

# Notice of Meeting



## CABINET

**Tuesday, 24 September 2013 - 5:00 pm**  
**Council Chamber, Civic Centre, Dagenham**

**Members:** Councillor L A Smith (Chair); Councillor R Gill (Deputy Chair); Councillor J L Alexander, Councillor H J Collins, Councillor C Geddes, Councillor M A McCarthy, Councillor L A Reason, Councillor P T Waker, Councillor J R White and Councillor M M Worby

Date of publication: 16 September 2013

Graham Farrant  
Chief Executive

Contact Officer: Alan Dawson  
Tel. 020 8227 2348  
E-mail: alan.dawson@lbdd.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 interest they may have in any matter which is to be considered at this meeting.
3. **Minutes - To confirm as correct the minutes of the meeting held on 23 July 2013 (Pages 3 - 6)**
4. **Budget Monitoring 2013/14 - April to July 2013 (Month 4) (Pages 7 - 42)**
5. **Corporate Priority Performance Reporting - Quarter 1 Update (Pages 43 - 52)**
6. **Second Local Implementation Plan 2014/15 - 2016/17 Delivery and Monitoring Plan and Borough Cycling Programme 2013/14 - 2016/17 (Pages 53 - 75)**
7. **Barking and Dagenham Employment Areas Local Development Order (Pages 77 - 108)**
8. **Future Arrangements for the Management of Scrattons Community Centre (Pages 109 - 116)**
9. **May and Baker Sports Ground (Pages 117 - 125)**

10. **Delegation of Enforcement Powers for Regulating Illegal Money Lending Activity (Pages 127 - 140)**
11. **Debt Management Performance and Write-Offs 2013/14 (Quarter 1) (Pages 141 - 160)**
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 Cabinet, 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 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**

## **Barking and Dagenham's Vision**

**Encourage growth and unlock the potential of Barking and Dagenham and its residents.**

### **Priorities**

To achieve the vision for Barking and Dagenham there are five priorities that underpin its delivery:

#### **1. Ensure every child is valued so that they can succeed**

- Ensure children and young people are safe, healthy and well educated
- Improve support and fully integrate services for vulnerable children, young people and families
- Challenge child poverty and narrow the gap in attainment and aspiration

#### **2. Reduce crime and the fear of crime**

- Tackle crime priorities set via engagement and the annual strategic assessment
- Build community cohesion
- Increase confidence in the community safety services provided

#### **3. Improve health and wellbeing through all stages of life**

- Improving care and support for local people including acute services
- Protecting and safeguarding local people from ill health and disease
- Preventing future disease and ill health

#### **4. Create thriving communities by maintaining and investing in new and high quality homes**

- Invest in Council housing to meet need
- Widen the housing choice
- Invest in new and innovative ways to deliver affordable housing

#### **5. Maximise growth opportunities and increase the household income of borough residents**

- Attract Investment
- Build business
- Create a higher skilled workforce

This page is intentionally left blank

## MINUTES OF CABINET

Tuesday, 23 July 2013  
(5:00 - 5:47 pm)

**Present:** Councillor R Gill (Deputy Chair in the Chair), Councillor J L Alexander, Councillor C Geddes, Councillor M A McCarthy, Councillor L A Reason, Councillor P T Waker, Councillor J R White and Councillor M M Worby

**Apologies:** Councillor L A Smith and Councillor H J Collins

### 22. Declaration of Members' Interests

The following declarations of non-pecuniary interests were made in respect of agenda item 11 (Barking Abbey and Robert Clack Comprehensive Schools: Acceptance of Football Foundation Grants for Artificial Grass Pitches):

- Councillor Geddes - Council-appointed Governor of Barking Abbey Comprehensive;
- Councillor Gill - Council-appointed Governor of Barking Abbey Comprehensive;
- Councillor White - Council-appointed Governor of Robert Clack Comprehensive.

### 23. Minutes (25 June 2013)

The minutes of the meeting held on 25 June 2013 were confirmed as correct.

### 24. Budget Monitoring 2013/14 - April to May 2013

The Deputy Chief Finance Officer presented a report on the Council's revenue and capital budget position for the 2013/14 financial year as at 31 May 2013.

The General Fund position showed a projected end of year surplus of £6.4m against the total approved budget of £178.1m, which would result in the General Fund balance increasing to £23.9m. The Housing Revenue Account (HRA) showed a projected break-even position.

In respect of the Capital Programme, the Deputy Chief Finance Officer referred to a number of proposed amendments to existing schemes and the inclusion of new schemes relating to Direct Payment Adaptations (£0.4m), Disabled Facilities Grant (£0.575m) and Community Capacity Grant (£0.491m).

**Cabinet resolved:**

- (i) To note the projected outturn position for 2013/14 of the Council's revenue budget at 31 May 2013, as detailed in paragraphs 2.3 to 2.11 and Appendix A of the report;
- (ii) To note the progress against the 2013/14 savings targets at 31 May 2013, as detailed in paragraph 2.12 and Appendix B of the report;

- (iii) To note the position for the HRA at 31 May 2013, as detailed in paragraph 2.13 and Appendix C of the report;
- (iv) To note the projected outturn position for 2013/14 of the Council's capital budget at 31 May 2013, as detailed in paragraph 2.14 and Appendix D of the report; and
- (v) To approve the reprofiled Capital Programme as detailed in Appendix D plus the adjustments detailed in paragraph 2.12 of the report.

## **25. Future Management Arrangements for the Library Service**

The Divisional Director of Culture and Sport introduced a report on options for the future provision of library services in the Borough.

The Divisional Director explained that the options were developed in the context of the budget saving requirements for 2014/15 and had been the subject of extensive public consultation and scrutiny via the Safer and Stronger Select Committee. The preferred option (Option 2) represented a 'mixed economy' approach which included:

- The Council continuing to directly manage Dagenham Library, Barking Learning Centre, Valence Library and Thames View Library;
- Reduced opening hours at Valence library (43 hours per week down to 36) and Thames View library (43 hours per week down to 30);
- A community management arrangement introduced at Robert Jeyes Library;
- A volunteer-delivered service at Marks Gate Library with the facility continuing to be managed by the Council.
- Closure of Rush Green library in view of the enhanced service to be provided at Barking and Dagenham College (Rush Green Campus);
- A service restructure to be undertaken to produce savings of £400,000 by 2014/15.

In outlining the anticipated timetable for implementing the new measures, the Divisional Director stressed that the ability to recruit volunteers was crucial to their success and would also strongly influence longer term proposals for the library service in view of the continuing pressures on Council funding for 2015/16 and beyond.

With regard to the future of the Rush Green Library premises, the intention was to return the premises to housing accommodation although it was agreed that the final decision should be taken in consultation with the Cabinet Members for Finance and Housing to ensure that all parties were satisfied with the financial arrangements associated with the appropriation. Members also discussed the need to strengthen the arrangements for reviewing vacant land and property.

**Cabinet resolved:**

- (i) To approve the implementation of Option 2 as set out in the report in respect of the future management arrangements for the Library Service;
- (ii) To authorise the Corporate Director of Adult and Community Services, in

consultation with the Chief Finance Officer and the Head of Legal and Democratic Services, to:

- a. conclude the transfer of the Rush Green Library building to the Housing Service subject to agreement by the Chief Finance Officer, in consultation with the Cabinet Members for Finance and Housing, of the sum required, and
  - b. approve the leasing arrangements for the Robert Jeyes Library;
- (iii) To note that savings of £400,000 would be achieved from implementing the above proposals in 2014/15;
- (iv) To agree that the difference between the agreed budget saving of £593,000 and the anticipated saving of £400,000 be managed by the application of corporate contingency funds in 2014/15, and that for 2015/16 the shortfall be addressed as part of the budget savings requirement; and
- (v) To agree that, where appropriate and feasible, officers bring forward the implementation of these proposals into 2013/14.

## **26. A Library Strategy for Barking and Dagenham**

The Divisional Director of Culture and Sport introduced the report and confirmed that the proposed Strategy was compatible with the proposals approved via the preceding report.

Cabinet **resolved** to approve the Libraries Strategy 2013 - 2016 as attached at Appendix 1 to the report.

## **27. "Creative Barking and Dagenham": An Arts Strategy for the Borough 2013-16**

The Divisional Director of Culture and Sport presented the report and suggested that the draft Arts Strategy was a proportionate reflection of the vision for the delivery and promotion of arts in the Borough over the next few years. The Divisional Director also commented on the importance of an Arts Strategy in terms of attracting external funding for projects.

Cabinet **resolved** to approve the Arts Strategy 2013-16 as attached at Appendix 1 to the report.

## **28. Children's Social Care Review 2012/13**

The Cabinet Member for Children's Services presented the report which reviewed the significant operational service developments and inspections during the 2012/13 financial year.

The Cabinet Member referred to the ongoing improvement in most service areas and the future pressures that would be faced in the light of financial constraints and the changing demographics in the Borough.

Cabinet **resolved**:

- (i) To note the service improvements and development areas contained within

the review report and action taken in response to local demand pressures;  
and

- (ii) To note the improvements to local corporate parenting arrangements and in particular the requirement of all officers and Councillors to continue to contribute to the Council's statutory requirements, as a corporate parent, with regards to the Borough's looked after children.

## **29. Community Safety Partnership Annual Report 2012-13**

The Cabinet Member for Crime, Justice and Communities introduced the Community Safety Partnership's Annual Report for 2012/13.

The Cabinet Member referred to the considerable successes during the year in the four priority areas of anti-social behaviour, serious youth violence, serious acquisitive crime and drugs and alcohol, and confirmed that those areas would remain the main focus for 2013/14.

Cabinet **resolved** to note the Barking and Dagenham Community Safety Partnership Annual Report 2012/13.

## **30. Disposal of Former Mayesbrook Nursing Home, Bevan Avenue, Barking**

Further to Minute 83 (22 January 2013), the Cabinet Member for Finance advised on the outcome of the marketing of the former Mayesbrook Nursing Home site as a potential development site for private family housing.

Cabinet **resolved** to approve the disposal of the Council's freehold interest in the former Mayesbrook Nursing Home site, Bevan Avenue, shown edged red on the plan at Appendix 1, to Abbey Developments Limited on the terms set out in the report.



## CABINET

24 September 2013

<b>Title:</b> Budget Monitoring 2013/14 - April to July 2013 (Month 4)	
<b>Report of the Cabinet Member for Finance</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Steve Pearson, Group Accountant, Corporate Finance	<b>Contact Details:</b> Tel: 020 8227 5215 E-mail: <a href="mailto:steve.pearson@lbbd.gov.uk">steve.pearson@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> n/a	
<b>Accountable Director:</b> Jonathan Bunt, Chief Finance Officer	
<p><b>Summary:</b></p> <p>This report provides Cabinet with an update of the Council's revenue and capital position for the four months to the end of July 2013 projected to the year end.</p> <p>The Council began the current financial year in a stronger financial position than the previous year with a General Fund (GF) balance of £17.5m.</p> <p>At the end of July 2013 (Month 4), total service expenditure for the full year is projected to be £171.3m against the approved budget of £178.3m, a projected surplus of £7.0m. This compares to the planned surplus of £5.2m agreed at Assembly in February 2013, which arose due to a late grant determination (Education Support grant (ESG)) and the decision to use a two year strategic approach to addressing funding issues in 2015/16. Explanatory summaries are contained in section 2 of this report.</p> <p>The current projected surplus of £7.0m would result in the General Fund balance increasing to £24.4m.</p> <p>The Housing Revenue Account (HRA) is projected to break even, maintaining the HRA reserve at £8.5m. The HRA is a ring-fenced account and cannot make/receive contributions to/from the General Fund.</p> <p>The Capital Programme has been updated to reflect changes approved at Cabinet, and further adjustments requested. The proposed budget will be £129.6m. Capital budgets cannot contribute to the General Fund or HRA revenue position although officers ensure that all appropriate capitalisations occur.</p>	
<b>Recommendation(s)</b>	
<p>The Cabinet is recommended to:</p> <p>(i) Note the projected outturn position for 2013/14 of the Council's revenue budget at 31 July 2013, as detailed in paragraphs 2.3 to 2.9 and Appendix A of the report;</p>	

- (ii) Note the progress against the 2013/14 savings targets at 31 July 2013, as detailed in paragraph 2.10 and Appendix B of the report;
- (iii) Approve the charges for Scrap Metal licences as set out in paragraph 2.11 of the report;
- (iv) Note the position for the HRA at 31 July 2013, as detailed in paragraph 2.12 and Appendix C of the report;
- (v) Note the projected outturn position for 2013/14 of the Council's Capital Programme at 31 July 2013, as detailed in paragraph 2.13 and Appendix D of the report;
- (vi) Approve the reprofiled Capital Programme as detailed in paragraph 2.13 and Appendix D; and
- (vii) Approve the use of £0.288m of the centrally held contingency for essential highways safety works as detailed in paragraph 2.13 (c) of the report.

#### **Reason(s)**

As a matter of good financial practice, the Cabinet should be regularly updated with the position on spend against the Council's budget. In particular, this paper alerts Members to particular efforts to reduce in-year expenditure in order to manage the financial position effectively.

## **1 Introduction and Background**

- 1.1 This report provides a summary of the Council's General Fund and HRA revenue and capital positions. It also provides an update on progress made to date in the delivery of the agreed savings targets built into the 2013/14 budget setting out risks to anticipated savings and action plans to mitigate these risks.
- 1.2 It is important that the Council regularly monitors its revenue and capital budgets to ensure good financial management. This is achieved within the Council by monitoring the financial results on a monthly basis through briefings to the Cabinet Member for Finance and reports to Cabinet. This ensures Members are regularly updated on the Council's overall financial position and enables the Cabinet to make relevant financial and operational decisions to meet its budgets.
- 1.3 The Budget report to Assembly in February 2013 provided for a target of £15m of General Fund balances, plus a planned surplus of £5.234m to be generated in 2013/14 and carried forward into 2014/15. The Outturn for 2012/13 led to a General Fund balance of £17.456m. The current projected position keeps the Council on track to deliver a balanced budget and maintain the minimum general fund balance of at least £15m.

## **2 Current Overall Position**

- 2.1 The following tables summarise the spend position and the forecast position of the General Fund and Housing Revenue Account (HRA) balances.

<b>Council Summary</b>	<b>Net Budget</b>	<b>Full year forecast at end July 2013</b>	<b>Over/(under) spend Forecast</b>
	£000	£000	£000
<b>Directorate Expenditure</b>			
Adult and Community Services	57,349	57,349	-
Children's Services	68,509	68,509	-
Housing and Environment	23,581	23,581	-
Chief Executive	21,645	21,302	(343)
Central Expenses	2,014	614	(1,400)
	<b>173,098</b>	<b>171,355</b>	<b>(1,743)</b>
Budget Surplus (Agreed MTFS)	5,234	-	(5,234)
<b>Total Service Expenditure</b>	<b>178,332</b>	<b>171,355</b>	<b>(6,977)</b>

	<b>Balance at 1 April 2013</b>	<b>Forecast Balance at 31 March 2014</b>	<b>Budgeted Combined Balance at 31 March 2014*</b>
	£000	£000	£000
General Fund	17,456	24,433	20,234
Housing Revenue Account (including Rent Reserve)	8,461	8,461	8,461

\*Budget Combined Balance for General Fund comprises a target balance of £15m plus budgeted surplus of £5.2m

2.2 The current Directorate revenue projections indicate a surplus of £7.0m for the end of the financial year, made up as follows:

- £0.343m underspend in the Chief Executive department as a result of shared arrangements with Thurrock Council and vacancies within Legal and Democratic services;
- £1.4m surplus in Central Expenses arising from interest budgets; and
- £5.234m surplus as planned and agreed in the MTFS 2013/14.

The initial forecast of a £7.0m underspend would result in the Council's General Fund balance remaining above the budgeted target of £15.0m. The Chief Finance Officer has a responsibility under statute to ensure that the Council maintains appropriate levels of balances.

The Chief Finance Officer, after consideration of the factors outlined in the CIPFA guidance on Local Authority Reserves and Balances 2003 and the other financial provisions and contingency budgets held by the Council, set a target GF reserves level of £15.0m. The General Fund balance at 31 March 2013 was £17.5m and the current forecast combined balance for the end of the financial year is £24.4m. If maintained, this position will provide added flexibility for the Council in addressing

the forthcoming significant further reductions in funding from the government. This compares with a budgeted combined General Fund balance of £15m plus a planned surplus of £5.2m within the two year 2013-15 strategy.

At the end of July 2013, the HRA is forecasting to break even, and maintain the HRA reserve at £8.5m.

### 2.3 Directorate Performance Summaries

The key areas of risk which might lead to a potential overspend are outlined in the paragraphs below.

### 2.4 Adult and Community Services

<b>Directorate Summary</b>	2012/13 Outturn	2013/14 Budget	2013/14 Forecast
	£000	£000	£000
Net Expenditure	60,701	<b>57,349</b>	<b>57,349</b>
Projected over/(under)spend			-

The Adult and Community Services directorate is forecasting a balanced budget position for 2013/14. It is important to note this reported position is masking a number of pressures within the service, particularly for Mental Health (£400k) and personal budgets & direct payments for all client groups (£924k). These pressures are being managed by management actions within the service and draw down from funding set aside to offset anticipated service pressures.

Looking forward the future funding regime is going to become increasingly difficult with a number of existing funding streams being rolled up into a single grant that the local authority will have to agree with NHS England following local agreement through the Health and Wellbeing Board. This comes at the same time as the planned implementation of the Care and Support Bill with significant costs for local authorities.

A challenging savings target of £4.324m is built into the 2013/14 budget. There are pressures against some of the savings, these are being reviewed and addressed in order to ensure their delivery. The net budget includes the full allocation of £3.268m social care funding transfer from NHS England, this is allocated by local Section 256 agreement taken to Health and Wellbeing Board.

### 2.5 Children's Services

<b>Directorate Summary</b>	2012/13 Outturn	2013/14 Budget	2013/14 Forecast
	£000	£000	£000
Net Expenditure	69,448	<b>68,509</b>	<b>68,509</b>
Projected over/(under)spend			-

The Children's Service delivered a balanced budget for 2012/13 but it was reported that this financial position was masking significant demand pressures within the Complex Needs and Social Care division. As at the end of 2012/13 referral activity

had increased consistently since the start of 2013 and shows no sign of reducing which suggests more of a trend rather than a 'spike' in demand.

In 2012/13 the number of core assessments was double the level of 2011/12 and section 47 child protection investigations has increased by 37% over 2012/13 levels. The OFSTED Safeguarding and Looked After Children inspection of June 2012 reported that caseloads were high but manageable. However, increases in demand at the end of 2012 persisting into 2013 have required additional resourcing to ensure risks are more manageable.

The increases in demand and mitigating actions bring with it an increased pressure on the revenue account. Although the service is forecasting a balanced budget provision for 2013/14 this is masking £4.1m of management actions, a number of which are one-off and will not continue into 2014/15:

- The change from LACSEG to Education Support Grant and the changes to the funding of statutory services for two years olds from General Fund to the Dedicated Schools Grant have released £2.7m of ongoing funding;
- Grant flexibility of £604k is available in 2013/14 but, at present, there is no confirmation this grant will continue in 2014/15;
- A draw down of £857k from the Children's Services set aside funds brought forward.

The £4.1m of management actions is also being supported by current underspends in Targeted Support and Commissioning and Safeguarding of £1.2m but these are largely as a result of the early achievement of approved savings for 2014/15 which means the forecast under spend is unlikely to continue into the next financial year.

The Children's Service set aside funds brought forward are estimated to last until the end of 2014/15.

## 2.6 Dedicated School Grant (DSG)

The DSG is a ring fenced grant to support the education of school aged pupils within the borough. The grant is allocated between the Schools and Centrally Retained budget in agreement with the Schools Forum. The indicative 2013/14 DSG allocation is £218m which is inclusive of pupil premium and sixth form funding.

## 2.7 Housing and Environment

<b>Directorate Summary</b>	2012/13 Outturn	2013/14 Budget	2013/14 Forecast
	£000	£000	£000
Net Expenditure	24,040	<b>23,581</b>	<b>23,581</b>
Projected over/(under)spend			-

The Housing and Environment General Fund budget is currently forecast to breakeven as at period 4. Whilst it is relatively early in the year, there are potential pressures which have been identified within these budgets. It is expected that pressures will be managed within the service.

