting of the Health Scrutiny Panel took place on Wednesday 18 March 2009. The Panel received the following presentations for consideration:

- **Palliative Care** - NHS Barking and Dagenham gave a presentation on the end of life care services and the need for constant review to ensure the best delivery of services to patients, carers and families. The presentation highlighted the excellent work being done by Hospices in the Borough and that there was the highest sign-up of GPs to the palliative care 'gold standard'. The Panel recommended that social workers should be employed specifically to deal with palliative care cases in the Borough, as done successfully by the London Borough of Greenwich.
- **Healthy Life Expectancy at 65** – NHS Barking and Dagenham reported that the Healthy Adults' Programme was already in place and offered a range of services to improve adults' health. In the long term, the main target would be to improve the health and lifestyle of younger people during their formative years, which will determine their health in adulthood. It was important that the Healthy Adults' Programme included a mental health dimension to support those suffering with conditions, such as stress and depression and their causes.
- **NHS Continuing Healthcare Update** – NHS Barking & Dagenham updated the Panel on the formal appeal process against a Continuing Care Panel's decision regarding eligibility for funding now in place. This was first discussed at a Health Scrutiny Panel meeting in December 2008, when the Panel told NHS Barking and Dagenham to have a formal appeals process agreed as soon as possible.

1.2 The next Health Scrutiny Panel meeting will take place 22 April 2009 and will focus on:

- **Annual Health Check** – Submissions will be received from NHS Barking and Dagenham, Barking, Havering and Redbridge University Hospitals NHS Trust and North East London Foundation Trust. This will also include an evaluation report from the very successful Annual Health Check public consultation event that was held on 10 March 2009.
- **Budget and Capitation Update** - The Panel will also receive an update report from NHS Barking and Dagenham on the impact on budgets and funding arising from changes in capitation and pricing of hospitals services, as deferred from the last meeting.
- **North East London Health Services Implementation** - Consideration of the Panel's response to 'The Case for Change' a pre-consultation document on how to implement the Healthcare for London Stage vision for North East London.
- **Healthcare For London** - An update on the Healthcare for London consultation phase 2: Major Trauma and Stroke services for London.

2. Joint Health Overview and Scrutiny Committees (JHOSCs) with representation from Barking and Dagenham

2.1 The Pan-London JHOSC

The Pan-London JHOSC met on 5 March and 7 April 2009 to receive presentations relating to the Healthcare for London Stage Two consultation: scrutiny of acute stroke and major trauma services. There was also a further Healthcare for London and London Councils breakfast briefing held on 3 April 2009. The next meeting of the Pan-London JHOSC will take place on 27 April 2009 at the London Borough of Westminster Town Hall. In the main, presentations will focus on the transportation of patients to the designated acute centres, transfers to local hospitals when appropriate and transport links for families and visitors.

2.2 The Four-Borough JHOSC

Meetings of the JHOSC took place on 6 March 2009 to receive presentations on the Out of Region Patient Transport Review and 31 March 2009 to receive presentations on the Healthcare for London consultation 'The shape of things to come' and The Case for Change', as referred to in Point 1.2 above.

3 Background Papers Used in the Preparation of the Report:

- Agendas and minutes of the Barking and Dagenham Health Scrutiny Panel
- Agendas and minutes of the Four Borough Joint Health Overview and Scrutiny Committee
- Agendas and minutes of the Pan London Joint Health Overview and Scrutiny Committee

This page is intentionally left blank

SCRUTINY MANAGEMENT BOARD

22 APRIL 2009

REPORT OF THE CORPORATE DIRECTOR OF RESOURCES

The Forward Plan	For Information	
<p>Summary:</p> <p>This report presents the May 2009 edition of the Council's Forward Plan. The Plan provides information on future Council decisions and its main purpose is to give the community an opportunity to comment on these decisions before they are taken.</p> <p>Councils are required to publish a monthly Forward Plan containing available details of all "Key Decisions" they are aware will be taken during the forthcoming four month period. The term "Key Decision" is explained in the Forward Plan. Barking and Dagenham's Forward Plan lists all known decisions that will be required, not just "Key Decisions".</p> <p>The Board receives the Plan at its monthly meeting as part of its role in ensuring that Key Decisions are taken in accordance with the Constitution.</p>		
<p>Contact Officer: Clair Bantin</p>	<p>Title: Team Manager, Scrutiny and Civic</p>	<p>Contact Details: Tel: 020 8227 2995 E-mail: clair.bantin@lbbd.gov.uk</p>

Background papers:

The Forward Plan

This page is intentionally left blank



FORWARD PLAN

Draft May 09 Edition

Commencement Date: 1 May 2009

THE FORWARD PLAN

Introduction

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

Publication and inspection of the Plan

The Plan is published monthly. It is available for inspection, free of charge, at the reception desk at the Civic Centre, Dagenham. It is also available on the Council's website (www.lbbd.gov.uk) and directly via the link: <http://www.barking-dagenham.gov.uk/9-democracy/forward-plan/forward-plan-main.html>.