The main area of pressure relates to the achievement of Parking budgets, where early indications show fewer than normal issue of PCNs. The service is also undergoing significant system upgrades and structural changes designed to make the service more efficient and the benefits of those should arise towards the latter part of the year. The Parking Service is in the process of bidding for additional capital funding which will be invested in schemes to deliver improved efficiency and effectiveness. This will contribute to mitigating the risk.

There is potential risk in the Housing General Fund, particularly in relation to the high numbers of homeless placements in Bed and Breakfast accommodation. These placements are a significant cost to the Council due to the cap on benefits on this type of accommodation. Pressure is being mitigated within the service.

The department started the year with a savings target of £1.67m. A high proportion of the savings will be fully delivered but there is currently an overall pressure of around £44k. This is mainly due to the pressures facing the Environmental Services budget.

There is additional risk within Housing & Environment and the Housing Revenue Account due to the potential impact of Welfare Reform. It is difficult to project the extent of the financial impact at this stage. However, the combination of the bedroom tax, benefit cap and Universal Credit are expected to impact income levels within the HRA as well as possibly leading to more homelessness cases within the General Fund.

## 2.8 Chief Executive Department

<b>Directorate Summary</b>	2012/13 Outturn	2013/14 Budget	2013/14 Forecast
	£000	£000	£000
Net Expenditure	19,059	<b>21,645</b>	<b>21,302</b>
Projected (under)spend			<b>(343)</b>

The Chief Executive department has been expanded, to include the former Finance and Resources department.

The Chief Executive (CEX) department is currently forecast to underspend at year end by £343k. This position is mainly as a result of in year vacancies that have arisen across the divisions and prudent use of supplies and services budgets.

It should also be noted that the Assets & Facilities Management section has been split and the Facilities Management teams have now transferred to the Housing & Environment department. The teams retained within the CEX department's Asset Management division are Asset Strategy and Energy & Compliance.

## 2.9 Central Expenses

<b>Directorate Summary</b>	2012/13 Outturn	2013/14 Budget	2013/14 Forecast
	£000	£000	£000
Net Expenditure	1,021	<b>2,014</b>	<b>614</b>
Projected (under)spend			<b>(1,400)</b>
Budget Surplus (Assembly agreed MTFs)		<b>5,234</b>	-
Projected Surplus			<b>(5,234)</b>

There is a (£1.4m) surplus expected due to the management of our cash balances enabling a lower than budgeted cost for the revenue implications of capital financing to be charged to the General Fund in 2013/14. Should the overall financial position of the Council remain broadly unchanged to year end, it is anticipated that a request will be made to use this element to reduce the Council's overall debt position, in order to secure recurring revenue benefits which will ease pressure for further operational savings.

As planned within the MTFs a budget surplus of £5.2m has been built into the base budget and the current position is projected to meet this target.

## 2.10 In Year Savings Targets - General Fund

The delivery of the 2013/14 budget is dependent on meeting a savings target of £16.6m. Directorate Management Teams are monitoring their targets and providing a monthly update of progress which is summarised in the table below. A detailed breakdown of savings and explanations for variances is provided in Appendix B.

<b>Directorate Summary of Savings Targets</b>	Target £000	Forecast £000	Shortfall £000
Adult and Community Services	4,324	4,229	<b>95</b>
Children's Services	2,708	2,708	-
Housing and Environment	1,665	1,621	<b>44</b>
Chief Executive	2,733	2,583	<b>150</b>
Central Expenses	5,199	5,199	-
<b>Total</b>	<b>16,629</b>	<b>16,340</b>	<b>289</b>

## 2.11 Charges for Scrap Metal licences

New legislation for scrap metal licensing will be reported to Licensing Board on 23 September 2013. The Act gives Councils more powers to regulate and license scrap dealing from domestic premises and regulate both site and mobile operators or collectors. It comes into force on 1 October 2013 and there are transitional arrangements for those currently registered with the council to allow for applications to be submitted up to 15 October 2013.

This is a significant change in that previously dealers were only required to register with the Council. There will now be a fee charged and mobile operators will be required to hold photo ID and to display their license on their vehicles. Each local

authority requires separate registration which will impact more directly on mobile operators. Licences will be valid for 3 years.

It will be an offence to carry on a business as a scrap metal dealer in breach of the requirement to hold a licence. Conviction fines may be up to £5,000.

Guidance on the setting of fees was issued on 16 August and London Local Authorities met to consider the guidance on the 29 August

Fees have been set based on the proportionate time and applicable officer rates for the allowable activities together with proportionate overhead recharges. In future fees will be reviewed as part of the Council's annual fees and charges process and to maintain transparency around the fee setting process.

The Council's Scheme of Delegation places the responsibility for assessing and determining fees and charges with the Cabinet. In order for the Council to comply with the transitional arrangements and to be able to accept and process applications from 1<sup>st</sup> October 2013, the following fee structure is proposed:

### **3 Year Site License**

<b>New</b>	<b>Renewal</b>	<b>Variation</b>
<b>£420</b>	<b>£320</b>	<b>£155</b>

### **3 Year Collectors License**

<b>New</b>	<b>Renewal</b>	<b>Variation</b>
<b>£250</b>	<b>£170</b>	<b>£105</b>

## **2.12 Housing Revenue Account (HRA)**

The HRA is currently forecast to breakeven in 2013/14. Although the overall position is not expected to change, there are a number of variances that are offsetting each other.

**Income** - Increased voids on garages of £141k as well as other smaller pressures give a net pressure in the income budgets of £160k.

**Expenditure** - It is not yet possible to provide a full projection on the R&M in-house function for July due to ongoing systems issues. The issues are being resolved by the service and we expect full reporting from August. Early indications are that there may be pressures relating to the set up of the DLO in the region of £290k due to one-off procurement costs and severance payments following reintegration of the service.

There are further pressures in Supervision & Management relating to staffing and transport costs. The service is in the process of aligning to the Localities structure and evaluating budget requirement. Current projections indicate that expenditure pressures will be managed through underspends on other budgets.



As part of the 2013/14 budget agreed by February Cabinet, the Service committed to delivering savings of £1.4m from its Supervision & Management budget. Of the savings options identified, and currently going through validation process, approximately £1m is non-staff related and forecast to be achievable. The remaining £400k is subject to staffing restructures and if not delivered will add to the pressure.

As with the General Fund, the introduction of welfare reform this year is expected to increase pressure on the HRA with the combination of the bedroom tax, benefit cap and Universal Credit impacting on income levels. Some provision has been made within the budget through increased bad debt provision plus the availability of discretionary housing payments. The actual position is being monitored closely.

**HRA Balance** - Overall, the HRA is forecasting to breakeven. The HRA started the year with revenue reserves balance of £8.461m. Currently it is anticipated that this will be maintained at £8.461m by the end of 2013/14.

There is a budgeted contribution to capital resources of £35.5m. This may be reviewed to accommodate expenditure pressures.

## 2.13 Capital Programme

### a) Approved programme

The total approved capital programme currently stands at £155.349m. This comprises the £153.884m presented to Cabinet at its last meeting, plus the £1.465m of new additions within Adult Social Care also approved by Cabinet at its last meeting.

This month, Cabinet is asked to approve an increase in the HRA capital budget of £13.399m, as shown in the table below, in order to bring the total from £74.455m up to £87.854m. This follows a detailed review of scheme budgets within the programme. This budget, combined with the budget for Disabled Adaptations of £583k which sits within the ACS departmental total, forms the total HRA funded programme for 2013/14 of £88.437m. A detailed breakdown of this budget is shown in Appendix D.

The current spend forecasts are shown below:

	Current Budget £'000	Revised Budget £'000	Actual Year to Date £'000	Projected Outturn £'000	Variance against Budget £'000
Adult and Community Services	9,948	9,948	550	9,975	27
Children's Services	53,192	16,542	7,728	22,089	5,547
Housing and Environment (non HRA)	3,361	3,839	1,565	4,146	307
HRA	74,455	87,854	8,675	87,854	-
Chief Executive	14,393	11,393	1,096	10,801	(592)
<b>Total</b>	<b>155,349</b>	<b>129,576</b>	<b>19,614</b>	<b>134,865</b>	<b>5,289</b>

The Year to date capital expenditure total is £19.6m, which represents only 15% of the total forecast for the financial year. This leaves 85% of the projected expenditure to be spent in the remaining 8 months of the year, thus giving a risk that the approved programme may not be fully delivered this year. The Finance Service will continue to monitoring this closely in conjunction with service Project Managers and Sponsors, in order to identify any potential year-end underspends or slippage as early as possible.

The forecast for the year currently shows a projected £5.289m unfavourable variance compared to projected spend. This is mainly within Children's Services and is likely to be removed as the Basic needs funding is allocated. It is anticipated that this will happen at the next re-profiling exercise at Month 6, and be reported to Cabinet in November.

Environment is currently showing an overspend of £307k. This mostly relates to a roll-forward from 2012/13 in respect of Parking Strategy Improvements,

Chief Executive Directorate is currently reflecting an underspend of £592k. This includes London Road/North Street Acquisitions (£235k), the LEGI business centres (£100k), and the corporate accommodation strategy (£126k).

#### **b) Funding with projects being developed**

The existing Capital Programme includes £35.8m in respect of schools Basic Needs Funding where the projects are currently in the process of being developed. It is proposed to remove these from the Capital Programme until the projects are identified and robust schemes produced. Once this has happened they will be brought forward for approval and addition to the Capital Programme.

Future reports will include all sums with funding identified but projects not developed as a separate part of this report. This will ensure that the Capital Programme monitor only reflects schemes where there is an active project plan to monitor progress against.

#### **c) Proposed additions/deletions to the Capital Programme**

In 2012 capital investment was established to resurface carriageways, with a projected spend of £6m over two years. This programme channelled investment into the resurfacing of carriageways around schools and prioritised those in the worst condition according to safety inspections. A total of 67 roads were resurfaced, bringing them up to a safe standard and extending their life by a further 15 years.

Our engineers have identified a further three roads that require urgent works to resurface carriageways.

A further £288,000 is required. It is proposed that this is funded from the Council's central contingency. The condition of roads are under constant review and when other roads are identified, they will be brought to Cabinet.

The existing capital programme included provision for the capitalisation of staff redundancies. The government has now flagged that it will not provide approval for capitalisation of staff redundancies until this sum is over £8m. It is highly unlikely

the Council will reach this level, even with the pressures encountered in 2015/16, so these costs will need to be met from revenue reserves.

## **2.14 Financial Control**

At the end of May all key reconciliations have been prepared and reviewed, and there are no major reconciling items unexplained.

## **3 Options Appraisal**

3.1 The report provides a summary of the financial position at the relevant year end and as such no other option is applicable for appraisal or review.

## **4 Consultation**

4.1 The relevant elements of the report has been circulated to appropriate Divisional Directors for review and comment.

4.2 Individual Directorate elements have been subject to scrutiny and discussion at their respective Directorate Management Team meetings.

## **5 Financial Implications**

5.1 This report details the financial position of the Council.

## **6 Legal Issues**

6.1 Local authorities are required by law to set a balanced budget for each financial year. During the year there is an ongoing responsibility to monitor spending and ensure the finances continue to be sound. This does mean as a legal requirement there must be frequent reviews of spending and obligation trends so that timely intervention can be made ensuring the annual budgeting targets are met.

## **Background Papers Used in the Preparation of the Report**

- Final Revenue and Capital Outturn 2012/13; Cabinet 25 June 2013;
- Budget Framework 2013/14; Assembly 25 February 2013.

## **Appendices**

- A – General Fund expenditure by Directorate
- B – Savings Targets by Directorate
- C – Housing Revenue Account Expenditure
- D – Capital Programme

This page is intentionally left blank

## GENERAL FUND REVENUE MONITORING STATEMENT

### July 2013/14

Directorate	Outturn 2012/13	Original Budget	Revised Budget	Forecast Outturn	Forecast Variance
	£000	£000	£000	£000	£000
<b><u>Adult &amp; Community Services</u></b>					
Adult Care & Commissioning	43,122	39,149	39,178	39,178	-
Mental Health	3,583	3,197	3,211	3,211	-
Community Safety & Neighbourhood Services	3,665	2,772	2,801	2,801	-
Culture & Sport	9,112	5,966	6,027	6,027	-
Public Health	-	-	-	-	-
Management	1,219	6,145	6,132	6,132	-
	<b>60,701</b>	<b>57,229</b>	<b>57,349</b>	<b>57,349</b>	<b>-</b>
<b><u>Children's Services</u></b>					
Education	4,645	1,781	1,865	1,925	60
Targeted Support	11,958	7,987	8,061	7,278	(783)
Complex Needs and Social Care	35,312	29,151	29,291	30,331	1,040
Commissioning and Safeguarding	4,531	3,559	3,617	3,197	(420)
Other Management Costs	13,002	25,449	25,675	25,778	103
	<b>69,448</b>	<b>67,927</b>	<b>68,509</b>	<b>68,509</b>	<b>-</b>
<b><u>Children's Services - DSG</u></b>					
Schools	195,018	171,315	171,315	171,315	-
Early Years	4,621	16,285	16,285	16,285	-
High Needs	12,489	24,407	24,407	24,407	-
Non Delegated	2,508	2,850	2,850	2,850	-
Growth Fund	688	3,070	3,070	3,070	-
School Contingencies	1,544	-	-	-	-
DSG/Funding	(216,868)	(217,927)	(217,927)	(217,927)	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Housing &amp; Environment</u></b>					
Environment & Enforcement	21,858	20,378	21,347	21,347	-
Housing General Fund	2,182	2,215	2,234	2,234	-
	<b>24,040</b>	<b>22,593</b>	<b>23,581</b>	<b>23,581</b>	<b>-</b>
<b><u>Chief Executive Services</u></b>					
Chief Executive Office	(225)	(597)	(139)	(188)	(49)
Strategy & Communication	(152)	-	(33)	(53)	(20)
Legal & Democratic Services	304	410	605	518	(87)
Human Resources	(8)	-	289	219	(70)
Finance	(861)	(124)	(45)	(45)	-
Corporate Management	2,956	4,352	4,352	4,320	(32)
Regeneration & Economic Development	3,853	3,145	3,307	3,307	-
Assets & Facilities Management	1,146	1,153	1,314	1,229	(85)
Customer Services, Contracts & Business Improvement	12,046	11,422	11,995	11,995	-
	<b>19,059</b>	<b>19,761</b>	<b>21,645</b>	<b>21,302</b>	<b>(343)</b>
<b><u>Other</u></b>					
Central Expenses	(7,921)	(4,299)	(7,405)	(8,805)	(1,400)
Levies	8,942	9,620	9,419	9,419	-
Budget Surplus (Agreed MTFs)	-	5,281	5,234	-	(5,234)
	<b>1,021</b>	<b>10,602</b>	<b>7,248</b>	<b>614</b>	<b>(6,634)</b>
<b>TOTAL</b>	<b>174,269</b>	<b>178,112</b>	<b>178,332</b>	<b>171,355</b>	<b>(6,977)</b>

This page is intentionally left blank

**GENERAL FUND SAVINGS MONITORING STATEMENT****July 2013/14****Adult and Community Services**

<b>Ref:</b>	<b>Detail</b>	<b>Current Position</b>	<b>Target £000</b>	<b>Forecast £000</b>	<b>Variance £000</b>
<b>ACS/SAV/01</b>	Community Cohesion and Equalities Team - reduced voluntary sector function	All staff have now moved or left, variance to be met within the division, no further action remaining	229	216	13
<b>ACS/SAV/02</b>	Statutory Social Care & Complaints - reorganisation of the team	Achieved	85	85	0
<b>ACS/SAV/03</b>	Occupational Therapy and Sensory Services Team - reorganisation of the team	Achieved	186	186	0
<b>ACS/SAV/04</b>	Drug & Alcohol Services - a reduction in support service to drug and alcohol users	Budget earmarked for Tier 4 Rehab, funding for which can be sought from NHS, analysis underway to confirm status	165	165	0
<b>ACS/SAV/05</b>	Youth Offending - Reduction in work to prevent young people becoming involved in crime and disorder and reoffending	Achieved	50	50	0
<b>ACS/SAV/06</b>	Withdraw or reduce Domestic Violence service	Achieved	211	211	0
<b>ACS/SAV/07</b>	Reduction in voluntary sector grants and commissions	Achieved	110	110	0
<b>ACS/SAV/10 (a)</b>	Free Leisure Offer - fund service from the Public Health Grant	Achieved	130	130	0
<b>ACS/SAV/10 (b)</b>	Active Age Centres - fund service from the Public Health Grant	Achieved	150	150	0
<b>ACS/SAV/10 (c)</b>	Advice, Information and Support for people with HIV/Aids provided by Positive East - fund service from the Public Health Grant	Achieved	49	49	0

Ref:	Detail	Current Position	Target	Forecast	Variance
			£000	£000	£000
ACS/SAV/10 (d)	Alcohol Co-ordinator - fund service from the Public Health Grant	Achieved	42	42	0
ACS/SAV/10 (e)	Floating Support for Homeless People - reduce capacity on the contract by £50k	Achieved	50	50	0
ACS/SAV/10 (f)	Specialist employment support for people with mental health needs	Saving to be delivered by external funding from CCG, variance to be met within the division, no further action remaining	100	92	8
ACS/SAV/10 (g)	Decommission 6 beds of accommodation based support for 16 - 18 year olds at the Vineries (and possible transfer of accommodation to Children's Services)	Achieved	40	40	0
ACS/SAV/10 (h)	Supporting Employment Opportunities for People with Drug and Alcohol problems	Achieved	33	33	0
ACS/SAV/10 (i)	Domestic Violence - cessation of Refuge Floating Support contract	Achieved	105	105	0
ACS/SAV/10 (j)	Delete Administrator post in the Adult Safeguarding Team	Achieved	39	39	0
ACS/SAV/10 (k)	DV and Hate Crime Strategy Manager - reduce post to 0.6 FTE	Achieved	21	21	0
ACS/SAV/10 (l)	Delete post supporting administration of the Learning Disability Partnership Board	Achieved	28	28	0
ACS/SAV/10 (m)	Cessation of Service Development Budget for Older People	Achieved	30	30	0
ACS/SAV/10 (n)	Maximising Grant Flexibilities	Achieved	64	64	0
ACS/SAV/12	Management Reductions (reduce social care GM)	Achieved	40	40	0
ACS/SAV/17	Reduce hospital social work team	2 Posts deleted, grade of deleted posts to be checked	84	74	10
ACS/SAV/18	Kallar Lodge staff reduction	Post deleted tbc	23	0	23



Ref:	Detail	Current Position	Target	Forecast	Variance
			£000	£000	£000
ACs/SAV/19	Reduce business support in Adult Social Care	Achieved	15	15	0
ACs/SAV/20	Delete Arts Team	Achieved	25	25	0
ACs/SAV/24	End support to the Create Festival	Achieved	25	25	0
ACs/SAV/27	Review CCTV monitoring	Achieved	153	153	0
ACs/SAV/28	Reduce strategic commissioning posts	Achieved	28	28	0
ACs/SAV/29	Reduce dedicated support to service users and carers	Achieved	19	19	0
ACs/SAV/32	Summers Sorted Holiday Activity Programme	Achieved	30	30	0
Feb 2012 Assembly	Non Staffing Supplies & Services Budgets	Achieved	90	90	0
Feb 2012 Assembly	Remodelling homecare services in line with the principles of personalisation	Achieved	100	100	0
Feb 2012 Assembly	Revisions to pricing framework for Care Home Placements	Achieved	20	20	0
Feb 2012 Assembly	Changes to in-house residential care service for adults with a learning disability (80 Gascoigne)	Achieved	75	75	0
Feb 2012 Assembly	Reconfiguration of mental health services	Achieved	100	100	0
Feb 2012 Assembly	Commissioning Contracts & Purchase Savings	Achieved	250	250	0
Feb 2012 Assembly	Changes to grants to voluntary organisations	Achieved	215	215	0
Feb 2012 Assembly	Remodel of learning disability day, volunteering and employment services	Achieved	100	100	0
Feb 2012 Assembly	Broadway theatre	Achieved	100	100	0
Feb 2012	Closure of Goresbrook Leisure Centre	Achieved	371	371	0

Ref:	Detail	Current Position	Target	Forecast	Variance
			£000	£000	£000
Assembly					
Feb 2012 Assembly	Olympic unit	Achieved	218	218	0
Feb 2012 Assembly	Changes to the public events programme	£30k variance due to commitments made to still deliver St. Georges day and classical concert events. Shortfall to be funded by early delivery of Events staff saving, no further action remaining	90	60	30
Feb 2012 Assembly	Expanding commercial opportunities at heritage venues	Plans put in place to bring in more income from weddings and other events has not been successful. Steps being put in place to reduce expenditure to offset the income target.	10	0	10
Feb 2012 Assembly	Libraries Review	Achieved	226	226	0
<b>Total Adult &amp; Community Services</b>			<b>4,324</b>	<b>4,229</b>	<b>95</b>

**Children's Services**

Ref:	Detail	Current Position	Target	Forecast	Variance
			£000	£000	£000
CHS/SAV/01	Early Years - Changes to the delivery format of Phase 3 Children's Centres	On Target	500	500	0
CHS/SAV/02	Integrated Youth Service - Reduction in staff and commissioning	On Target	100	100	0
CHS/SAV/03	Borough Apprentice Scheme - Removal of apprenticeship wage subsidy to departments and reduction in 14-19 staffing	On Target	100	100	0
CHS/SAV/04	Education - school improvement - retirement and efficiency savings	On Target	25	25	0
CHS/SAV/05	Education - School Estates Team (capitalisation)	On Target	75	75	0
CHS/SAV/06	Education - Reduction of £100k in Education Inclusion	On Target	50	50	0
CHS/SAV/08	Commissioning & Safeguarding - Transfer of costs to catering traded services account as an overhead	On Target	50	50	0
CHS/SAV/10 (a)	Targeted Support - Reduction in repairs, maintenance and equipment budgets	On Target	300	300	0
CHS/SAV/10 (b)	Troubled Families Co-ordinator funding - For 2012/13, 13/14 and 14/15 (non-recurrent)	On Target	100	100	0
CHS/SAV/10 (c)	Commissioning - Youth Access card to be transferred to Public Health Grant	On Target	150	150	0
CHS/SAV/10 (d)	Commissioning - Misc budget savings	On Target	45	45	0
CHS/SAV/10 (e)	Education - Deletion of 1 Attendance Officer (vacant following resignation) and 1 Admin Support	On Target	50	50	0
CHS/SAV/10 (f)	Social Care and Complex Needs -	On Target	80	80	0

Ref:	Detail	Current Position	Target	Forecast	Variance
	Additional EP income				
CHS/SAV/10 (g)	Efficiencies within Prevention - Long Term Care	On Target	120	120	0
CHS/SAV/10 (h)	Maximising of grant flexibilities	On Target	5	5	0
CHS/SAV/11	Adoption - Reduction in use of independent social workers	On Target	70	70	0
CHS/SAV/12	Complex Needs and Social Care, Assessment and Care Management.	On Target	60	60	0
CHS/SAV/15	School Estate Management - reduce to statutory only posts, and charge for lead manager from capital funding	On Target	45	45	0
CHS/SAV/17	Inclusion Services - Further reduce central support team, would only be funded from DSG but schools may feel not equipped to manage complex special needs - potential impact is increased SEN costs	On Target	35	35	0
CHS/SAV/20	Youth Service - Reduce to statutory provision only	On Target	140	140	0
Feb 2012 Assembly	Prevention/Crisis Intervention/ Family Group Conferencing Merger of the three preventative services to create efficiencies	On Target	50	50	0
Feb 2012 Assembly	CAMHS Schools Counselling contract ending that will not be renewed and reduction in primary and emotional team	On Target	100	100	0
Feb 2012 Assembly	Disabled Children's Team - Contribution from short breaks funding on mainstreamed into base budget	On Target	100	100	0
Feb 2012 Assembly	Adult College - contribution from the College towards management costs / overheads	On Target	100	100	0
Feb 2012 Assembly	Education Inclusion/School Improvement - Staffing Review and	On Target	100	100	0

Ref:	Detail	Current Position	Target	Forecast	Variance
	Reductions				
Feb 2012 Assembly	School Improvement Income - Raising the SLA income - charging Schools for services/Other Local authorities	On Target	50	50	0
Feb 2012 Assembly	Training Reductions	On Target	23	23	0
Feb 2012 Assembly	Reduction of Management costs in the Multi-agency Locality Teams	On Target	55	55	0
Feb 2012 Assembly	Portage Amalgamation	On Target	30	30	0
<b>Total</b>			<b>2,708</b>	<b>2,708</b>	<b>0</b>

**Housing and Environment**

Ref	Detail	Current Position	Target £000	Forecast £000	Variance £000
H&E/SAV/01(a)	Catering income from Parks	Service manager currently working to implement, not yet up and running.	20	20	0
H&E/SAV/01(b)	Park Ranger Services	Restructure Complete	260	260	0
H&E/SAV/02	Street Lighting - Energy efficiency savings	Complete	52	52	0
H&E/SAV/03	Rationalisation of recharges to the HRA - Street Lighting	Complete	200	180	20
H&E/SAV/04	Review of road safety service / schools crossings patrols	Complete	80	80	0
H&E/SAV/07	Cessation of night time cleansing	Night cleaning service still ongoing, however, alternative posts have been reduced to accommodate	210	210	0
H&E/SAV/09	Consolidation of Transport & Plant - 5% efficiency savings on kit, fuel & vehicle use	Reconciliation work in process to identify all kit in the department	120	120	0
H&E/SAV/11	Land Drainage - Efficiency saving on maintenance budget	Complete	60	60	0
H&E/SAV/12	Decommission of Depots	Likely to be achieved by closing of Parsloes depot.	40	40	0
H&E/SAV/15	Recharge GF works to the Parking Account	Linked to capital strategy; report being prepared for July Cabinet to agree funding.	150	150	0
H&E/SAV/18	Reduction in Environmental Enforcement	Complete	140	140	0
H&E/SAV/21	Introduce charging for a bulky waste collection service	Complete	55	55	0
Feb 2012 Assembly	Transport savings from adjustments for affordability and reductions in use of buses	Dependent on ACS reducing the number of journeys required, but currently still requesting same number of routes.	100	100	0
Feb 2012	Reduced mowing to create	Original figures from 'confirm' are	32	32	0

Ref	Detail	Current Position	Target	Forecast	Variance
Assembly	naturalised environment	now inaccurate, so the actual savings will need to be delivered in a different way.			
Feb 2012 Assembly	Making Parks more commercially sustainable	Parking charges in Parks not being implemented (£9K) as per members decision, Grazing and Education at Millennium Centre not achievable (£4.5k), only half of Bowling Greens savings and 'Golfwise' achievable (i.e.£25k) as original costings from 'Confirm' now inaccurate, Income from Lakes, Tennis and Education and Concessions achievable. Non-essential spend put on hold to cover the deficit.	96	72	24
Feb 2012 Assembly	Efficiencies within Parking services	Complete	50	50	0
<b>Total</b>			<b>1,665</b>	<b>1,621</b>	<b>44</b>

**Chief Executive**

Ref:	Detail	Current Position	Target	Forecast	Variance
			£000	£000	£000
FIN&RES/SAV/01	Regeneration - Transport Planning. Increase the LIP top slice in 2013/14	Achieved	25	25	0
FIN&RES/SAV/06	Efficiencies through implementation of Oracle R12	Achieved	200	200	0
FIN&RES/SAV/10	Reduction in ex Asset & Commercial Services central budgets i.e. supplies & services budgets, training budget reduction and other uncommitted budgets after Elevate transfer	Achieved	120	120	0
FIN&RES/SAV/12	Internal Audit - Removal of special projects provision	Achieved	26	26	0
FIN&RES/SAV/13	Risk Management - Staffing reductions	Achieved	31	31	0
FIN&RES/SAV/14	Reduction in CM Unit budget	Achieved	100	100	0
FIN&RES/SAV/15	Deletion of a Project & Technical officer post - PO4	Achieved	47	47	0
FIN&RES/SAV/16	Transfer of Assets and Facilities Management Group into Elevate, with savings as a result of management and service restructure	Proposal to deliver this savings changed from transfer of the service to Elevate, to some services being transferred to H&E. At present only £150k of the savings has been identified and the division is currently confirming details of achieving the rest. The division is currently absorbing the shortfall.	300	150	150
FIN&RES/SAV/17	Increased charging of Economic Development & Sustainable Communities staff time to the HIRA	Achieved	153	153	0
FIN&RES/SAV/18	Merger of the Corporate Client and Capital Delivery Teams	Achieved	125	125	0
Ref:	Detail	Current Position	Target	Forecast	Variance



			£000	£000	£000
<b>FIN&amp;RES/SAV/22</b>	Regeneration - Deletion of one Development Management post	Achieved	38	38	0
<b>CEX/SAV/01</b>	CE Office - Reduction in supplies and services and third party payments	Achieved	30	30	0
<b>CEX/SAV/02</b>	Policy & Performance -Reduction in supplies and services, and one PO2 post from the team	Policy restructure completed	102	102	0
<b>CEX/SAV/05</b>	Marketing & Communications - Further reductions in supplies & services; and increased income generation from external suppliers	Achieved	100	100	0
<b>CEX/SAV/06</b>	Legal & Demo - Reduction in employee budgets, and increase in income	Achieved	100	100	0
<b>CEX/SAV/08</b>	Chief Executive Review	Achieved – Savings have been identified and a report submitted to PASSC on the delivery of this savings.	622	622	0
<b>CEX/SAV/10</b>	Policy - Further reduction and sharing of Service	Achieved through centralising Policy officers across the Council Departments	80	80	0
<b>CEX/SAV/11</b>	Cease publication of the News	Achieved – Publication has ceased.	60	60	0
<b>CEX/SAV/12</b>	Legal - Reduction in employee budgets / further sharing with Thurrock Council	Achieved through further sharing of GM posts in Legal	54	54	0
<b>Feb 2012 Assembly</b>	Savings in Sustainable Communities/Economic Development area	Achieved	40	40	0
<b>Feb 2012 Assembly</b>	Reduction in accommodation costs through the Modern Ways of Working project	Some buildings closed and some yet to be closed	226	226	0
<b>Feb 2012 Assembly</b>	Restructure of Senior Managers	Achieved	68	68	0
<b>Feb 2012 Assembly</b>	Merge Payroll and HR Support (within Elevate)	Achieved	86	86	0
<b>Total</b>			<b>2,733</b>	<b>2,583</b>	<b>150</b>

This page is intentionally left blank

## HOUSING REVENUE ACCOUNT MONITORING STATEMENT

### July 2013/14

HOUSING REVENUE ACCOUNT	Outturn 2012/13	Original Budget	Revised Budget	Forecast Outturn	Forecast Variance
	£000	£000	£000	£000	£000
Rents	(83,901)	(86,627)	(86,627)	(86,617)	10
Non Dwelling Rent	(2,489)	(2,503)	(2,503)	(2,362)	141
Other Income	(19,785)	(17,530)	(17,530)	(17,521)	9
Capitalisation of Repairs	(2,700)	(1,000)	(1,000)	(1,000)	-
Repairs and Maintenance	22,960	20,000	20,000	20,289	289
Supervision and Management	37,363	37,025	37,025	37,912	887
Rent Rates and Other	443	700	700	700	-
Bad Debt Provision	632	3,159	3,159	3,159	-
Interest Charges	9,294	9,759	9,759	9,759	-
Corporate & Democratic Core	811	811	811	811	-
Interest	(642)	(336)	(336)	(336)	-
Revenue Contribution to Capital & Depreciation	11,345	35,542	35,542	34,206	(1,336)
Service Transformation		1,000	1,000	1,000	-
Repayment of Debt					
Transfer to Major Repairs Reserve	26,342				
Subsidy Limitation	135				
<b>Contribution to HRA Reserve</b>	<b>(192)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

This page is intentionally left blank

# 2013/2014 CAPITAL PROGRAMME

## Appendix D

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
<b>Adult &amp; Community Services</b>							
Adult Social Care							
2872	Fews Lodge Extra Care Scheme	197,809		197,809	(18,493)		
2913	80 Gascoigne Road Care Home	400,000		400,000	(86,307)	197,809	
2888	Direct Pymt Adaptations	582,902		582,902	137,521	400,000	
100	Disabled Adaptations (HRA)				269,238	582,902	
106	Private Sector Households	574,717		574,717	174,880	574,717	
105	Private Sector Households (105)	(26,810)		(26,810)			26,810
	Community Capacity Grant	490,995		490,995		490,995	
Culture & Sport							
1654	Ripple Hall (St Georges/Vol Group Relocation)	1,500		1,500	1,215	1,500	
191	Eastbury House	3,198		3,198		3,198	
2233	Valence Site Redevelopment	18,880		18,880	10,987	18,880	
2266	Barking Park Restoration & Improvement	100,247		100,247	7,487	100,247	
2603	Becontree Heath Leisure Centre	159,170		159,170		159,170	
2815	Goresbrook Leisure Centre - Olympic Training Venue				7,625		
2855	Maysbrook Park Athletics Arena	251,465		251,465	17,827	251,465	
2870	Barking Leisure Centre 12-14	7,193,859		7,193,859	27,643	7,193,859	
		9,947,932		9,947,932	549,624	9,974,742	26,810
<b>Total For Adult &amp; Community Services</b>							

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
<b>Children's Services</b>							
Primary Schools							
2555	Eastbury	32,477		32,477	(75,954)	32,000	(477)
2736	Roding Primary School - Cannington Road Annex	146,939		146,939	154	146,939	
2745	George Carey CE Primary School (formerly Barking Riverside Primary)	932,700		932,700	268,984	278,984	(653,716)
2759	Beam Primary Expansion	81,668		81,668		81,668	20
2799	St Joseph's Primary - expansion	82,503		82,503		82,503	
2800	St Peter's Primary - expansion	33,869		33,869		33,869	
2776	Thames View Infants - London TG Agreement	39,937		39,937		39,937	
2787	Cambell Junior - Expansion & Refurb	17,626		17,626		17,626	
2786	Thames View Juniors - Expansion & Refurb	333,772		333,772	2,800	100,000	(233,772)
2784	Manor Longbridge (Former UEL Site)	(29,201)		(29,201)	(336,305)	(336,104)	(306,903)
2790	St Georges - New Primary School	25,385		25,385		25,385	
2860	Monteagle Primary (Quadrangle Infill)	95,696		95,696	20,325	95,696	
2861	Eastbury Primary (Expansion)	873,012		873,012	144	450,000	(423,012)
2862	Gascoigne Primary (Expansion)	988,963		988,963	553,519	988,963	
2863	Parlobes Primary (Expansion)	49,090		49,090	10,516	49,090	
2864	Godwin Primary (Expansion)	1,674,018		1,674,018	1,487,111	1,674,018	
2865	William Bellamy Infants/Juniors (Expansion)	2,239,190		2,239,190	11,159	250,000	(1,989,190)
2867	Southwood Primary (Expansion)	13,163		13,163	4,151	13,151	(12)
2900	Becontree Primary Expansion	41,890		41,890	29,094	41,890	
2924	St Josephs Primary Exth	352,092		352,092	95,854	352,092	
2918	Roding Cannington 2013-15	1,511,151		1,511,151	1,015,682	1,511,151	
2919	Richard Alibon Expansion	41,133		41,133	21,080	41,000	(133)
2920	Warren/Furze Expansion	72,825		72,825	11,410	73,000	175
2921	Manor Infant Jnr Expansion	65,630		65,630	9,269	500,000	434,370
2922	Valence Halbutt Expansion	1,649,122		1,649,122	1,099,312	1,649,122	
2923	Rush Green Expansion	15,000		15,000	14,089	15,000	
2956	Marsh Green Primary 13-15					100,000	100,000
2957	John Perry School Expansion 13-15				195	100,000	100,000
2958	Fanshawe Adult College Refurb 13-15				523,366	2,259,615	2,259,615
Other Schemes							
UAC12	New Capital Allocation - Implementation of early education for 2 year olds	889,302		889,302		889,000	(302)
2793	SMF - School Modernisation Fund	212,416		212,416	185,023	212,416	
2751	School's Kitchen Extension/Refurbishment 10/11	11,556		11,556		11,556	

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
2724	Basic Needs Projects (formerly Additional School Places)2011/12	231,226		231,226	549	231,226	
2826	512a Heathway - Conversion to a Family Resource	38,171		38,171	16,645	38,171	
2878	512a Heathway (phase 2)- Conversion to a Family Resource with additional teaching spe	7,222		7,222		7,222	
9999	Devolved Capital Formula	1,019,545		1,019,545	158,637	1,020,000	455
2906	School Expansion SEN Projects	862,722		862,722	160,083	863,000	278
2909	School Expansion Minor Projctis	472,973		472,973	104,452	472,973	
2929	SMF 2012/13	1,600,303		1,600,303	337,732	1,600,303	
	Children Centres						
2310	William Bellamy Childrens Centre	6,458		6,458	(14,474)	6,000	(458)
2311	Becontree Childrens Centre				(232,319)		
2217	John Perry Childrens	9,619		9,619	(5,079)	10,000	381
2651	Alibon Childrens Centre	(8,812)		(8,812)			8,812
	Secondary Schools						
2818	Sydney Russell - Schools For The Future	(1,243,876)		(1,243,876)	54,075	210,900	1,454,776
2825	Dagenham Park School	(36,277)		(36,277)	(11,793)	(11,793)	24,484
2932	Trinity 6th Form Provision				(153,238)	(153,000)	(153,000)
2952	Barking Abbey Expansion 13-15					450,000	450,000
2953	All Saints Expansion 13-15					188,000	188,000
2954	Jo Richardson Expansion 13-15					150,000	150,000
2955	Barking Riverside City Farm	2,591,383		2,591,383	2,162,184	4,425,895	1,834,512
2959	Robert Clack Expansion 13-15					300,000	300,000
	Skills, Learning & Enterprise						
2723	Advanced Skills Centre	(80,451)		(80,451)	145,094	500,000	580,451
	Holding Code						
UAC1	New Schools Places - Basic Needs	35,898,236	(35,898,236)				
UAC5	Provision of School Places (Basic Needs) Contingency	752,304	(752,304)				
<b>Total</b>	<b>Children's Services</b>	<b>53,192,278</b>	<b>(36,650,540)</b>	<b>16,541,738</b>	<b>7,728,123</b>	<b>22,088,903</b>	<b>5,547,165</b>

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
<b>Housing and Environment</b>							
	Environmental Services						
2764	Street Light Replacing	210,869		210,869	3,800	211,000	131
2842	Flats recycling banks scheme						
2873	Environmental Improvements and Enhancements	6,432		6,432	(51,457)	6,000	(432)
2894	Road Safety Impv Sch Year 2 (TFL)						
2964	Road Safety Improvement 2013-14 (TfL)	98,400		98,400	19,116	98,000	(400)
2887	Frizlands Wkshp Major Wks	145,447		145,447	3,953	145,000	(447)
2886	Parking Strategy Imp	(342,614)		(342,614)			342,614
2908	Brown Wheeled Bins Recycling	(32,423)		(32,423)	(18,400)		32,423
2930	Highways Improvement Programme	2,953,494	478,187	3,431,681	1,582,302	3,431,681	
PGSS							
2421	Staff Costs 12/14	38,216		38,216		38,000	(216)
2567	Abbey Green Park Development	8,913		8,913		8,913	
2817	Maysbrook Park Improvements (Phase 1)	67,459		67,459		51	(67,408)
2911	Quaker Burial Ground	60,000		60,000	490	59,500	(500)
2912	Barking Park Tennis Project	40,531		40,531	13,134	41,000	469
2948	Abbey Green- Churchyard Wall	64,959		64,959	11,839	64,977	18
2925	Adizone Project 12-13	40,949		40,949		41,000	51
	<b>Total For Housing &amp; Environment</b>	<b>3,360,632</b>	<b>478,187</b>	<b>3,838,819</b>	<b>1,564,776</b>	<b>4,145,634</b>	<b>306,815</b>



Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
<b>Chief Executive</b>							
Asset Strategy							
UAC8	Asset Management Plans (All Directorates)	1,000,000		1,000,000		1,000,000	
2741	L8 Control of Legionella Remedial Works	60,000		60,000	2,370	60,000	
2578	Asbestos (Public Buildings)	10,000		10,000		10,000	
2771	Automatic Meter Reading Equipment	31,494		31,494	3,858	31,494	
2587	Energy Efficiency Programme	86,173		86,173	59,872	86,173	
2542	Backlog Capital Improvements	744,850		744,850	191,742	744,850	
2565	Implement Corporate Accommodation Strategy	663,542		663,542	46,241	537,542	(126,000)
ICT							
2623	Microsoft Enterprise Agreement	88,794		88,794		88,794	
2738	Modernisation & Improvement Capital Fund	1,698,698		1,698,698	8,613	1,698,698	
2877	Oracle R12 Joint Services	2,632,284		2,632,284	517,582	2,632,284	
Regeneration							
2458	New Dagenham Library & One Stop Shop	73,666		73,666		73,666	
2596	Legi Business Centres	159,978		159,978	447	59,978	(100,000)
2969	Economic Development Growth Fund	325,000		325,000		325,000	
2775	BTC Public Realm - Tsq & Abbey	24,771		24,771	5,455	24,771	
2625	Thames View Regen Initiative	21,499		21,499	6,387	21,499	
2819	London Road/North Street Site Acquisitions	257,359		257,359	16,916	22,359	(235,000)
2831	Barking Station Forecourt - Phase 2 Implementation (TFL & S106)				(26,046)		
2821	Shopping Parade Enhancements	365,341		365,341	(161,411)	365,341	
2854	Improvements to the rear of The Mall, Dagenham Heathway	170,009		170,009	59,377	170,009	
2901	Creekmouth Arts & Heritage Trail	50,000		50,000	9,000	50,000	
2902	Short Blue Place (New Market Square Barkin - Phase II)	158,469		158,469	128,436	158,469	
2926	Outer London Fund Round 2	119,834		119,834	33,971	95,834	(24,000)
2927	Chequers/Abbey Road Public Realm improvements	391,677		391,677	158,283	391,677	
2928	Captain Cook Site Acquisition and Public Realm Works (Abbey Leisure Centre)	50,000		50,000	15,188	16,000	(34,000)
2841	Biking Borough Initiative (TFL)	91,200		91,200	23,496	91,200	
2891	Merry Fiddlers Jnct Imp Year 2 (TFL)	384,000		384,000	(58,802)	384,000	
2892	Cycling Greenways Year 2 (TFL)	96,000		96,000	6,697	96,000	
2895	Chadwell Heath Station Impv (TFL)	288,000		288,000	(37,246)	288,000	
2898	Local Transport Plans (TFL)	96,000		96,000	40,233	96,000	
2899	River Rodding Cycle Link / Goresbrook Park Cycle Links	192,000		192,000	179	192,000	

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
2962	Principal Road Resurfacing 2013-14 TfL	530,137		530,137		530,137	
2963	Maysbrook Neighbourhood Improvements (DIY Streets) 2013-14	288,000		288,000	3,330	288,000	
2965	Safer & Smarter Travel Plans 2013-14 (TfL)	111,360		111,360	56,146	111,360	
2910	Barking Stn Parade Assessment	60,000		60,000		60,000	
2914	Barking Job Shop Relocation	73,003		73,003	(14,192)	3	(73,000)
UAC9	Capitalisation of Redundancies	3,000,000	(3,000,000)				
		14,393,138	(3,000,000)	11,393,138	1,096,123	10,801,138	(592,000)
	<b>Total For CEO</b>	<b>80,893,980</b>	<b>(39,172,353)</b>	<b>41,721,627</b>	<b>10,938,646</b>	<b>47,010,417</b>	<b>5,288,790</b>
	<b>Grand Total General Fund</b>						

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
<b>HRA</b>							
2640	MAJOR WORKS (R&M) PROJ.	1,000,000		1,000,000	416,461	1,000,000	0
2641	Heating works (Thaxted, Maxey & Humphries Houses)					0	0
2645	Planning and Contingencies	519,084	4,096	523,180	353,659	523,180	0
2725	Extensions and deconve	12,917		12,917		12,917	0
2726	External Enveloping Work	251,244		251,244		251,244	0
2728	Electrical Switchgear Project	97,685		97,685		97,685	0
2730	Sheltered Alarms Upgrade				(137,874)	0	0
2731	Colne & Mersea Blocks	187,500		187,500	(174,720)	187,500	0
2757	Council Housing - New Builds	235,478		235,478		235,478	0
2772	King William St Qtr	97,879		97,879		97,879	0
2773	New Build phase 2 & 3	225,365		225,365	134,283	225,365	0
2811	Capitalised Improvement Works	360,000		360,000	6,878	360,000	0
2813	Estate Improvement Project	600,000		600,000	3,029	600,000	0
2822	Communal Lighting and Electrical Switchgear	87,930		87,930	3,188	87,930	0
2823	New Council Housing Phase 3	1,000,000		1,000,000	164,488	1,000,000	0
2824	Oldmead & Bartlett Remedial Works	5,000		5,000	(30,202)	5,000	0
2844	Door Entry Project 11/12	1,200,000	(900,000)	300,000	131,466	300,000	0
2845	External Enveloping & Fire proofing project (including walkways)	1,200,000		1,200,000	15,171	1,200,000	0
2846	Defective Overflow Works	7,589		7,589		7,589	0
2847	Central Heating Installation inc. Communal Boiler Replacement	302,739		302,739	1,200	302,739	0
2848	Kitchen & Bathroom Replacement Project	64,000		64,000	45,576	64,000	0
2849	High Rise Surveys	392,000		392,000		392,000	0
2850	Capitalised Improvement Works (Estates)	158,000		158,000	8,086	158,000	0
2852	Adaptations - Housing	120,220		120,220	16,027	120,220	0
2853	Estate Improvements				68,546	0	0
2880	Central Heating Installation Phase 2 (Enhanced)	14,239		14,239	34,138	14,239	0
2881	Kitchen , Bathroom, Central Heating and Re-wiring (Enh)	73,839		73,839	450	73,839	0
2882	Electrical Rewiring (Enhanced)	12,021		12,021		12,021	0
2933	Voids 12-14	1,500,000		1,500,000	437,433	1,500,000	0
2934	Roof Replacement Project	2,000,000		2,000,000	8,822	2,000,000	0
2935	Internal Works Multiple Elmnts	8,000,000		8,000,000	454,031	8,000,000	0
2936	Rewiring (incl Smoke Alarms)	1,000,000	100,000	1,100,000	3,039	1,100,000	0
2937	CCTV/SAMS Phase 2	315,000		315,000		315,000	0
2938	Fire Safety Works	488,060		488,060	50,090	488,060	0
2939	Riverside House Refurb	2,300,000		2,300,000	15,695	2,300,000	0

Project No.	Project Name	Budget after July Cabinet Approvals	Additions & Re-profiles (Total Change)	New Budget after September Cabinet	Actual Expenditure as at 31st July 2013	Forecast Outturn	Forecast Variance
2940	Door Entry Project 12/13 Phase II	980,650	545,480	1,526,130	2,566	1,526,130	0
2941	Renewables (PVs) & CESP's additional External Enveloping Works	1,926,732		1,926,732	66,986	1,926,732	0
2942	Travellers Site Refurbishment	237,000		237,000	194,560	237,000	0
2943	Asbestos Removal (Communal Areas only)	500,000		500,000		500,000	0
2944	R&M Set up Costs	3,129,468		3,129,468	(424,284)	3,129,468	0
2945	Street Properties Acquisition	1,266,939	1,300,000	2,566,939		2,566,939	0
2946	Older Persons Housing Strategy Phase 1	400,000		400,000		400,000	0
2949	External Enveloping incl. Walkways Phase II	1,422,863		1,422,863	9,286	1,422,863	0
2950	Central Heating Installation Inc. Communal Boiler Replacement Phase II	1,942,874		1,942,874	5,067	1,942,874	0
2951	Electrical Switchgear inc. Communal & Emergency Lighting Phase II	483,158		483,158	13,022	483,158	0
2820	Boroughwide Estate Renewal - Gascoigne Decants	968,259		968,259	211,348	968,259	0
2828	Boroughwide Estate Renewal - Leys Decants	168,072		168,072	49,373	168,072	0
2829	Boroughwide Estate Renewal - Goresbrook Village Decants	50,000		50,000	66,082	50,000	0
2856	Boroughwide Est Renewal - Leaseholders Buybacks (all)	2,834,035	4,206,321	7,040,356	2,851,446	7,040,356	0
2857	Boroughwide Est Renewal - Resources/Masterplanning	1,198,160		1,198,160	89,436	1,198,160	0
2858	Boroughwide Est Renewal - Demolition	3,894,500		3,894,500	1,991,237	3,894,500	0
2915	Boroughwide Estate Renewal - Althorne Way	171,000		171,000	43,935	171,000	0
2916	Lawns & Wood Lane Dvipmnt	7,003,182		7,003,182	460,593	7,003,182	0
2917	Abbey Road CIQ	13,493,250		13,493,250		13,493,250	0
2931	Leys New Build Dev (HRA)	2,654,788		2,654,788	706,061	2,654,788	0
2961	Goresbrook Village Housing Development 13-15	3,270,000		3,270,000	193,293	3,270,000	0
2970	Marks Gate Open Gateway Regen Scheme	2,600,000		2,600,000	115,548	2,600,000	0
New7	Decent Homes Backlog Programme		6,000,000	6,000,000		6,000,000	0
New8	Becontree Heath Enveloping Project		1,000,000	1,000,000		1,000,000	0
New9	West Gascoigne Upgrading		250,000	250,000		250,000	0
New3	Stansgate New Build		225,000	225,000		225,000	0
New4	Margaret Bondfield New Build		100,000	100,000		100,000	0
New5	Ilchester Road New Build		100,000	100,000		100,000	0
New6	Abbey Road Phase II New Build		500,000	500,000		500,000	0
	<b>Grand Total HRA</b>	<b>74,455,329</b>	<b>13,398,287</b>	<b>87,853,616</b>	<b>8,674,511</b>	<b>87,853,616</b>	<b>0</b>
<b>TOTAL CAPITAL PROGRAMME</b>		<b>155,349,309</b>	<b>-25,774,066</b>	<b>129,576,243</b>	<b>19,614,158</b>	<b>134,865,033</b>	<b>5,288,790</b>

## CABINET

24 September 2013

<b>Title:</b> Corporate Priority Performance Reporting - Quarter 1 2013/14	
<b>Report of the Leader of the Council</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> No
<b>Report Author:</b> Karen Wheeler, Head of Strategy	<b>Contact Details:</b> Tel: 020 8227 2317 E-mail: <a href="mailto:karen.wheeler@lbbd.gov.uk">karen.wheeler@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> N/A	
<b>Accountable Director:</b> Graham Farrant, Chief Executive	
<p><b>Summary</b></p> <p>A wide range of performance is monitored and managed across the Council and is reported in a number of ways including in portfolio holder meetings and to partnership boards. The Corporate Priority Indicators provide a collective overview of performance across the Council/borough in order to inform decision making and use of resources, and to provide Members with a clear snap-shot of how priorities are being managed and implemented.</p> <p>This report aims to focus on current performance in areas of real interest to Members by providing detail of where performance has improved or deteriorated since last quarter as well as updating on progress against targets.</p> <p>Detailed performance data for all quarterly performance indicators is provided in Appendix A.</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Note performance in Quarter 1 and make comments on any actions to be taken where performance has dipped; and</li> <li>(ii) Agree that the corporate target for responding to complaints within deadline at all stages should be raised from 80% to 100% from quarter 4 (January 2014) to allow communication to officers and changes to reporting systems.</li> </ul>	
<p><b>Reason(s)</b></p> <p>Performance data is reported to enable Members to more easily monitor and challenge performance and delivery of the policy priorities as set out in the Corporate Plan 2013/14.</p>	

## 1. Introduction and Background

- 1.1 The Community Strategy 2013-2016 and Corporate Plan 2013/14 were agreed at Assembly in May 2013, and new priority performance indicators developed for 2013/14. These indicators were agreed by Cabinet in June 2013 and reflect the priorities, high volume front line services and being a 'well run organisation'.
- 1.2 The new framework provides an overview of performance across the Council/borough in order to inform decision making and use of resources, and to provide Members with a clear snap-shot of how priorities are being managed and implemented.

## 2. Performance Summary

- 2.1 In order to report the latest performance in a concise manner, a number of symbols have been incorporated in the report. Please refer to the table below for a summary of each symbol and an explanation of their meaning.

Symbol	Detail
↑	Performance has improved when compared to the same period last year
↔	Performance has remained static when compared to the same period last year
↓	Performance has deteriorated when compared to the same period last year
G	Performance is expected to achieve or has exceeded the target
A	Performance is within 10% of the target
R	Performance is 10% greater than the target

- 2.2 Of all the Corporate Priority Indicators which are reported on a quarterly basis, the following table provides a summary of performance at Quarter 1. This should be considered in the context of significant budget reductions and our continuation to improve services.

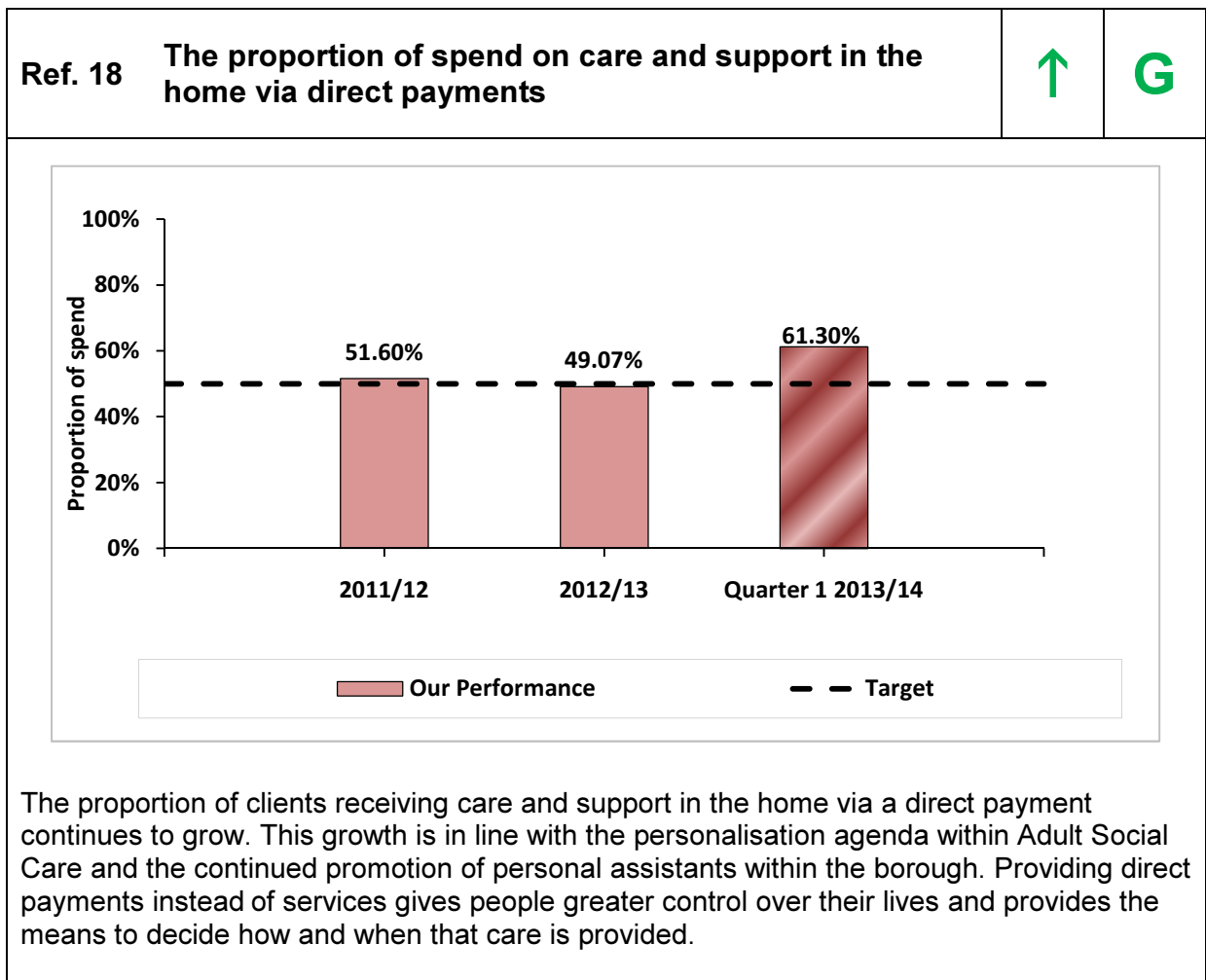
↑	↔	↓	G	A	R
63%	7%	30%	48%	23%	29%

## 3. Corporate Priority Performance – Quarter 1 Highlight

- 3.1 The table in Appendix A provides a high-level summary of performance at Quarter 1 for all Corporate Priority indicators reported on a quarterly basis.
- 3.2 The new Corporate Priority Performance Framework was presented to Cabinet on 25 June 2013. This report was also discussed at PAASC and Members requested that the framework incorporate additional indicators to strengthen the focus on our Housing priorities. As a result, two additional indicators (one quarterly and one annual) have been included within the priority indicators.

#### 4. Corporate Priority Performance – Focus on Performance

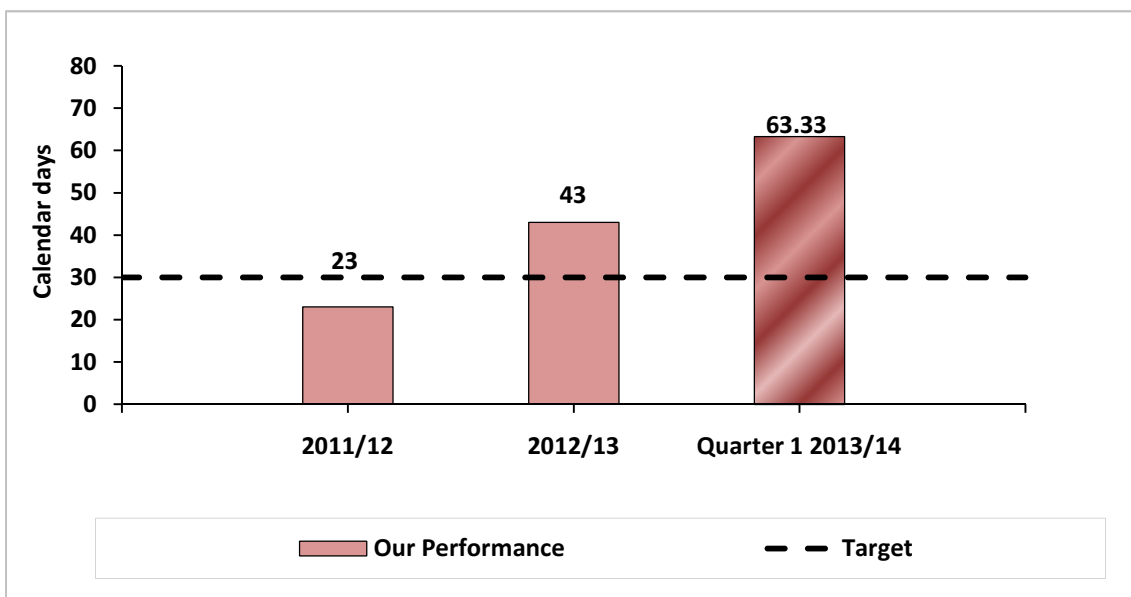
- 4.1 For Quarter 1 performance reporting, focus has been given to a small selection of indicators where performance has either greatly improved or has shown a deterioration. It is hoped that by focusing on specific indicators, Members will be able to challenge performance and identify where action is required more easily.
- 4.2 These selected indicators have been presented in a graphical format in order to provide a clearer picture of our current position, trend, target and performance when compared to the rest of London. Commentary is also provided to explain the improvement or action being taken to address a dip in performance.