The Plan will be published on the following dates during the 2008 / 2009 Council year:

Edition	Publication date
May 2009 edition	16 April 2009

Contents of the Plan

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

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

Key Decisions

A “Key Decision” is a decision that is likely to:

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

Page 77

In relation to (a), councils have to define which financial decisions are “significant” and, therefore, “Key.” Barking and Dagenham’s definition is spending or savings of £200,000 or more that is not in the Council’s Budget (the setting of the Budget is itself a Key Decision). In relation to (b), a decision is, by law, “Key” if it is likely to have a significant impact on the community in two or more wards. However, in line with Government guidance, this Council treats a decision as “Key” if it is likely to have a significant impact on one or more ward.

Information included in the Plan

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

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

How you can have your say

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

Sola Odusina
Democratic Services
Room 191
Civic Centre
Dagenham
RM10 7BN

Tel: 020 8227 3103
Fax: 020 8227 2171
Minicom: 020 8227 2685
E-mail: sola.odusina@lbbd.gov.uk

THE FORWARD PLAN

Key to the table

Column 1 shows the **estimated date** when the decision will be taken and who will be taking the decision. However, an item shown on the Forward Plan may, for a variety of reasons, be deferred or delayed. It is suggested, therefore, that anyone with an interest in a particular item, especially if he/she wishes to attend the meeting at which the item is scheduled to be considered, should check within 7 days of the meeting that the item is included on the agenda for that meeting, either by clicking on <http://moderngov.barking-dagenham.gov.uk/ieListMeetings.asp?CommitteeId=180&PageNo=1&Year=2009> (for items to be considered by the Executive) and <http://moderngov.barking-dagenham.gov.uk/ieListMeetings.asp?CId=179&Year=2009> (for items to be considered by the Assembly), or by telephoning Sola Odusina, Senior Democratic Services Officer, on 020 8227 3103.

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

Column 2 sets out the title of the report or subject matter, the nature of the decision being sought and a list of supporting papers (if any) to be presented with the report. Column 2 also shows, in brackets, the initials of the Officer proposing the decision as follows:

CE = Chief Executive
CDACS = Corporate Director of Adult and Community Services
CDChS = Corporate Director of Children's Services
CDCuS = Corporate Director of Customer Services
CDRes = Corporate Director of Resources
DDCorpFin = Divisional Director of Corporate Finance

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

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

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

MEETING DATES 2008 / 2009

Executive (commencing at 5.00pm at the Civic Centre, Dagenham)
19 May 2009
16 June 2009

Assembly (commencing at 7.00pm at the Town Hall, Barking)
13 May 2009
24 June 2009

Decision taker/ Estimated date	Subject Matter (relevant Chief Officer) Nature of Decision <i>Additional documents to be submitted</i>	Consultees	Consultation Process	Wards Directly Affected by the Proposals
Executive: 19.5.09	Council Debt Write-Offs (CDCuS) In line with the Council's financial rules, the Executive will be presented with a quarterly report on Council debt write-offs <i>None.</i>	Internal: Lead Member: Resources	Circulation of draft report	All Wards
Executive: 19.5.09	Eastern End of Thames View Redevelopment : Community (HofR&ED) The Executive will be asked to consider the masterplan for the redevelopment of the eastern end of Thames View <i>None.</i>	Internal Lead Member: Regeneration Ward Members: Thames External English Partnerships Design for London	Circulation of Draft report	Thames
Executive: 19.5.09	Disposal of Leasehold - Eastminster Riding School : Financial (CDRes) The Executive will be asked to consider proposals to dispose of this asset <i>None.</i>	Internal Lead Members: Resources; Culture	Circulation of draft report	Eastbrook

<p>Executive: 19.5.09</p>	<p>Retendering of Rating, Asset Valuation and Estate Management Contracts (CDRes)</p> <p>The Executive will be asked to consider proposals for the re-tendering of contracts for the rating advice, asset valuation and estate management services to the Council</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Resources</p>	<p>Circulation of draft report</p>	<p>Not Applicable</p>
<p>Executive: 19.5.09</p>	<p>Disposal of 61 Naseby Road, Dagenham (CDRes)</p> <p>The Executive will be asked to consider proposals for the disposal of the former doctor's surgery</p> <p><i>None.</i></p>	<p>Internal:</p> <p>Lead Members: Deputy Leader's Portfolio; Regeneration</p>	<p>Circulation of draft report</p>	<p>Heath</p>
<p>Executive: 19.5.09</p>	<p>End of Year Report Regarding Serious Case Review Outcomes (CDACS)</p> <p>The Executive will be asked to consider and note the outcomes of the years Serious Case Review.</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Adults</p> <p>External</p> <p>Serious Case Review Panel</p>	<p>Circulation of draft report and consultation with partners</p>	<p>All Wards</p>
<p>Executive: 19.5.09</p>	<p>Local Development Framework Pre-Submission Barking Town Centre Area Action Plan : Community (CDRes)</p> <p>The Executive will be asked to recommend the Assembly to consider the approval of the pre-submission Barking Town Centre Area Action Plan for consultation</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Regeneration</p> <p>LDF Steering Group Members</p> <p>External</p> <p>London Thames Gateway Development Corporation</p>	<p>Circulation of draft report</p>	<p>Not Applicable</p>

<p>Executive: 19.5.09</p>	<p>Building Schools for the Future: Status and Approval to Proceed : Community (CDChS)</p> <p>The Executive will be asked to review the Building Schools for the Future programme and consider proposals for implementing its provisions</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Children's Service's Regeneration BSF Project Board</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 19.5.09 (01/04/09)</p>	<p>Parks Police Review Progress Report (CDACS)</p> <p>The Executive will be asked to consider progress made on the implementation of the recommendations of the Police Parks Review</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Safer Neighbourhoods and Communities</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 19.5.09</p>	<p>Strategic Review and Commissioning Plan for Support Services to Homeless and Young People (CDACS)</p> <p>The Executive will be asked to consider proposals in the Commissioning Plan for Housing Support Services, funded from 'Supporting People' to people at risk of homelessness and to young people and the procurement strategy for these services</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Safer Neighbourhoods and Communities</p>	<p>Circulation of draft report Seminars interviews and questionnaires with customers</p>	<p>Not Applicable</p>

<p>Executive: 19.5.09</p>	<p>Barking Riverside District Centre : Community (CDRes) The Executive will be asked to consider the proposed procurement route, particularly with regard to the proposed joint –client approach with Barking Riverside Limited <i>None.</i></p>	<p>Internal Lead Member: Regeneration Ward Members: Thames External Primary Care Trust Faith Forum Metropolitan Police Barking Riverside Limited</p>	<p>Circulation of draft report and draft brief for the District</p>	<p>Thames</p>
<p>Executive: 19.5.09</p>	<p>Barking Riverside Thames View Pedestrian and Cycle Link : Community (CDRes) The Executive will be asked to consider proposals to acquire a small amount of industrial land south of Thames View for the construction of Pedestrian and Cycle Link <i>None.</i></p>	<p>Internal Lead Member: Regeneration Ward Members: Thames External Homes and Community Agency Barking Riverside Limited</p>	<p>Circulation of draft report</p>	<p>Thames</p>

<p>Executive: 19.5.09</p>	<p>'Achieving Excellence' Performance Management (CDRes)</p> <p>This report will present the key performance information for the Council together with areas for future focus, proposals for further service improvements and progress against previously agreed actions</p> <p>The Executive will be asked to consider the performance information and agree appropriate proposals to assist the Council to drive forward its continuous improvement agenda</p> <p><i>None.</i></p>	<p>Internal:</p> <p>All Lead Members</p> <p>Corporate Management Team</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 19.5.09</p>	<p>Amalgamation of Ripple Infant and Junior Schools to form Ripple Primary School : Community (CDChS)</p> <p>The Executive will be asked to consider the proposal to amalgamate the two schools to form Ripple Primary School</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member</p> <p>Children's Services</p> <p>External</p> <p>Governing Bodies of Ripple Infant and Junior School</p> <p>Parents Carers Pupils and Staff of both Schools</p> <p>Trade Unions</p> <p>Staff Association</p> <p>Representatives</p> <p>Directors of Children's Services in Havering</p> <p>Newham and Redbridge</p>	<p>Meetings with the Governing Bodies and letters to stakeholders inviting comments</p>	<p>All Wards</p>