**Ref. 20 Average time taken to re-let local authority housing (calendar days)**



**R**

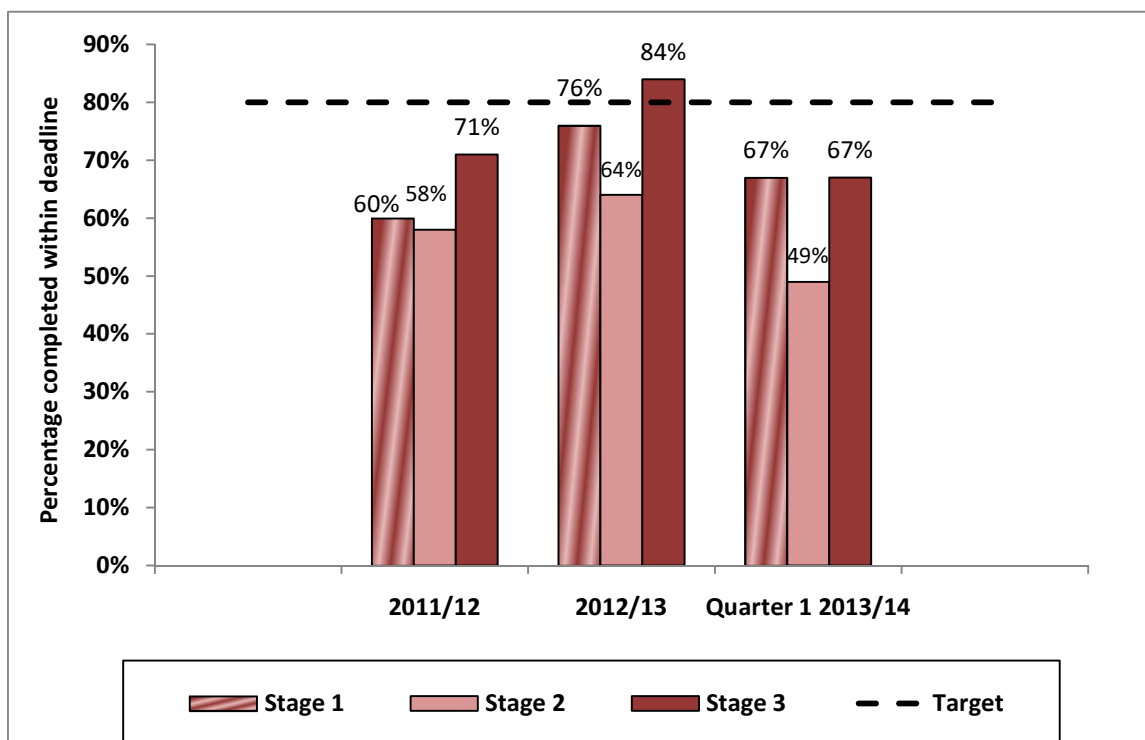


Turnaround time has increased, however since repairs and maintenance services have been brought back in house we have greatly improved our void standard (which takes longer to turnaround). This has caused issues with capacity of contractors which is now being addressed. In addition to this we have recently brought a number of our long term voids back into use which has contributed towards the increase in overall turnaround time.

**Ref. 31, 32, 33 Percentage of Stage 1, 2 and 3 complaints responded to within deadline**



**R**





### Stage 1

From April 2013 the deadline for responding to Stage 1 complaints changed from 5 to 10 working days in line with the majority of other London Boroughs and to better align with Member Enquiry timescales.

A number of service areas have recorded poor performance within deadline during Quarter 1 which has resulted in the low borough wide performance. This includes housing repairs, children's services and the capital delivery team.

Housing repairs complaints accounted for 26% of the total Stage 1 complaints during this period (186 complaints), and only 28% were responded to within deadline. While performance for May and June was poor, with a spike in cases being escalated to Stage 3, July's Stage 1 figures are much improved at 81% responded to within deadline.

### Stage 2

Stage 2 performance within deadline remains low, and is because the higher volume Stage 2 complaint areas, specifically Environmental Services (36% of the Stage 2 complaints received this year) and Housing Repairs (43% of the Stage 2 complaints) are recording low performance, 62% and 46% respectively.

### Remedial action

The Customer Services, Contracts and Business Improvement team has initiated a more detailed investigation to identify areas of poor quality work and to develop an action plan. A full complaints report will be presented to the Corporate Management Team (CMT) and the Portfolio Holder in October which will summarise mid year performance. This report will also present the initial findings of the quality control investigation and make appropriate recommendations.

Open Case reports are now being sent to more services on a weekly basis to allow them to identify problem areas. In some cases complaints teams are meeting with individual services to ensure quality and accuracy can be increased and complaints are not unnecessarily escalated.

In addition it is recommended that the corporate target for responding to complaints within deadline at all stages should be raised from 80% to 100% from quarter 4 (January 2014) to allow communication to officers and changes to reporting systems.

Prior to the introduction of this proposed change, the Customer Services, Contracts and Business Improvement team will be working closely with Directorates and services to develop an action plan to support changes to meet the revised target. CMT will also now receive quarterly exception reports of all failures to meet the target timescale.

## **5. Options Appraisal**

- 5.1 There is no legal requirement to prepare a performance report, however, it is good governance to do so and provides a collective overview of performance across the Council / borough in order to inform decision-making, use of resources and delivery of the priorities.

## 6. Consultation

- 6.1 Corporate Management Team (CMT) and departments (through Departmental Management Teams) have informed the approach, data and commentary in this report.

## 7. Financial Implications

Implications verified by: Steve Pearson, Principal Accountant

- 7.1 There are no specific financial implications, however, some key performance indicators do have quantifiable cost benefits, such as additional income from higher leisure centre usage or improved Council Tax collection rates (note - there is also a gain share for Elevate if they achieve over the agreed Council Tax collection percentage stated in their contract).
- 7.2 Due to the financial constraints of the Council these key performance indicators must be delivered within the existing budgets of the relevant services.
- 7.3 Where external funding is involved there can be financial implications if outcome based targets are not met, as funding may have to be returned to the provider.

## 8. Legal Implications

Implications verified by: Fiona Taylor, Head of Legal and Democratic Services

- 8.1 The Legal Practice has been consulted in the preparation of this report and confirms there are no legal implications to highlight.

## 9. Other Implications

- 9.1 **Risk Management** - The identification of clear performance measures to deliver against the priorities is part of a robust approach to risk management.
- 9.2 **Contractual Issues** - Any contractual issues relating to improving performance measures will be addressed as part of the delivery plan for each project or action.
- 9.3 **Staffing Issues** - Any staffing issues relating to improving performance measures will be addressed as part of the delivery plan for each project or action.
- 9.4 **Customer Impact** - Improvements in performance indicators will have a positive impact on customers e.g. increase in visits to leisure centres may impact on obesity and mortality and life expectancy in the long term. Where performance deteriorates, service or choice for customers may be reduced e.g. the proportion of spend on care and support in the home via direct payments.
- 9.5 **Safeguarding Children** - A number of indicators related to safeguarding children are contained within the Corporate Priority Performance Framework. Monitoring and management of these indicators will ensure safeguarding is maintained or improved.
- 9.6 **Health Issues** - A number of health and well being indicators are contained with the Corporate Priority Performance Framework. Monitoring and management of these

indicators will ensure areas related to health can be maintained or improved in line with the Health and Wellbeing Strategy.

- 9.7 **Crime and Disorder Issues** - A number of crime indicators are contained with the Corporate Priority Performance Framework. Monitoring and management of these indicators will ensure areas related to crime and disorder can be maintained or improved. Consideration of the Council's Section 17 duties and issues arising is part of the mainstream work for this area.

**Background Papers Used in the Preparation of the Report:**

- Community Strategy 2013-16 and Corporate Plan 2013/14
- Corporate Performance Framework 2013/14
- Directorate and partnership board performance dashboards/reports

**List of appendices:**

**Appendix A:** Corporate Priority Quarterly Indicators

This page is intentionally left blank

**Priority Performance 2013/14 - Quarter 1 Performance**

Ref. No.	Key Performance Measure	Historical Performance	Last Year's Performance	Current Performance	2013/14 Target	Progress against Target	Target RAG	Performance this time last year	Percentage improvement / decline	Benchmarking	
		2011/12 Result	End of Year 2012/13	Qtr 1 2013/14						London Average	National Average
<b>Ensure every child is valued so that they can succeed</b>											
1	16 to 18 year olds who are not in education, employment or training (NEET)	6.5%	5.4%	7.6%	<6%	Off target	A	6.2%	↓	4.7%	5.8%
2	Care leavers in employment, education or training	40.4%	56.4% (Provisional)	44.1%	60%	Off target	R	33.3%	↑	66%	61%
3	Children's Social Care Assessments completed within timescales (45 days)	Not applicable	Not applicable	48.1%	To be confirmed		N/A	New indicator definition for 2013/14		Data not available	Data not available
4	Timeliness of children in care placed for adoption following an agency decision that the child should be placed for adoption	63.6%	66.7% (Provisional)	100%	To be confirmed		G	100%	↔	71.5%	74.0%
5	The number of CAFs / FCAFs initiated	818	647	162	750	On target	G	214	↑	Local measure	Local measure
6	The percentage of primary schools rated as outstanding or good	59%	64%	64%	> 65%	On target	A	59%	↑	73.8%	68.8%
7	The percentage of secondary schools rated as outstanding or good	67%	89%	89%	> 65%	Exceeding target	G	67%	↑	79.5%	66.2%
<b>Reduced crime and the fear of crime</b>											
8	The number of domestic violence offences	1706	1588	430	Reduction	Off target	R	384	↓	Local measure	Local measure
9	Repeat incidents of domestic violence	22.0%	21%	26%	28%	On target	A	25%	↓	Data not available	Data not available
10	The number of violent crimes	5424	4,680	1,124	Reduction	On target	G	1,211	↑	Local measure	Local measure
11	The number of serious youth violence offences	236	145	31	Reduction	On target	G	42	↑	Local measure	Local measure
12	The number of residential burglaries	1710	1,835	401	Reduction	On target	G	406	↑	Local measure	Local measure
<b>Improve health and wellbeing through all stages of life</b>											
13	Percentage uptake of MMR vaccination (2 doses) at 5 years old	81.96%	85.5%	Data not yet published	95%	n/a	n/a	85.53%	n/a	80.4%	88.0%
14	Percentage uptake of DTaP/IPV vaccination at age 5	82.65%	86.4%	Data not yet published	95%	n/a	n/a	85.32%	n/a	79.8%	89.0%
15	Number of successful smoking quitters aged 16 and over	1242	1,480	200 (provisional)	1,475	On target	G	155	↑	1213	944
16	The number of leisure centre visits	993,039	1,101,565	306,907	1,105,000	On target	G	278,620	↑	Local measure	Local measure
17	The number of Active Age (over 60's) leisure memberships	3,123	3,245	3,245	3,800	Off target	R	2912	↑	Local measure	Local measure
18	The proportion of spend on care and support in the home via direct payments	51.6%	49.07%	61.3%	> 50%	On target	G	40.63%	↑	Data not available	Data not available
19	The number of people with a Delayed Transfers of Care that are the fault of adult social care (per 100,00 population)	4.29	2.38	0.75	< 3.3	On target	G	4.1	↑	n/a	3.3
<b>Creating thriving communities by maintaining and investing in new and high quality homes</b>											
20	Average time take to re-let local authority housing (calendar days)	29 days	43 days	63.33 days	30 days	Off target	R	31 days	↓	Local measure	Local measure

Ref. No.	Key Performance Measure	Historical Performance		Last Year's Performance		Current Performance		2013/14 Target	Progress against Target	Target RAG	Performance this time last year	Benchmarking	
		2011/12 Result	End of Year 2012/13	Qtr 1 2013/14	End of Year 2012/13	2013/14 London Average	National Average						
21	The number of homeless applications accepted	246	664	228		Not applicable		48	n/a	n/a	n/a	359.4	n/a
22	The number of households living in temporary accommodation	1155	1188	1247		n/a		1172	n/a	n/a	n/a	1189	n/a
23	The number of empty dwellings returned to use through GLA funding	New PI for 2013/14	New PI for 2013/14	2		Off target		n/a	n/a	n/a	n/a		Local measure
<b>Maximise growth opportunities and increase the household income of Borough residents</b>													
24	The percentage of economically active people in employment	64.3%	62.9%	Data not yet published		Off target		64.9%	n/a	n/a	n/a	69.5%	70.9%
<b>A well run organisation</b>													
25	The percentage of Council Tax collected	94.1%	94.6%	29.40%		On target		93.5%		G	29.4%	96.43%	97.37%
26	The percentage of rent collected	95.5%	96.95%	97.49%		On target		96.5%		G	97.18%	Data not available	
27	The time taken to process Housing Benefit / Council Tax benefit new claims	20.05 days	23 days	28 days (provisional)		On target		27 days		A	18.31 days	25 days	24 days
28	The time taken to process Housing Benefit / Council Tax benefit change events	13.7 days	21 days	16 days (provisional)		On target		15 days		A	20.38 days	12 days	11 days
29	The percentage of land that has unacceptable levels of litter	7%	4%	Not yet available		n/a		7%		n/a	6%	Local measure	Local measure
30	The percentage of household waste that is recycled or composted	29.49%	26.38%	28.84%		On target		31%		A	29.92%	Local measure	Local measure
31	The average number of days lost due to sickness absence	9.06 days	9.76 days	8.70 days		On target		8 days by Sept 2014		A	9.04 days	Local measure	Local measure
32	The percentage of Stage 1 complaints responded to within deadline	60%	76%	67%		Off target		80%		R	73%	Local measure	Local measure
33	The percentage of Stage 2 complaints responded to within deadline	58%	64%	49%		Off target		80%		R	70%	Local measure	Local measure
34	The percentage of Stage 3 complaints responded to within deadline	71%	84%	67%		Off target		80%		R	90%	Local measure	Local measure
35	The percentage of member enquiries responded to within deadline	82%	82%	87%		Exceeding target		80%		G	80%	Local measure	Local measure
36	The percentage of employees who would recommend the Council as a good employer	44.5% (Feb 2012)	48.6% (Jan 13)	58.7% (May 13)		n/a		Target not set		n/a	44.5% (Feb 12)	Local measure	Local measure
37	The current revenue budget account position (over and under spend)	£2m under spend	£3.11m under spend	£6.234m under spend (incl. £5.2m surplus)		On target		Balanced budget with additional £5.2m general		G	£0.95m over spend	Local measure	Local measure
38	The percentage of the planned in year capital programme delivered in year	Data to be confirmed	78% delivered	Forecast of 100%		On target		100%		G	99%	Local measure	Local measure

## CABINET

24 September 2013

<b>Title:</b> Second Local Implementation Plan 2014/15 - 2016/17 Delivery and Monitoring Plan and Borough Cycling Programme 2013/14 - 2016/17	
<b>Report of the Cabinet Members for Regeneration and Environment</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Tim Martin – Transport Planning & Policy Manager	<b>Contact Details:</b> Tel: 0208 227 3939 E-mail: <a href="mailto:timothy.martin@lbbd.gov.uk">timothy.martin@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Jeremy Grint, Divisional Director Regeneration	
<b>Accountable Director:</b> Graham Farrant, Chief Executive	
<b>Summary</b>	
<p>The LB Barking &amp; Dagenham second Local Implementation Plan (LIP2) is the borough's transport strategy and Delivery Plan for improvements to the transport network in the borough for the 3-year period 2011/12 - 2013/14. It was approved by Cabinet on 23 November 2010 and the Mayor of London in July 2011 (Minute 63 refers).</p> <p>Along with every local authority in London, the Council is required to prepare a new LIP2 Delivery and Monitoring Plan in 2013 for the period 2014/15 – 2016/17, and update interim targets to cover the same period. The Council has been allocated circa £2.3 million for 2014/15 and an indicative £4.35 million for the period 2015/16 – 2016/17.</p> <p>The draft 3 year Delivery Plan is provided in Appendix 1. This includes funding towards, Barking Station improvements/Dagenham East Station lifts, Renwick Road/Choats Road safety improvements ahead of Riverview School opening in September 2015, Ballards Road/New Road junction improvements, Barking Town Centre public realm improvements, Gale Street/Becontree Station safety, accessibility and shopping parade improvements, A12/Whalebone Lane/Rose Lane junction improvements, DIY Streets project in Dagenham, a road safety improvement fund and a range of Smarter Travel initiatives.</p> <p>This report also outlines the Council's proposed application for funding under the Mayor's Borough Cycling Programme for the period 2013/14 – 2016/17. This is provided in Appendix 2.</p> <p>Feedback from the 16 September 2013 Safer and Stronger Community Select Committee (SSCSC) meeting will also be provided to the Cabinet.</p>	

## **Recommendation(s)**

The Cabinet is asked to recommend the Assembly to approve:

- (i) the 2014/15 - 2016/17 LIP Delivery and Monitoring Plan submission to Transport for London, as set out at Appendix 1 to the report; and
- (ii) the 2013/14 - 2016/17 Borough Cycling Programme application to Transport for London, as set out at Appendix 2 to the report.

## **Reason(s)**

To assist delivery of the community and council's vision 'Encourage Growth and unlock the potential of Barking and Dagenham and its residents' and its priorities, in particular:

- Ensure every child is valued so that they can succeed;
- Reduced crime and the fear of crime;
- Improve health and wellbeing through all stages of life;
- Create thriving communities by maintaining and investing in new and high quality homes;
- Maximise growth opportunities and increase the household income of Borough residents.

## **1. Introduction and Background**

- 1.1 The Barking and Dagenham second Local Implementation Plan (LIP2) was approved by 23 November 2010 Cabinet and the Mayor of London in July 2011, (Minute 63 refers). This is the Council's strategy to achieve a safe, sustainable and accessible transport system for the benefit of all those living and working in Barking and Dagenham. A key component of the LIP is a 3-year Delivery Plan for the period 2011/12 – 2013/14 and a series of targets to measure progress towards the LIP objectives. As part of the ongoing development of the plan, the Council is required to produce a new LIP Delivery Plan for the period 2014/15 – 2016/17 and update interim targets for the same period.
- 1.2 As part of plans for around £1 billion investment in cycling in the capital, the Mayor of London has published a Vision for Cycling with the aim of establishing a tube network for the bike, safer streets for the bike, more people travelling by bike and better places for everyone. A central part to this vision is the Borough Cycling Programme, which identifies the resources available to boroughs to increase the number of people cycling whilst improving conditions for cyclists. The Council is invited to submit an application for funding under this programme for the period 2013/14 – 2016/17.



## 2. Proposal and Issues

### LIP Delivery and Monitoring Plan – 2014/15 – 2016/17

2.1 Each year, the Council is allocated LIP funding by Transport for London (TfL) for transport projects. This funding is split into three categories:

1. Maintenance;
2. Corridors, neighbourhoods and supporting measures
3. Local transport fund of £100,000.

This report suggests how this funding should be spent (the programme of investment) for the second Local Implementation Plan period 2014/15 – 2016/17. The programme, which includes a range of transport improvement schemes (including road safety, traffic management, highways maintenance, cycling and walking and travel awareness schemes), has been developed to meet the Council's LIP objectives and address the various transport problems facing the borough. The report also details the LIP monitoring arrangements over the same period and outlines the proposed interim LIP targets for the five mandatory indicators set by TfL relating to mode share, bus service reliability, asset condition, road traffic casualties and CO2 emissions.

#### LIP Funding Allocation

2.2 The total LIP budget for London for the period 2014/15 – 2016/17 is currently £445 million<sup>1</sup>, of which the Council has been allocated circa £2.3 million for 2014/15 and an indicative £4.35 million for the period 2015/16 – 2016/17. The breakdown of the funding allocation for Barking & Dagenham is set out below:

<b>Funding Programme</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Principal Road Maintenance	£705,000*	£569,000	£569,000
Corridors, Neighbourhoods and Supporting Measures <i>(Includes schemes for Bus Priority/Bus Stop Accessibility; Cycling; Walking; Local Safety Schemes; 20mph Zones; Freight; Regeneration; Environment; Accessibility; CPZs; School/Workplace Travel Plans; Travel Awareness; Education, Training &amp; Publicity)</i>	£1,509,000	£1,509,000	£1,509,000
Local Transport Funding <i>(Funding for small scale schemes of the Borough's choice and to undertake future scheme feasibility work)</i>	£100,000	£100,000	£100,000
Bridge Assessment/Strengthening	Subject to application £8.3m available pan London	Subject to application £8.6m available pan London	Subject to application £8.9m available pan London

<sup>1</sup> Subject to Government settlement to TfL for 2015/16 and beyond.

<b>Funding Programme</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Major Schemes <i>(Large schemes with value above £1m. Emphasis on delivering 'transformational' projects)</i>	Subject to application £28m available pan London	Subject to application £28m available pan London	Subject to application £28m available pan London
Traffic Signal Modernisation <i>(Boroughs to avoid new signals where possible – if new signals are required consideration to be given to removing poorly used signals)</i>	Subject to application £12.7m available pan London	Subject to application £13.8m available pan London	Subject to application £10.3m available pan London
<b>TOTAL</b>	<b>£2,314,000</b>	<b>£2,178,000</b>	<b>£2,178,000</b>

\* Borough has been allocated additional £136,000 in 2014/15 on top of original allocation of £569,000 as part of the £10.836m DfT allocation to London for additional highway maintenance.

### Key Priorities

2.3 The focus for the 2014/15 – 2016/17 Delivery Plan is the implementation of a small number of comprehensive corridor/neighbourhood schemes, which will deliver multiple objectives and lead to economies of scale/less disruption; individual 'stand-alone' schemes, which address a particular issue/problem that has been identified; investigative studies to explore emerging issues and inform potential future schemes; maintenance schemes; and a range of supporting measures, including education and training schemes. A number of priorities/opportunities have been identified which form the basis of the three-year delivery programme. They include:

- Barking Station improvements/Dagenham East Station lifts - contribution to operator development costs (subject to franchise timings/TfL investment plan);
- Renwick Road/Choats Road safety improvements – road safety improvements ahead of Riverview School opening in September 2015;
- Ballards Road/New Road junction improvements –safety/congestion improvements to busy junction which is an identified accident hotspot;
- Barking Town Centre public realm improvements – includes highways/ environmental improvements at several key sites;
- Gale Street/Becontree Station - safety/accessibility improvements and shopping parade improvements;
- A12/Whalebone Lane/Rose Lane junction improvements – to address local safety/congestion problems;
- DIY Streets project – building on successful Sustrans project underway in Becontree, look to expand community lead area improvement scheme to a neighbourhood in Dagenham;
- Road safety improvements at accident hotspots - emphasis on improving conditions for vulnerable road users, including cyclists/pedestrians and areas around schools; and
- Range of Smarter Travel initiatives - including continuation of successful cycle training scheme, road safety education initiatives, school travel plans and travel awareness promotions.

## LIP Programme of Investment

- 2.4 A summary of the schemes that the Council is proposing under the Corridor, Neighbourhood and Supporting Measures programmes for 2014/15 – 2016/17 is set out below. A more detailed programme is included in Appendix 1. For each scheme an indication of costs and the measures proposed are given. It is considered that the measures proposed will help deliver the Council's LIP objectives whilst also being consistent with the Mayor's Transport Strategy (MTS) and a range of other national, regional, sub-regional and local plans and policies.

	2014/15	2015/16	2016/17
Barking Station/Dagenham East Station Improvements	-	-	£900,000
Renwick Road/Choats Road Safety Improvements	£750,000	-	-
Ballards Road/New Road Junction	£100,000	£400,000	-
Barking Town Centre Improvements	£250,000	£250,000	-
Gale Street Safety/Accessibility Measures	-	£50,000	£300,000
A12/Whalebone Junction Improvements	£50,000	£250,000	-
DIY Streets Project – Dagenham	£50,000	£250,000	-
Road Safety Improvements Fund	£200,000	£200,000	£200,000
Safer/Smarter Travel Programme	£109,000	£109,000	£109,000
<b>TOTAL:</b>	<b>£1,509,000</b>	<b>£1,509,000</b>	<b>£1,509,000</b>

- 2.5 The three-year LIP programme is sufficiently flexible to allow for schemes to be brought forward/put back, or for projects to be changed altogether, to cater for changing priorities, reduced funding levels or where identified schemes cannot physically be implemented.

## Maintenance Programme

- 2.6 Borough funding for principal road maintenance is based on an assessment of need taken from road condition surveys. On that basis, Barking and Dagenham has been allocated £705,000 in 2014/15 for such schemes, and an indicative £569,000 in both 2015/16 and 2016/17. The Borough has been allocated an additional £136,000 in 2014/15 on top of original allocation of £569,000 as part of the £10.836m Department for Transport (DfT) allocation to London for additional highway maintenance.
- 2.7 The Council is required to identify proposals for principal road maintenance, including details of the priorities and criteria that will be used to identify proposed areas of spend, within the LIP Delivery Plan. The exact schemes to be taken forward are still to be confirmed, but the key priorities include:
- A1306 New Road
  - Abbey Road
  - Longbridge Road (UEL)

- 2.8 Funding for bridge assessment and strengthening schemes is allocated to boroughs on a priority basis based on the relative condition of bridges/structures. £8.3 million is available across London in 2014/15, rising to an indicative £8.6m in 2015/16 and £8.9m in 2016/17. Work to identify those structures in the borough most in need of repair is currently underway as part of the work to produce the Council's Highways Asset Management Plan (HAMP).

#### LIP Monitoring/Targets

- 2.9 The Council is required to update the interim LIP targets for the five mandatory indicators relating to mode share, bus service reliability, asset condition, road traffic casualties and CO2 emissions, to cover the period to 2016/17. The new interim targets need to be ambitious, but realistic, given the indicative funding levels available and based on a scenario which assumes no other TfL funding beyond that already committed. Details of these targets are set out in Appendix 3 of this report.

#### **Borough Cycling Programme 2013/14 – 2016/17**

- 2.11 The Borough Cycling Programme is a £60 million 10 year programme focusing on encouraging more people across the capital to cycle by improving cycle facilities and making roads safer for cyclists. It forms a key component of the Mayor of London's Vision for cycling in London. This report outlines the Council's proposed application for funding under this programme for the period 2013/14 – 2016/17.
- 2.12 Around £60m has been earmarked for the Borough Cycle Programme over the current 10 year TfL Business Plan period, with £23m available to boroughs for the 4-year period to 2016/17 (each borough can bid for up to £1.03m of funding during this period). Funding is available for a number of programmes, including 'safer streets for the bike'; 'more people travelling by bike'; and 'support for cycling'. Details of what the Council can bid for are set out in the table below. Details of the Council's proposed submission to TfL are set out in Appendix 2.

<b>Funding Programme</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Safer streets for the bike</b> – improving the perception and reality of cycle safety.				
Cycle training for adults and children ( <i>Bikeability cycle training</i> )				
Safer lorries and vans ( <i>Promotion of Freight Operator Recognition Scheme and application of Construction Logistic Plans</i> )	-	£59,000	£59,000	£68,000
CPC Safer Urban Driver Training ( <i>Courses for internal/contractor fleet drivers</i> )				
<b>More people travelling by bike</b> – enabling a wider range of people to shift to cycling or cycle more.				
Cycle to school partnerships ( <i>Partnership pilots to deliver infrastructure</i> )	-	£190,000	£225,000	£225,000

<b>Funding Programme</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
<i>improvements; 'Bike It Plus' community cycling projects; cycle grants for schools)</i>				
Cycle parking <i>(Including on-street, residential and station cycle parking facilities)</i>				
<b>Support for cycling – helping boroughs deliver the Cycling Vision.</b>				
Monitoring <i>(Measuring impacts of cycling, including cycle counts, impact/outcome monitoring)</i>				
Staffing <i>(Funding for 1 full-time officer)</i>	£13,000	£66,000	£66,000	£66,000
Borough cycling strategies <i>(Development of comprehensive/ integrated local strategy)</i>				
<b>TOTAL FUNDING AVAILABLE:</b>	<b>£13,000</b>	<b>£315,000</b>	<b>£350,000</b>	<b>£359,000</b>

- 2.13 To enable boroughs to kick-start the Borough Cycling Programme, TfL has made additional funding available for a number of projects in 2013/14, including £600,000 for cycle training; £1.5m for cycle parking; £1.7m for school cycle partnerships/'Bike It Plus' and cycle grants for schools; and £330,000 towards a community cycling fund. To date, the Council has successfully bid for £50,000 towards providing cycle training and new cycle parking facilities.

### **3. Options Appraisal**

- 3.1 The Council is required by TfL to develop a LIP Delivery and Monitoring Plan, incorporating a three-year programme of investment, and an update of the interim LIP targets to cover the period to 2016/17. The programme and targets have been developed following careful analysis of the key transport issues and opportunities facing the borough.

#### Policy Context

- 3.2 Whilst the focus of the three-year delivery programme is to address local transport objectives as set out in the Local Implementation Plan, the programme is also designed to help deliver the objectives of the Mayor of London's Transport Strategy (MTS). Similarly, the Borough Cycling Programme is designed to meet the aspirations of the Mayor's Vision for cycling in London, as well as increasing levels of cycling and improving conditions for cyclists in Barking and Dagenham.
- 3.3 The LIP Delivery and Monitoring Plan and the Borough Cycling Programme are also required to be broadly consistent with a range of other national, regional and local plans and strategies. They include the work of the Mayor's Roads Taskforce and the Mayor's Road Safety Action Plan at the pan-London level; the updated East London Sub Regional Transport Plan at the sub-regional level; and the Community Strategy,

Economic Regeneration Strategy, Children and Young People's Plan, Community Safety Partnership Plan and Health and Wellbeing Strategy at the local level.

#### **4. Consultation**

- 4.1 Ongoing engagement with a diverse range of stakeholders continues to inform the planning and implementation of our transport schemes and programmes. A wide-range of consultation, participation and partnership working has been central to the development of the 2014/15 – 2016/17 LIP Delivery Programme and the Borough Cycling Programme, including London Buses, London Underground, Department for Transport, Rail Operators, and colleagues across the Council.

#### **5. Financial Implications**

Implications completed by: Carl Tomlinson, Finance Group Manager

- 5.1 The annual funding available for the LIP and Borough Cycling programme's three year period is circa £2.6m in 2014/15 and £2.5m in both 2015/16 and 2016/17. The exact amount of funding for 2015/16 and beyond is, however, subject to confirmation following the actual Government settlement for TfL. These figures are broadly in line with the level of funding the Authority has received from TfL in both 2012/13 and 2013/14. The funding will continue to be claimed from TfL periodically during the year in line with actual level of spending against each scheme.
- 5.2 It is anticipated that the full programme of works will be carried out within the allocated funding and there will be no impact on the Authority's internally funded capital programme or level of borrowing. Some of the proposed projects will be treated as revenue expenditure as, rather than enhancing the highways infrastructure, they relate to training, publicity or the staging of events. There will be no impact on existing revenue budgets.
- 5.3 Paragraph 7.2 refers to the fact that the London Highway Alliance framework Contracts (LoHAC) is Transport for London's preferred option for the delivery of LIP funded highway schemes. From 2014/15 onwards, the LIP financial assistance will be limited up to the amount that the scheme would have cost if it had been undertaken via LoHAC, or the full cost under the authorities chosen route where this is a lower amount.
- 5.4 For the delivery of LIP schemes in the future, the Authority would be looking to continue with the existing contractor arrangements for a further 2.5 years. A comparison between these rates and those used by LoHAC has been recently undertaken by the Capital Delivery Team and this shows the Authority's current contract rates to be the lower. There are, therefore, no significant financial implications in connection with this issue.
- 5.5 Whilst it is likely that there will be some ongoing revenue implications associated with the programme (e.g. infrastructure maintenance costs), these are difficult to quantify as it is not clear what specific measures, if any, will be necessary. The cost of ongoing maintenance will be met through the existing highway maintenance programme budget with additional external funding sought where possible.

- 5.6 The revenue cost of monitoring the LIP targets and mandatory indicators will continue to be met from existing Regeneration and Economic Development budgets.

## 6. Legal Implications

Implications completed by: Paul Feild, Senior Governance Lawyer

- 6.1 The Council is required under Section 146 of the Greater London Authority Act 1999('the GLA Act') to submit its Local Implementation Plans to the Mayor of London for his approval. These plans must include a timetable for implementing its proposals and a date by which all the proposals are delivered.
- 6.2 In preparing a Local Implementation Plan the Council must have regard to the Mayor's Transport Strategy. The Mayor will take into consideration whether the Plans is consistent with the Transport Strategy and the proposals and timetable are adequate for the implementation. The Council's submission to the Mayor will consist of the version of the plans agreed by the Cabinet.

## 7. Other Implications

- 7.1 **Risk Management** – Failure to develop a 3-year LIP funding programme could result in the Council's funding allocation for the period 2014/15 - 2016/17 being withdrawn and the Council having to bare the full costs of any planned transport schemes. In addition, not submitting an application for funding under the Borough Cycling Programme could result in under-investment in much need cycling infrastructure/training which in turn could impact on the Council's ability to meet its LIP targets (e.g. increasing the mode share of cycling; reducing the number of cycle casualties). For both programmes, a number of the proposed schemes will require further investigation/detailed design work to be carried out before they can be progressed, to ensure all potential risks are properly mitigated.
- 7.2. **Contractual Issues** - The London Highway Alliance framework Contracts (LoHAC) commenced on 1 April 2013. This is Transport for London's preferred option for the delivery of LIP funded highway schemes – Corridor, Neighbour and Supporting measures programmes and maintenance programmes. During 2013 TfL will use the LoHAC schedule of rates to provide boroughs with comparisons of the costs of delivering works via LoHAC in comparison with their local contractors. Then from 2014/15 onwards, the LIP financial assistance will be limited up to the amount that the scheme would have cost if it had been undertaken via LoHAC, or the full cost under the authorities chosen route where this is a lower amount. Ringway Jacobs is the contractor for the North East region which includes Barking and Dagenham.

TfL will give consideration to the following matters in determining whether there is justification for undertaking a scheme at a higher cost than that achievable under LoHAC and where the higher cost may be met:

- Health and Safety (including the safety of the travelling public in respect of vehicle operations, work sites, etc.);
- Employment practices, opportunities, skills, training and pay;
- Requirements for particular capabilities that are not covered by the LoHAC contracts;

- Procurement, supplier and payment practices (including environmental and responsible procurement).

TfL doesn't expect LoHAC to be used where this would produce a material contractual breach by boroughs under their existing contracts. For example where boroughs have in their existing contracts (let prior to LoHAC start 1/4/2013) an exclusivity agreement that would preclude them from procuring works from another supplier for that particular activity. The Legal Practice will be consulted in entering into terms and conditions with suppliers in relation to such procurement.

- 7.3 **Customer Impact** - The schemes in the LIP Programme and the Borough Cycling Programme will assist in the delivery of all the Community Strategy priorities and therefore have a positive impact on those who use transport in the borough. In addition, the LIP has been subject to an Equalities Impact Assessment (EIA), and it is considered that the measures proposed within it would not impact adversely on the various equality groups. Where LIP or Borough Cycling Programme works are planned at a similar location to planned Highways Investment Programme works, wherever possible, a coordinated approach will be taken so that local disruption can be kept to a minimum.
- 7.4 **Safeguarding Children** – The LIP Programme and the Borough Cycling Programme include schemes to improve road safety both through highway safety measures and also through initiatives such as cycle training.
- 7.5 **Health Issues** – It is widely acknowledged that cycling is one of the best ways for people to achieve good health and fitness. The promotion and enabling of cycling in Barking and Dagenham is a key component of our joint health and wellbeing strategy. People who cycle regularly live longer than those who do not and lead healthier lives. This simple fact means that cyclists cannot possibly be more vulnerable than the population at large to life-threatening injuries such as head injury.

Indeed, cycling regularly to work (and, by extension, to school and on other regular journeys) has been shown to be the most effective thing an individual can do to improve health and increase longevity, and this applies even to people who are already active in sport and other physical activities. Cyclists typically have a level of fitness equivalent to being 10 years younger. A UK parliamentary health committee has noted:

“If the Government were to achieve its target of trebling cycling in the period 2000-2010 ... that might achieve more in the fight against obesity than any individual measure we recommend within this report.” ([TSO 2004](#))

The health benefits of cycling outweigh the risks by a substantial margin. Some estimates take account not only of crashes, but also of the effects of air-borne pollution. While the pollutant effects are clearly relevant to an analysis of the overall health impacts of measures which increase or decrease cycle use, they are not relevant to the consideration of the point at which helmet policies are an effective intervention to reduce the effects of head injuries. Safe though cycling is by comparison with other common activities, it has been shown that cycling becomes safer still the more people who do it.



Many of the benefits are not unique to cycling but are a consequence of moderate physical activity. In several cases, however, cycling enables that benefit to be achieved more easily, more widely or more effectively. Cycling has numerous advantages that can directly affect quality of life, as it provides benefits both physically and emotionally. Regular exercise, taken as an integral part of daily life, is needed to permanently enhance the quality of life. More cycling, especially as an alternative to motor vehicle travel, would bring substantial health benefits for society as a whole due to improved air quality, reduced noise and danger, and greater independence for children.

- 7.6 **Crime and Disorder Issues** - Personal safety has been highlighted as a concern by both users and non-users of the local transport network. The Council is addressing these concerns by working with TfL to ensure that roads and footways are well maintained and free from obstructions and infrastructure is safe and secure. The Crime and Disorder Act requires the Council to have regard to crime reduction and prevention in all its strategy development and service delivery. The Council will work with partners to ensure that the infrastructure is delivered with due regard to safety and to reducing the fear of crime.

With more people cycling in the borough, there will be a need to ensure cycling is carried out safely and there may well be a call for more CCTV to make cyclists feel safe. The Police and Council will need to continue with bike marking, engagement with the community, especially young people, regarding general travel safety. Increased cycling results in increased use of parks and open spaces, which will have a marked impact on community vigilance and feeling safe.

- 7.7 **Property/Asset Issues** – The precise nature of some of the LIP schemes is still to be determined, however, in general, very little of what is proposed represents ‘new’ infrastructure. In many cases, schemes are, in effect, ‘replacements’ for existing infrastructure which would otherwise require maintaining. Where new infrastructure is required, high quality design, durable products and well engineered schemes should ensure that short term maintenance is not required. In most circumstances, ongoing maintenance costs will be met through the existing highway maintenance programme budgets with additional external funding sought where possible.

### **Background Papers Used in the Preparation of the Report:**

1. Local Implementation Plan (LIP) 2014/15 to 2016/17 Delivery Plan, Interim Targets and Annual Spending Submission Guidance, Transport for London, 2013;
2. Borough Cycling Programme – Funding Guidance 2013/14 – 2016/17, Transport for London, 2013;
3. LB Barking and Dagenham Second Local Implementation Plan (2011/12 – 2013/14), LBBD, 2011.

### **List of appendices:**

- Appendix 1: LB Barking & Dagenham Second Local Implementation Plan - 2014/15 – 2016/17 Programme of Investment  
Appendix 2: LB Barking & Dagenham Borough Cycling Programme – 2013/14 – 2016/17  
Appendix 3: LIP Indicators/Targets

This page is intentionally left blank

**Appendix 1: LB Barking & Dagenham Second Local Implementation Plan - 2014/15 – 2016/17 Programme of Investment**

Scheme Name/ Location	Scheme Summary	Ward(s) Affected	Indicative Costs – 2014/15	Indicative Costs – 2015/16	Indicative Costs - 2016/17
	<b>Maintenance Programme – Indicative Allocation:</b>		<b>£705,000*</b>	<b>£569,000</b>	<b>£569,000</b>
Principal Road Resurfacing (Various Locations)	<p>Carriageway resurfacing to be undertaken at following priority locations (subject to confirmation of funding levels and outcome of future condition surveys):</p> <p>2014/15:</p> <ul style="list-style-type: none"> <li>Longbridge Road (outside Academy Central development)</li> </ul> <p>2015/16:</p> <ul style="list-style-type: none"> <li>A1306 (junction with Ballards Road)</li> </ul> <p>2016/17:</p> <ul style="list-style-type: none"> <li>Abbey Road (Northern Relief Road to Retail Park)</li> </ul>	<p>Becontree</p> <p>River</p> <p>Abbey, Gascoigne</p>	£705,000	£569,000	£569,000
Bridge Assessment and Strengthening (Various Locations)	Priorities for bridge assessment and strengthening work TBC. (Works subject to confirmation of funding levels and outcome of future condition surveys).	TBC	TBC	TBC	TBC
<b>TOTAL:</b>			<b>£705,000</b>	<b>£569,000</b>	<b>£569,000</b>
<p><i>* Borough has been allocated additional £136,000 in 2014/15 on top of original allocation of £569,000 as part of the £10.836m DfT allocation to London for additional highway maintenance.</i></p>					

Scheme Name/ Location	Scheme Summary	Ward(s) Affected	Indicative Costs – 2014/15	Indicative Costs – 2015/16	Indicative Costs - 2016/17
<b>Corridors, Neighbourhoods and Supporting Measures Programme Indicative Allocation: £1,509,000</b>					
Barking Station/ Dagenham East Station Improvements	<p>Contribution to costs of the redevelopment of Barking Station to improve accessibility and passenger safety and relieve overcrowding. A key priority is the provision of step-free access between the station concourse and platforms. Timing of scheme dependent on programme of new franchisee and whether Government agrees to fund the improvements which are a “priced option” within the Invitation to Tender.</p> <p>As an alternative to the above, the Council is willing to contribute towards the cost of installing lifts at Dagenham East station as a means of improving accessibility. Awaiting outcome of TfL step-free access feasibility study due for completion in September 2013 as basis for discussions.</p>	Abbey, Eastbrook		-	£900,000
Renwick Road/ Choats Road Safety Improvements	Interim scheme to implement range of road safety measures in advance of the opening of Riverview Secondary School in September 2015. Specific measures TBC, but likely to include footway improvements, incorporating improved crossing facilities, traffic management measures to reduce incidences of HGV rat-running and reduce vehicle speeds and provision of dedicated cycle lanes and facilities for cyclists.	Thames	£750,000	-	-
Ballards Road/ New Road Junction Improvements	Large scale junction improvements scheme to address long-standing road safety and congestion issues, and to deliver pedestrian/cyclist accessibility improvements. Specific measures TBC, although likely to include junction treatments, new pedestrian/cyclist facilities, parking/loading review and public realm enhancements. Feasibility/design work to be undertaken in 2014/15 with construction in 2015/16.	River	£100,000	£400,000	-
Barking Town	Small scale highways/environmental improvements at various	Abbey,	£250,000	£250,000	-