<p>Executive: 19.5.09</p>	<p>Contract for the Provision of Carers Support Services : Community (CDACS)</p> <p>The Executive will be asked to consider approving the procurement of three services jointly funded through Carers and Adult Social Care budgets to provide a short term home based, community and or both respite support service to cover emergency or crisis situations that might arise for a qualifying carer</p> <p><i>None.</i></p>	<p>Internal Lead Member: Adults</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 19.5.09</p>	<p>Contract for the Provision of Extra Care Housing Services at Fred Tibble Court and Harp House : Financial (CDACS)</p> <p>The Executive will be asked to consider approving the procurement of two existing services jointly funded through Adult Social Care and Supporting People budgets which will assist vulnerable older adults with housing and care needs</p> <p><i>None.</i></p>	<p>Internal Lead Member: Adults</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 19.5.09</p>	<p>Tender for the Provision of a Home Improvement Agency (CDACS)</p> <p>The Executive will be asked to consider proposals to approve the procurement of Services of a Home Improvement Agency for a period of three years with an option to extend for a further two years dependent upon availability of funding and satisfactory performance</p> <p><i>None.</i></p>	<p>Internal Lead Member: Adults</p>	<p>Circulation of draft report</p>	<p>All Wards</p>

<p>Executive: 19.5.09</p>	<p>Inter -authority agreement newspaper printing contract : Financial (CDRes)</p> <p>The Executive will be asked to consider proposals to join the inter authority print contract resulting in £60,000 savings over four years</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Resources</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 16.6.09</p>	<p>Rights of Way Improvement Plan : Community (CDRes)</p> <p>The Council is required to publish a Rights of Way Improvement Plan, setting out an assessment of the needs of the public with regard to the rights of way in the borough, and a statement of action containing the Council's proposals for maintenance and improvements</p> <p>The Executive will be asked to consider the borough's Rights of Way Improvement Plan for the purpose of consultation</p> <p><i>None.</i></p>	<p>Internal:</p> <p>Lead Member: Regeneration</p> <p>External:</p> <p>Natural England; Neighbouring Highway Authorities</p>	<p>Circulation of draft report</p>	<p>All Wards</p>

<p>Executive: 16.6.09</p>	<p>Annual Treasury Management Statement 2008/09 : Framework [Annual Item] (DDCorpFin)</p> <p>The Executive will be presented with a report on the Council's outturn position in respect of its treasury management activities for 2008/09 which will concentrate on the interest received on investments and the performance of its fund managers along with current debt status</p> <p>The report is required to be presented to the Executive for information in accordance with the CIPFA Code of Practice for Treasury management in the Public Services</p> <p>None.</p>	<p>Internal: Lead Member: Resources CMT</p>	<p>Circulation of draft report and meetings</p>	<p>All Wards</p>
<p>Executive: 16.6.09</p>	<p>Council's Revenue and Capital Outturn 2008/09 : Framework [Annual Item] (DDCorpFin)</p> <p>The report outlines the financial performance of the Council in regard to its 2008/2009 Revenue and Capital Budgets</p> <p>The Executive will be asked to consider the position of the Council's Revenue and Capital Outturn, and any subsequent amendments to 2008/09 budgets arising from the outturn position</p> <p>None.</p>	<p>Internal: Lead Member: Resources CMT</p>	<p>Circulation of draft reports and meetings</p>	<p>All Wards</p>

<p>Executive: 16.6.09</p>	<p>Skills Centre : Financial (CDChS) To provide an update to the Executive on the progress of this project and ask the Executive to consider further funding related issues <i>None.</i></p>	<p>Internal Lead Member Children's Services Regeneration Ward Members Abbey External Barking College London Thames Gateway Development Corporation London Development Agency</p>	<p>Circulation of draft report</p>	<p>Abbey</p>
<p>Assembly: 24.6.09</p>	<p>Statement of Accounts - 2008/09 : Framework [Annual Item] (DDCorpFin) The Assembly will be asked to approve the Authority's Statement of Accounts for 2008/09 Each year approval is needed for the statutory accounts of the authority <i>None.</i></p>	<p>Internal: Lead Member: Resources External: PWC Council's External Auditors</p>	<p>Circulation of draft report and meetings</p>	<p>All Wards</p>
<p>Assembly: 24.6.09</p>	<p>Local Development Framework Pre-Submission Barking Town Centre Area Action Plan : Community (CDRes) The Executive will be asked to recommend the Assembly to consider the approval of the pre-submission Barking Town Centre Area Action Plan for consultation <i>None.</i></p>	<p>Internal Lead Member: Regeneration LDF Steering Group Members External London Thames Gateway Development Corporation</p>	<p>Circulation of draft report</p>	<p>Not Applicable</p>

<p>Executive: 14.7.09</p>	<p>Sixth Form Students Holocaust Memorial Visit to Krakow Poland -March 2010 (CDChS)</p> <p>To request permission from the Executive for one sixth former from each secondary school to visit Krakow Poland on the annual Holocaust memorial trip in March 2010</p> <p><i>None.</i></p>	<p>Internal Lead Member: Children's Services</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Executive: 14.7.09</p>	<p>Approval of Draft Hot Food Takeaways Supplementary Planning Document : Community (CDRes)</p> <p>The Executive will be asked to consider approving the Draft Hot Food Takeaways Supplementary Planning Document for consultation</p> <p><i>None.</i></p>	<p>Internal Lead Member: Regeneration</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
<p>Assembly: 22.7.09</p>	<p>Joint Audit and Inspection Letter 2007/08 : Framework (DDCorpFin)</p> <p>Each year the Audit Commission provide a key summary of the important issues arising from the audit of the Council's activities and recommendations for improvement identified from various inspections</p> <p>The Assembly will be asked to approve the Council's Joint Audit and Inspection Letter 2007/08</p> <p><i>None.</i></p>	<p>Internal: Lead Member Resources CMT</p>	<p>Circulation of draft reports and meetings</p>	<p>All Wards</p>

<p>Executive: 28.7.09</p>	<p>Approval of Draft Community Benefits Supplementary Planning Document : Community (CDRes)</p> <p>The Executive will be asked to consider approving the Draft Community Benefits Supplementary Planning Document for public consultation</p> <p><i>None.</i></p>	<p>Internal</p> <p>Lead Member: Regeneration</p> <p>External</p> <p>London Thames Gateway Development Corporation</p>	<p>Circulation of draft report</p>	<p>All Wards</p>
--------------------------------------	--	---	------------------------------------	------------------

MEMBERS OF THE COUNCIL

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

Councillor Agrawal
 Councillor Alexander *
 Councillor Bailey
 Councillor Barnbrook
 Councillor Barns
 Councillor Bramley *
 Councillor Buckley
 Councillor Ms Carpenter
 Councillor Carroll*
 Councillor H. Collins *
 Councillor Connelly
 Councillor Davis
 Councillor Denyer
 Councillor Miss C. Doncaster
 Councillor R. Doncaster
 Councillor Mrs S. Doncaster
 Councillor Fairbrass *
 Councillor Fani
 Councillor Mrs Flint
 Councillor N. Gill
 Councillor S. Gill
 Councillor Hemmett
 Councillor Mrs Hunt
 Councillor Jamu
 Councillor Jarvis
 Councillor Justice

Councillor Kallar
 Councillor Mrs Knight
 Councillor Ms Lansdown
 Councillor Little *
 Councillor McCarthy *
 Councillor McDermott
 Councillor McKenzie *
 Councillor Mrs. P. Northover
 Councillor W. Northover
 Councillor Obasohan
 Councillor Poulton
 Councillor Mrs Rawlinson
 Councillor Mrs Reason
 Councillor Mrs Rush *
 Councillor Rustem
 Councillor L Smith *
 Councillor Miss N E Smith
 Councillor Steed
 Councillor Tufts
 Councillor Mrs Twomey
 Councillor Vincent
 Councillor L. Waker
 Councillor P. Waker
 Councillor Mrs West
 Councillor White

SCRUTINY MANAGEMENT BOARD

22 APRIL 2009

REPORT OF THE CORPORATE DIRECTOR OF RESOURCES

<p>TITLE: SCRUTINY PANELS UPDATE</p>	<p align="center">FOR DECISION / INFORMATION</p>
<p>The Scrutiny Management Board (SMB) appoints scrutiny panels having regard to resources.</p> <p>Members of the Executive, Chair of the Assembly and Chair of the Scrutiny Management Board are excluded from membership of Scrutiny Panels. The Constitution lays down the membership limits for panels as six Councillors. In addition, Scrutiny Panels can co-opt non-councillors to join a Panel but such co-optees cannot have voting rights unless they are a statutory co-opted member for education related matters.</p> <p>Set out below is the position regarding current and completed and / or ongoing scrutiny panels.</p>	
<p>Contact: Clair Bantini</p>	<p>Title: Team Manager (Scrutiny and Civic)</p>
<p>Contact Details: Telephone: 020 8227 2995 E-mail: clair.bantini@lbbd.gov.uk</p>	