Scheme Name/ Location	Scheme Summary	Ward(s) Affected	Indicative Costs – 2014/15	Indicative Costs – 2015/16	Indicative Costs - 2016/17
Centre Improvements	locations throughout the town centre, including Cambridge Road/Linton Road, Axe Street and Abbey Road. Works to be undertaken TBC, but likely to include review of existing parking supply/ controls to meet current needs; range of accessibility improvements to footways, crossings and bus stops to improve condition for mobility impaired; and range of traffic management/ safety measures to address issues of localised congestion, speeding and safety concerns.	Gascoigne			
Gale Street Corridor Improvements Scheme	The Gale Street/ Woodward Road/ Hedgemans Road Area has been identified as a location that would benefit from further public realm improvement works. Its proximity to Becontree station means it has a particularly high pedestrian footfall. Improvements to these streets would assist the policy objective of integrating new/existing communities and ensuring residents benefit from the wider regeneration of the area. Key priorities include improving safety/accessibility and undertaking enhancements to the local shopping parade. Feasibility/ design work to be undertaken in 2015/16 with construction earmarked for 2016/17.	Mayesbrook, Goresbrook	-	£50,000	£300,000
A12/Whalebone Junction Improvements	Junction improvement scheme to address congestion that occurs due to left turning traffic obstructing northbound traffic and also impact of Rose Lane/Whalebone Lane junction. Specific measures TBC. Design/consultation work planned for 2014/15, with scheme delivery in 2015/16.	Chadwell Heath	£50,000	£250,000	-
DIY Streets Project – Dagenham	Area improvement scheme aimed at tackling congestion and improving accessibility within local neighbourhoods. Forms part of Sustrans community lead 'DIY Streets' Initiative. Works to be undertaken TBC, but may include review of existing parking supply/controls to meet current needs; range of accessibility improvements to footways/crossings/bus stops to improve condition for mobility impaired and to	TBC	£50,000	£250,000	-

Scheme Name/ Location	Scheme Summary	Ward(s) Affected	Indicative Costs – 2014/15	Indicative Costs – 2015/16	Indicative Costs - 2016/17
Road Safety Improvement Fund (Various Locations)	<p>provide better routes to public transport links and key facilities; and range of traffic management/safety measures to address issues of localised congestion and safety concerns.</p> <p>Small scale, site specific road safety improvements in support of our LIP objective to reduce the number of road casualties, and to complement our various corridor/neighbourhood initiatives. Sites are identified on a priority basis (i.e. number of casualties) and the nature of the measures implemented will be determined by the type of accident that occurs. Community engagement will be undertaken to ensure that the proposed measures are supported by residents/businesses. Priorities TBC, but could comprise neighbourhood 20mph zones, CPZs and 'school gate' road safety improvements.</p>	Borough Wide	£200,000	£200,000	£200,000
Smarter Travel Programme	<ul style="list-style-type: none"> <li>Implementation of initiatives/events and production of training material/publicity leaflets aimed at promoting road safety. Focus will be on schools and vulnerable road users. Funding also earmarked for a range of advertising/promotional material and a series of high profile events to engage business and residents to promote healthy and sustainable travel practices.</li> <li>Provision of cycle training to cyclists of all ages to promote cycling as a healthy and sustainable mode of travel. Funding also earmarked for promotional events.</li> <li>Continuation of work with schools to promote safe and sustainable travel. Funding earmarked for range of projects including review/update of travel plans, promotional events (e.g. Walk on Wednesdays) and small scale physical measures (e.g. cycle parking).</li> <li>Continuation of work with businesses to develop/implement travel strategies/logistics plans to promote sustainable travel and reduce the impact of deliveries.</li> </ul>	Borough Wide	£109,000	£109,000	£109,000

Scheme Name/ Location	Scheme Summary	Ward(s) Affected	Indicative Costs – 2014/15	Indicative Costs – 2015/16	Indicative Costs - 2016/17
		<b>TOTAL:</b>	<b>£1,509,000</b>	<b>£1,509,000</b>	<b>£1,509,000</b>
<b>Local Transport Funding Indicative Allocation:</b>					
Minor Works (Various Locations)	Ad-hoc measures such as pedestrian access improvements, removal of street clutter (signage/furniture), implementation of and new parking facilities, etc.	Borough Wide	£70,000	£70,000	£70,000
Future Scheme Development (Various Locations)	Investigative studies to inform future LIP Corridor/ Neighbourhood based schemes. Focus will be on road safety/accessibility improvements. Priorities TBC.	Borough Wide	£30,000	£30,000	£30,000
		<b>TOTAL:</b>	<b>£100,000</b>	<b>£100,000</b>	<b>£100,000</b>
		<b>GRAND TOTAL:</b>	<b>£2,314,000</b>	<b>£2,178,000</b>	<b>£2,178,000</b>

This page is intentionally left blank



## Appendix 2: LB Barking & Dagenham Borough Cycling Programme – 2013/14 – 2016/17

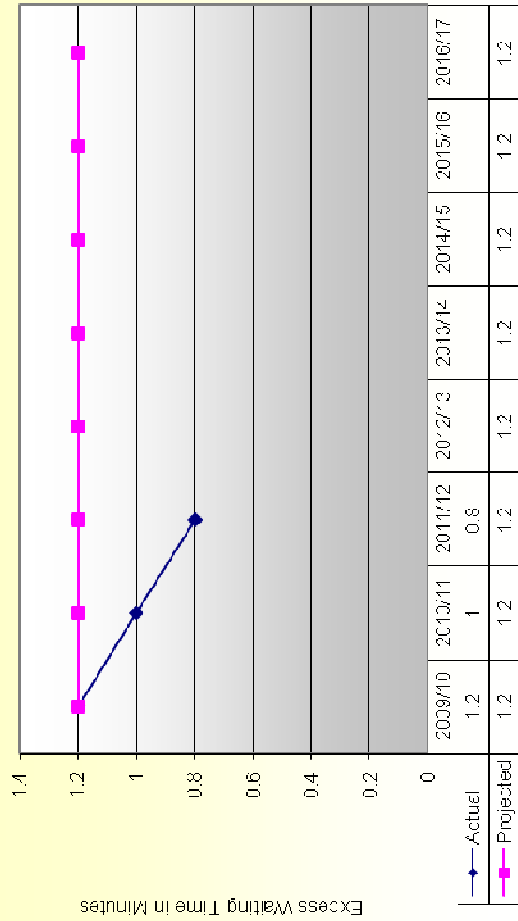
Funding Programme		Proposed Schemes/Initiatives	2014/15	2015/16	2016/17
<b>Safer streets for the bike</b> – improving the perception and reality of cycle safety.					
Cycle training for adults and children ( <i>Bikeability cycle training</i> )	Focus will be on delivering an integrated programme of cycle training and educational/social cycling experiences, including:	£30,000 £15,000	£30,000 £15,000	£33,000 £17,000	
Safer lorries and vans ( <i>Promotion of Freight Operator Recognition Scheme and application of Construction Logistic Plans</i> )	<ul style="list-style-type: none"> <li>School Cycle Training and Cycle Clubs;</li> <li>Adult Cycle Training, including Parent Cycling Clubs at local schools;</li> <li>Children Centre Family Rides;</li> <li>HGV Driver CPC awareness education (run jointly with LBs Havering and Redbridge).</li> </ul>	£5,000 £9,000	£5,000 £9,000	£6,000 £12,000	
CPC Safer Urban Driver Training ( <i>Courses for internal/contractor fleet drivers</i> )					
		<b>TOTAL:</b>	<b>£59,000</b>	<b>£59,000</b>	<b>£68,000</b>
<b>More people travelling by bike</b> – enabling a wider range of people to shift to cycling or cycle more.					
Cycle to school partnerships ( <i>Partnership pilots to deliver infrastructure improvements; 'Bike It Plus' community cycling projects; cycle grants for schools</i> )	Focus will be on improving the safety of cycle routes to local schools through the creation of Cycle to Schools Partnerships. Priority areas include:	£108,000			
Cycle parking ( <i>Including on-street, residential and station cycle parking facilities</i> )	<ol style="list-style-type: none"> <li>Schools within Goresbrook Ward area, including 5 primary schools and Jo Richardson Community School. Potential for links south to new schools in Barking Riverside;</li> <li>Schools within Parsloes Ward area, including 4 primary schools and Sydney Russell Comprehensive. Links into work undertaken as part of recent DIY Streets project and proposed Gale Street corridor improvements scheme;</li> <li>Improving routes to/between schools in Barking, focusing on Eastbury Comprehensive and Barking Abbey Secondary school, and improving</li> </ol>		£143,000		£143,000

Funding Programme	Proposed Schemes/Initiatives	2014/15	2015/16	2016/17
	<p>connectivity with local Primary/Junior schools.</p> <p>Funding also earmarked for range of small scale infrastructure improvements, including:</p> <ul style="list-style-type: none"> <li>• On-street and residential cycle parking;</li> <li>• School cycle grants;</li> <li>• Bike IT Plus Officers (part-time).</li> </ul>	<p>£45,000</p> <p>£20,000</p> <p>£17,000</p>	<p>£45,000</p> <p>£20,000</p> <p>£17,000</p>	<p>£45,000</p> <p>£20,000</p> <p>£17,000</p>
<b>TOTAL:</b>		<b>£190,000</b>	<b>£225,000</b>	<b>£225,000</b>
<b>Support for cycling – helping boroughs deliver the Cycling Vision.</b>				
Monitoring <i>(Measuring impacts of cycling, including cycle counts, impact/outcome monitoring)</i>	<p><b>Option A:</b></p> <ul style="list-style-type: none"> <li>• Staffing (part time post – 3 days/week);</li> <li>• Annual Cycle Counts;</li> <li>• Cycling Programme analysis and report.</li> </ul> <p><b>Option B:</b></p> <ul style="list-style-type: none"> <li>• Staffing (full time post).</li> </ul> <p>(cycle counts costs absorbed through LIP budget).</p>	£40,000	£40,000	£40,000
Staffing <i>(Funding for 1 full-time officer)</i>		£10,000	£10,000	£10,000
Borough cycling strategies <i>(Development of comprehensive/ integrated local strategy)</i>		£16,000	£16,000	£16,000
<b>TOTAL:</b>		<b>£66,000</b>	<b>£66,000</b>	<b>£66,000</b>
<b>FUNDING SUBMISSION TOTAL:</b>		<b>£315,000</b>	<b>£350,000</b>	<b>£359,000</b>

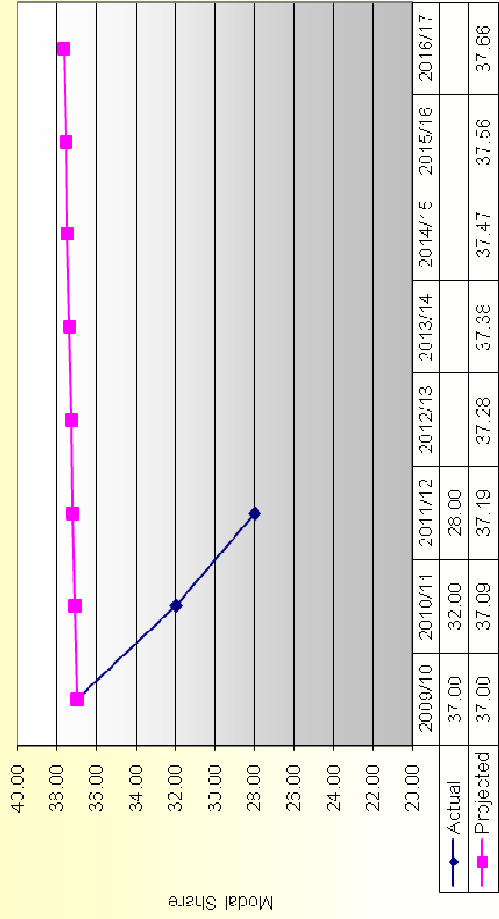
## Appendix 3: LIP Indicators/Targets

Category	Indicator/Target	Data Source/Monitoring	Delivery Plan Measures to Achieve Targets
<b>Improving Connectivity and Tackling Congestion</b>			
Core Target	1. Maintain bus excess wait time on high-frequency routes at 2009/10 levels (1.2 minutes) by 2017/18	<ul style="list-style-type: none"> <li>Quality of Service Indicators (TfL)</li> </ul>	<ul style="list-style-type: none"> <li>Public transport initiatives</li> <li>Smarter travel initiatives</li> <li>Traffic/demand management measures</li> </ul>
<b>Improving Access for All</b>			
Core Target	2. Increase the proportion of walking trips from 37% in 2009/10 to 38.5% in 2025/26 (37.7% in 2016/17) 3. Increase the proportion of cycling trips from 1% in 2009/10 to 4.3% in 2025/26 (2.4% in 2016/17)	<ul style="list-style-type: none"> <li>London Travel Demand Survey (TfL)</li> <li>Manual and Automatic Traffic Counts (Borough)</li> </ul>	<ul style="list-style-type: none"> <li>Cycling and walking measures</li> <li>Safety and security measures</li> <li>Highways/public realm enhancements</li> </ul>
<b>Improving Safety and Security</b>			
Core Target	4. Reduce the number of people killed and seriously injured in road collisions by 40% by 2019/20 (27.3% by 2016/17) 5. Reduce the total number of road casualties by 40% by 2019/20 (28% by 2016/17)	<ul style="list-style-type: none"> <li>Modal Policy Unit (TfL)</li> <li>STATS19 Database (Met Police)</li> </ul>	<ul style="list-style-type: none"> <li>Cycling and walking measures</li> <li>Safety and security measures</li> <li>Traffic/demand management measures</li> <li>Highways/public realm enhancements</li> </ul>
<b>Enhancing the Environment and Quality of Life</b>			
Core Target	6. Reduce borough ground based transport CO <sub>2</sub> emissions by 45.3% by 2025 (24.3% by 2016)	<ul style="list-style-type: none"> <li>London Energy and Greenhouse Gas Inventory (GLA)</li> </ul>	<ul style="list-style-type: none"> <li>Public transport initiatives</li> <li>Cycling and walking measures</li> <li>Smarter travel initiatives</li> <li>Traffic/demand management measures</li> </ul>
<b>Improving Management and Maintenance of our Assets</b>			
Core Target	7. Maintain the proportion of borough principal road in need of repair at 2009/10 levels (4.8%) by 2016/17	<ul style="list-style-type: none"> <li>Visual Inspection Data (LB Hammersmith &amp; Fulham)</li> </ul>	<ul style="list-style-type: none"> <li>Traffic/demand management measures</li> <li>Highways/public realm enhancements</li> </ul>

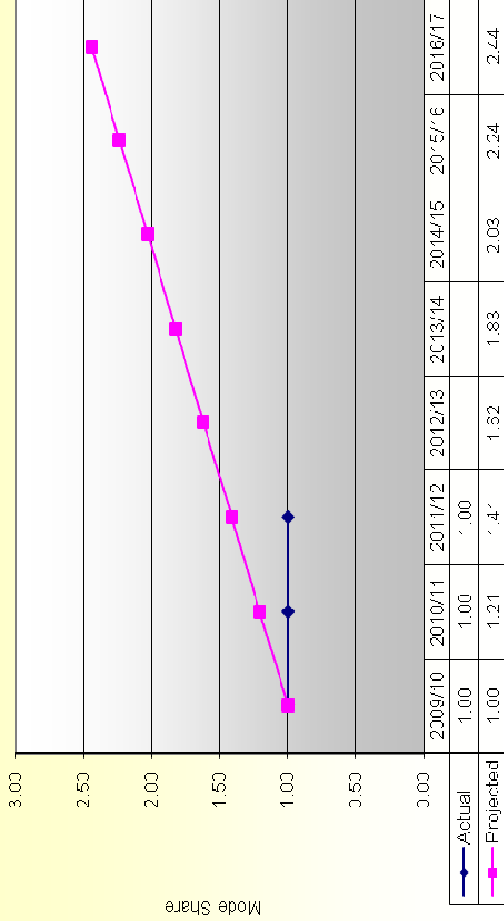
Target 1: Bus excess wait time



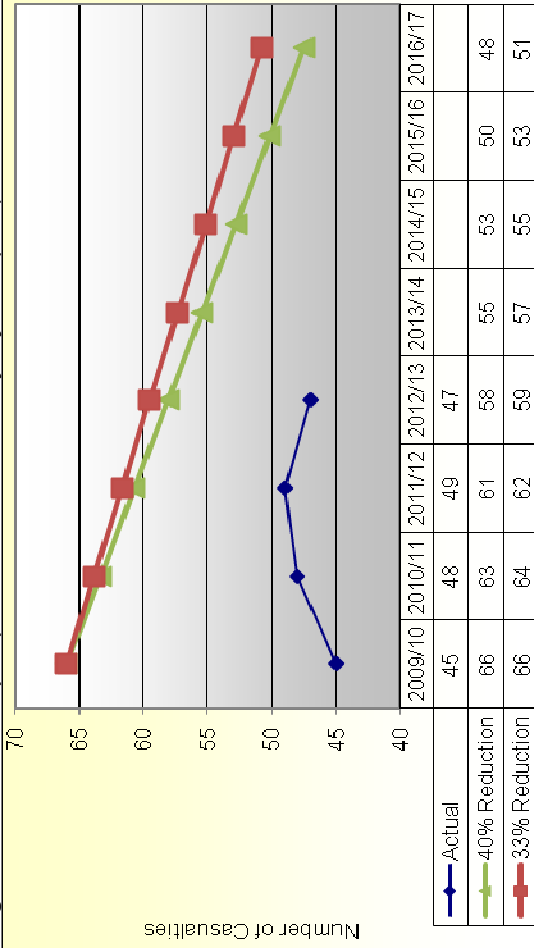
Target 2: Walking trips mode share



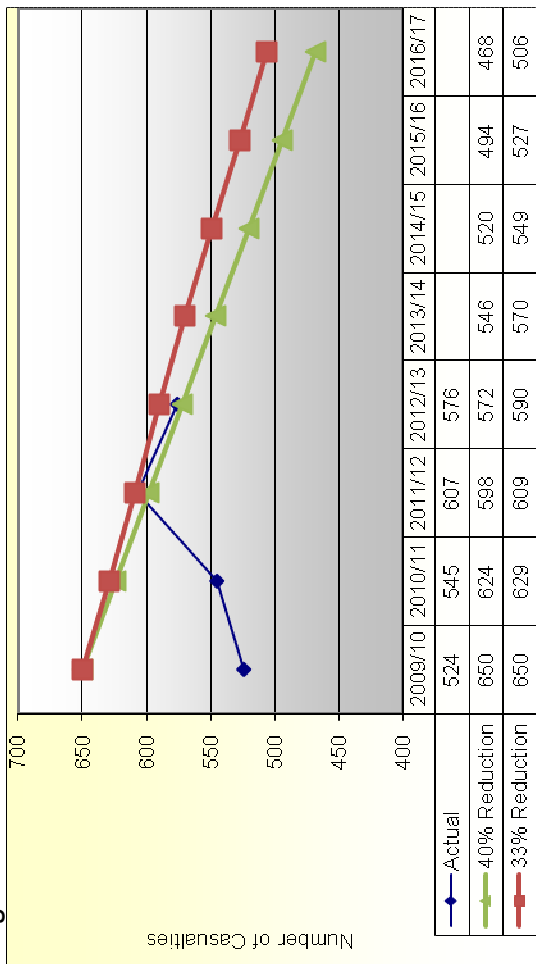
Target 3: Cycling trips mode share



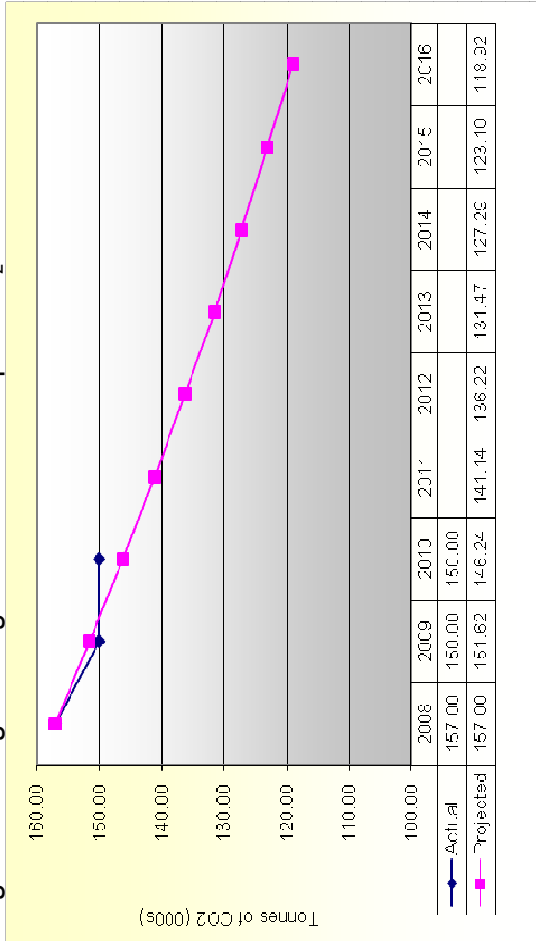
Target 4: Number of people killed or seriously injured (KSI)