CURRENT

Scrutiny Panel	Councillors, including former Councillors where appropriate	Lead Services Officer	Current Position	Expected Date to Report
Barking and Dagenham Health	Cllrs West (Lead Member), Carpenter, Denyer, Fani, Flint, Hunt External Representatives: none	Matthew Cole, Director of Health Improvement Tudur Williams, Interim Head of Adult Commissioning, Adult and Community Services	Standing Panel	Monthly update to SMB

Facilities and Activities for Children and Young People	Cllrs White (Lead Member), Hemmett, Hunt, P Waker, W Northover and Poulton. External Representatives: Sharon Benson, Maggie Mitchell, Tina Woodhouse, and Dave Cross.	Lead Services Officer: Christine Pryor, Head of Shared Services and Engagement	Ongoing	If agreed by SMB it will be sent to Executive for comment and Assembly for approval.
---	---	--	---------	--

SUGGESTED FUTURE SCRUTINY PANELS (as and when current scrutiny panels complete their tasks and subject to any other more pressing scrutinies required in the meantime)

Voluntary and Community Sector (Scrutiny Management Board 14 December 2005 – to be considered after completion of Compact Action Plan and consideration of funding issues)

Equalities and Diversity (Scrutiny Management Board - 8 February 2006)

- (a) the Council's corporate policy, practice and service delivery with respect to travellers and gypsies (agreed to wait until after implementation 2007/08)
- (b) the Council's progress on improving accessibility, implementing the Social Model and promoting disability rights – scoping report submitted to the Board by the Head of Community Services, Libraries and Heritage on 26 September 2007 – establishment of a Scrutiny Panel deferred until a future date
- (c) the corporate and departmental implementation of the 12 key areas in the Lesbian, Gay, Bi-sexual and Transgender (LGBT) Statement of Intent – scoping report submitted to the Board by the Group Manager – Equalities and Diversity on 17 October 2007 – establishment of a Scrutiny Panel deferred until a future date.

Support for External Funding Bids for Parks (Cllr Rush raised this issue as an area SMB may wish to consider at her challenge session on 20 Feb 2008).

Problems or underachieving areas within Children's Trust that may arise in the future. Suggestion arising from Children Trust Scrutiny Panel Report, completed October 2008.

COMPLETED SCRUTINY PANELS	Status	Date	Progress report due (six months after completion date)
Mayor, Members' and Fleet Transport	Completed	Nov 2001	
Flood Defence	Completed	Apr 2002	
Stour Road Accommodation (Finance)	Completed	Aug 2002	
Traffic Calming	Completed	Mar 2003	
Scheme of Delegation	Completed	May 2003	
Housing Associations	Completed	Nov 2003	
Health and Social Care Partnership Arrangements	Completed	Jan 2004	
Education of Looked After Children	Completed	Mar 2004	
Erkenwald Centre Development Scrutiny Panel	Completed	Mar 2004	
School Inspection Reports	Completed	Mar 2004	
Leisure Facilities	Completed	Apr 2004	
Equal Opportunities in Employment	Completed	Sep 2004	
Marketing of Shops	Completed	Nov 2004	
Tenancy Succession and Benefits Issues	Completed	Jan 2005	
Anti-Social Behaviour Scrutiny Report	Completed	May 2005	
Budget Process	Completed	May 2005	
Community Consultation	Completed	Feb 2006	
Leasehold Management Scrutiny Panel	Completed	Dec 2006	
The Adult Education 60+ Scrutiny Panel	Completed	May 2007	
Children's Trust Scrutiny Panel	Completed	Oct 2008	Oct 2009 (Children's Services Select Committee)
Places of Religious Worship and Associated Community Space Policy Scrutiny Panel	Completed	Dec 2008	July 2009 (Safer and Stronger Community Select Committee)
GP Services Scrutiny Panel	Completed	April 2009	Sept 2009 (Health and Adult Services Select Committee)

Background papers:

- Minutes of the Board.
- Political Structure – Scrutiny and final reports can be viewed at: <http://www.lbbd.gov.uk/9-council/political-structure/political-structure-scrutiny.html>

This page is intentionally left blank