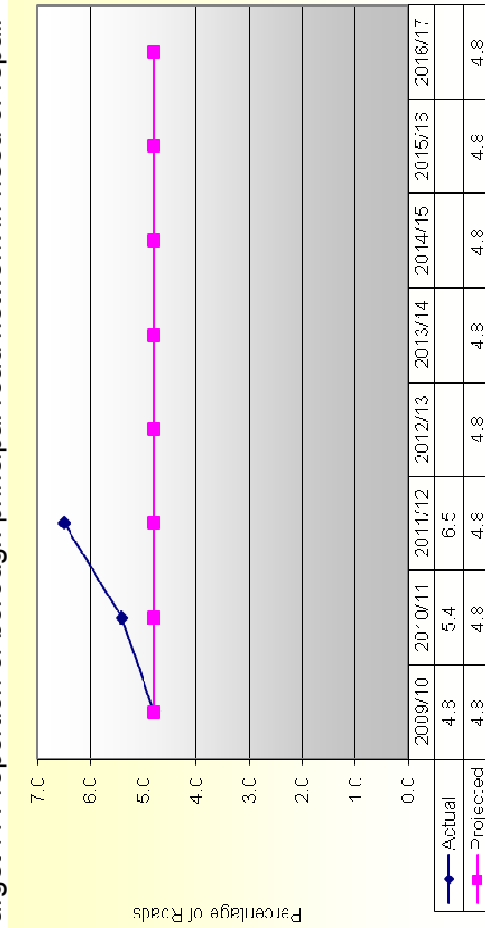
Target 5: Total casualties



Target 6: Borough-wide ground based transport CO<sub>2</sub> emissions



Target 7: Proportion of borough principal road network in need of repair



This page is intentionally left blank

## CABINET

24 September 2013

<b>Title:</b> Barking and Dagenham Employment Areas Local Development Order	
<b>Report of the Cabinet Member for Regeneration</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Claire Adams, Principal Planning Policy Officer	<b>Contact Details:</b> Tel: 020 8227 5274 E-mail: <a href="mailto:claire.adams@lbbd.gov.uk">claire.adams@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Jeremy Grint, Divisional Director of Regeneration	
<b>Accountable Director:</b> Graham Farrant, Chief Executive	
<b>Summary</b>	
<p>Across the country local authorities have prepared Local Development Orders for Enterprise Zones to allow businesses to do more things without the need for planning permission. This has prompted officers in the Council's Regeneration Service to explore whether there is benefit in preparing a Local Development Order to benefit businesses in Barking and Dagenham and promote the borough as a business friendly place.</p> <p>The Council's Local Plan protects the borough's designated employment areas for, research and development (R&amp;D), light industrial, general industrial and warehousing uses. This includes the industrial areas south of the A13, and the industrial areas along Hertford Road, Freshwater Road, Selina's Lane and Wantz Road. This is subject to certain caveats. Firstly warehousing of 1000 square metres or more is not allowed north of the A13 and warehousing is not allowed in Dagenham Dock where environmental industries are encouraged. Separately the Joint Waste Plan clearly sets out the appropriate site allocations for Barking and Dagenham's apportionment of waste; which are directed to Dagenham Dock.</p> <p>Therefore officers are recommending that Cabinet agree a draft Local Development Order which introduces permitted development rights allowing a change of use between R&amp;D, light industrial, general industrial and warehousing uses provided the caveats in the Local Plan are adhered to. It is also proposed that the LDO allows a change of use from non-residential institutional uses within designated employment areas, such as places of worship to R&amp;D, light industrial, general industrial and warehousing uses but not the reverse.</p> <p>It is proposed that the LDO does not extend to the Ford Stamping Plant or the Sanofi site given the current status of these sites. It is also important to note that the LDO will not introduce any additional permitted development rights for waste management uses.</p> <p>Staff have explored whether the LDO could go further and allow modest extensions. Due to the patchwork quilt of land ownership in the borough's employment areas and the variation in building sizes, types and quality this is not considered practicable. However</p>	

<p>officers have included in the draft LDO permitted development rights for new or replacement windows and external cladding for R&amp;D, light industrial, general industrial and warehousing uses.</p> <p>To ensure the amenities of residents are protected the LDO does not allow change of use or new windows within 20 metres, and new cladding and replacement windows with 5 metres of the boundaries of existing housing or housing with the benefit of planning permission whether built or not. In these cases a planning permission would still be necessary. To assess the impact on the highway of permitted changes of use the LDO requires a transport statement for changes of use 2500 square metres and above and a transport assessment for changes of use over 4000 square metres.</p> <p>A copy of the draft Barking and Dagenham Employment Areas Local Development Order is provided in Appendix 1.</p>
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to approve the draft Barking and Dagenham Employment Areas Local Development Order, as attached at Appendix 1 to the report, for public consultation.</p>
<p><b>Reason(s)</b></p> <p>The Employment Areas Local Development Order will help the Council to deliver the overall vision to 'Encourage growth and unlock the potential of Barking and Dagenham and its residents'.</p> <p>This approach also supports the delivery of the Council's priority to 'Maximise growth opportunities and increase household income of borough residents' by helping businesses come to the borough which bring employment opportunities for local people.</p>

## 1. Introduction and Background

### What is a Local Development Order (LDO)?

- 1.1 The Town and Country Planning Act 1990 as amended enables a local planning authority to make a Local Development Order (LDO) to grant planning permission for developments specified in the Order for any part of the land in the authority's area. LDOs were introduced by the Planning and Compulsory Purchase Act in 2004 which added the provision to the Town and Country Planning Act 1990. Once an Order is made it removes the need to obtain planning permission for certain kinds of development in a specified area. They are part of a move to remove bureaucracy and are a means for the planning system to incentivise development. For example LDOs have or are being introduced for Enterprise Zones across the country.
- 1.2 The LDO being proposed will apply to the borough's designated employment areas and directly responds to the Government's desire to support economic growth through the planning system. The Town and Country Planning (General Permitted Development) (Amendment) (England) Orders 2010, 2012 and 2013 sets out existing permitted development rights for industrial and warehouse development but the proposed LDO will extend these further.



## **2. Proposal and Issues**

### The Barking and Dagenham Employment Areas Local Development Order 2013

- 2.1 A draft Local Development Order has been prepared, in accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2010, for all designated Employment Areas excluding the Sanofi site and the Ford Stamping Plant (i.e. Strategic Industrial Locations and Locally Significant Industrial Sites as shown on the Local Plan Proposals Map) in the borough and as illustrated in Appendix A of the proposed LDO.
- 2.2 The Barking and Dagenham Employment Areas LDO will grant planning permission for changes of use between R&D, light industrial, general industrial and warehousing uses. It is also proposed that the LDO allows a change of use from non-residential institutional uses within designated employment areas, such as places of worship to R&D, light industrial, general industrial and warehousing uses but not the reverse. Planning permission will continue to be needed for new or changes of use to warehousing of 1000 square metres or more north of the A13 and in Dagenham Dock where environmental industries are encouraged.
- 2.3 The LDO will allow the installation of new or replacement windows and recladding of building exteriors of buildings used for R&D, light industrial, general industrial and warehousing uses.
- 2.4 To ensure the amenities of residents are protected the LDO does not allow changes of use or new windows within 20 metres, and new cladding and replacement windows with 5 metres of the boundaries of housing. In these cases a planning permission would still be necessary. To assess the impact on the highway of permitted changes of use the LDO requires a transport statement for changes of use of 2500 square metres and above, and a transport assessment for changes of use of 4000 square metres and above.
- 2.5 Full details of the permitted development, and a plan showing the areas to which this applies, are provided in Appendix 1.

#### **Policy context**

- 2.6 The proposal implements the Council's Local Plan Core Strategy policy CE4: "Mix and balance of uses within designated employment areas" and the borough's emerging Economic Development Strategy.
- 2.7 The proposal is also in line with the aims of the National Planning Policy Framework (NPPF) which states, in paragraph 199, that, Local planning authorities '...should consider using Local Development Orders to relax planning controls for particular areas or categories of development, where the impacts would be acceptable, and in particular where this would promote economic, social or environmental gains for the area, such as boosting enterprise'.

#### **Advantages of an LDO**

- 2.8 Apart from simplifying the planning process for new businesses the establishment of the proposed LDO will send out a message that Barking and Dagenham welcomes and encourages new and growing businesses. It will make it easier for

businesses within the borough's employment areas to make changes of use and improvements to their properties. This will save those wishing to invest in Barking and Dagenham time and money and will give them certainty of the outcome if their development conforms to the requirements of the LDO. It is also hoped that the LDO will help to attract new business investment to the area and retain existing businesses that wish to develop in established employment locations.

### **Disadvantages of an LDO**

- 2.9 The main disadvantage to the Council is that development allowed under the LDO will not pay a planning fee. However this will only affect a handful of applications so will not have a significant effect on income from fees. Another disadvantage is that the Council will not be able to secure Section 106 contributions for affected developments. However since the change of use of an existing building from one commercial use to another rarely has a significant impact a S106 would not normally be justified. A nominal fee of £50 will be charged for development allowed through the LDO. The LDO does not waive the requirement for developments to pay the Community Infrastructure Levy.

### **Impact of the LDO on residents and the local environment**

- 2.10 Conditions have been imposed so that development involving change of use or new windows is not permitted within 20 metres of residential properties and development involving replacement windows or re-cladding within 5 metres.

- 2.9 It is important to note that the Order does not remove the requirements of other statutory regulation and consent regimes, such as the Building Regulations, Listed Building Consent, Advertisement Consent and Hazardous Substances Consent. These will all need to be obtained where appropriate through the existing regimes. In addition it is important to note that the Order does not remove other forms of statutory regulation including the Habitat Regulations, Environmental Impact Assessment and protected species legislation.

- 2.10 The Council have already undertaken a Habitats Regulations Assessment Screening Report for the Core Strategy and Borough Wide Development Policies DPD. The results of this Screening Report, which were agreed by Natural England, were that the suite of documents would not result in likely significant effects upon a Natura 2000 site. Given that the LDO implements policy CE4 of the Core Strategy it is not considered necessary to do a separate screening for this LDO. The LDO includes maps of the two Health and Safety Executive (HSE) consultation zones which affect existing buildings with designated employment areas. The LDO makes clear that it does not remove the need for applicants to notify the HSE where the proposed change of use increases the number of people likely to be working at the premises.

### **Timescale of LDO**

- 2.11 It is advisable for the LDO to be time limited initially. Officers propose the LDO to be introduced for three years, so that its operation can be reviewed. It is better to renew the order than withdraw it, as compensation could be payable. The review should consider whether the LDO is meeting the original policy objectives and whether the objectives are out of date. It is important to remember that the development allowed by the LDO will remain in place beyond the timescale of the LDO.

### **Notification and Monitoring**

- 2.12 Notification of proposed development under the Barking and Dagenham Employment Area LDO must be made to the Local Planning Authority prior to commencement of development using a pre-development notification (see Appendix 1).
- 2.13 Any proposal which fits into the categories permitted by the LDO can take place without planning permission (subject to conditions).
- 2.14 The Council will acknowledge receipt of submissions by email and within 10 working days of this date the Council will:
- Confirm in writing if development is permitted by the LDO and, if not, why.
  - Ask for further information and a further 10 working days to consider the proposal on receipt of that information
  - Confirm the existing planning conditions which will continue to apply to the new use permitted by the LDO.
- 2.15 The LDO will be formally monitored within the Local Plan Authorities Monitoring Report which is published annually. This will highlight how many developments have been allowed under the LDO and the impact this has had on the Employment Areas. This will be done using information submitted in the pre-development notification forms.
- 2.16 It is also recommended that the LDO should be reviewed annually by the Delegated Decisions Review Panel

### **Procedure and Timescales**

- 2.17 The Town and Country Planning (Development Management Procedure) (England) Order 2010 Part 6, states that in order to make a local development order, the following must be prepared first:
- (a) A draft of the order; and
  - (b) A statement of the reasons for making the order, which shall contain a description of the development which the order would permit, and a plan or statement identifying the land to which the order would relate.
- 2.18 These are attached as appendix 1. This should be followed by consultation in accordance with paragraph 5 of the above legislation for a period of at least 28 days.
- 2.19 The draft Order should then be modified where appropriate and Officers will address the comments received and bring a final copy of the LDO to the Assembly for approval.

### **Timetable for adopting the Employment Areas LDO**

- 2.20 The table below sets out the timetable for implementing the Barking and Dagenham Employment Areas Local Development Order.

<b>Task</b>	<b>Progress</b>
Report to Cabinet	24 September 2013
Consultation (minimum 28 days)	September/October 2013
Modifications (if necessary)	November 2013
Assembly	January 2014
Adoption of LDO	January 2014

### 3. Options Appraisal

Two options have been considered:

#### 3.1 Option 1: Maintain the status quo

Officers have conducted an assessment of planning consents issued in employment areas in recent years. This indicates that there have only been a handful of planning applications in the last two years which would have not been necessary with this LDO. These are shown in the table below.

<b>Planning App. Ref.</b>	<b>Location</b>	<b>Description</b>	<b>Approved</b>	<b>S106</b>	<b>Fee</b>
12/00424/FUL	WTS Media, 40B River Road	Change of use from B1(a) to B1(b) and (c), B2 and B8	Yes	No	£335.00
10/01118/FUL	43 Thames Road	Application for mixed use of building to allow use for purposes within B1 and B8	Yes	No	£502.50
10/00172/FUL	Emperor House, Freshwater Road	Use of warehouse (B8) for industrial purposes (B2)	Yes	No	£335.00
11/00049/FUL	Unit 2, Beaver Centre, Selinas Lane	Retrospective application for change of use to general industry (B2)	Yes	No	£335.00
<b>Total</b>					<b>£1507.5</b>

However it is not known how much latent demand there is for the freedoms introduced by the LDO, this depends to what extent planning really is a barrier to growth. Moreover although new buildings will still require planning permission, businesses can do this with the knowledge that once they receive permission that they can then change between the uses permitted by the LDO without the need for planning permission. It is important that Barking and Dagenham is seen as being business friendly. LDOs are a requirement for Enterprise Zone status and therefore across the country LDOs have been adopted for Enterprise Zones. However LDOs do not need to be confined to Enterprise Zones and a LDO for Barking and Dagenham will not only have practical benefits but is also a clear demonstration

that irrespective of Enterprise Zone status Barking and Dagenham means business. Therefore adoption of the LDO is an important component of the Council's emerging Economic Growth Strategy.

### 3.2 Option 2: Implement a Local Development Order

In deciding what permitted development rights to include in the LDO the Council has to balance the benefits to business with the impact of development on existing homes and businesses. Moreover the LDO cannot conflict with the policies in the Council's Local Plan. The Council's Local Plan protects the borough's designated employment areas for, research and development (R&D), light industrial, general industrial and warehousing uses. Therefore planning applications for changes of use between these uses in these locations can normally expect to receive consent provided they do not have an unacceptable impact on the road network. Consequently officers consider that the LDO should allow these uses provided that in line with the Core Strategy a transport statement is provided for uses of 2500 square metres and above and a transport assessment is submitted for uses 4000 square metres and above so the impacts on the road network can be assessed. Staff have explored whether the LDO could go further and allow modest extensions. Due to the patchwork quilt of land ownership in the borough's employment areas and the variation in building sizes, types and quality this is not considered practicable or desirable. However officers have included in the draft LDO permitted development rights for new or replacement windows and external cladding. To protect residential amenity the LDO does not allow change of use or new windows within 20 metres, and new cladding and replacement windows with 5 metres of the boundaries of housing. In these cases a planning permission would still be necessary.

3.3 The LDO will not have a significant effect on reducing the number of planning applications and therefore will not impact significantly on planning income. However by introducing the LDO, the Council will be sending out a strong message to businesses and potential investors that Barking and Dagenham is a 'can do' Council which works with developers to encourage growth and unlock potential. It may therefore increase the attractiveness of Barking and Dagenham as a place to do business and may generate more commercial planning applications.

## 4. Consultation

4.1 Consultation will be undertaken in compliance with the publicity and consultation requirements of Article 34 of the town and Country Planning (Development Management Procedure)(England) Order 2010, which relates specifically to publicity requirements for LDOs. This will include consultation with the Barking and Dagenham Chamber of Commerce and other local business forums.

4.3 Following consultation, all responses will be recorded, analysed and assessed in a Statement of Community Involvement report. This will inform and accompany the final draft version of the LDO. This version will be reported to Cabinet and Assembly seeking approval for adoption.

## **5. Financial Implications**

Implications completed by: Carl Tomlinson, Group Finance Manager

- 5.1 The introduction of the LDO is not expected to have a significant impact on the level of income received from planning fees or S106 payments. The annual income received by the Authority in respect of planning application fees is in excess of £500,000. However, the amount of income that would have been lost in the last two years as a result of the proposed change would have been £1,507. This loss of income would also be partly offset by the £50 fee to be charged for a development allowed through the LDO. In respect of S106, as the change of use of an existing building from one commercial use to another rarely has a significant impact, the level of S106 income is not anticipated to be significantly affected.
- 5.2 The cost of preparing the LDO, consulting on it, and then adoption will be met from the existing Development Planning budget. The LDO should not have a significant impact on the cost of planning enforcement because it is increasing permitted development rights.
- 5.3 Potential income to be received through the new Community Infrastructure Levy is not expected to be affected as any permitted development will still be liable to paying it in the same way as development which requires planning permission.

## **6. Legal Implications**

Implications completed by: Paul Feild Senior Governance Lawyer

- 6.1 As observed in the body of this report The Town and Country Planning Act 1990 as amended enables a local planning authority to make a Local Development Order (LDO) to grant planning permission for developments specified in the Order for any part of the land in the authority's area. It establishes local permitted development for such development as specified in the Order. The Order will apply to certain changes of use and minor modifications to buildings focussed on creating and encouraging employment opportunities within the areas of the borough earmarked as to be specific employment areas. The proposals are compliant with the National Planning Policy Framework as they will further the presumption in favour of sustainable development and in particular that sustainable development commences without delay.
- 6.2 Development is permitted by this Order where it is within the defined range of the permitted uses and development parameters. The LDO does not supersede the requirement for development to comply with all other relevant UK and international legislation, for example building control or environmental permits. The proposal is to be time limited and will be subject to annual and periodic monitoring so as to ensure it is effective and fit for purpose.

## 7. Other Implications

### 7.1 Risk Management

Risk	Probability	Impact	Priority	Action
LDO allows development which causes a nuisance to neighbours	Low	High	High	Conditions are imposed to mitigate impacts.
LDO allows development which affects visual appearance of areas	Low	High	High	Conditions are imposed to mitigate impacts.
Increased activity within Employment Areas may have an impact on traffic	Low	Medium	Medium	Department of Transport thresholds have been applied for submission of transport statements and transport assessments.
LDO may allow too many B8 developments at the expense of B1 and B2 uses which tend to generate higher levels of employment	Medium	Medium	High	Restrictions on the LDO prevent changes to B8 use in Dagenham Dock, and prevent changes of use to B8 if the premises have a floor area of 1,000sqm or larger in Employment Areas north of the A13.
The Council will lose income from planning application fees	Low	Low	Low	Only a handful of planning applications in the last two years would have been affected by this LDO. So it will not have a significant affect on planning income.
The Council will not be able to secure S106 agreements since planning permission will not be required	Low	Low	Low	Since the change of use of an existing building from one commercial use to another rarely has a significant impact a S106 would not normally be justified

7.2 **Staffing Issues** - The proposals will not necessitate the need for additional staff.

7.3 **Customer Impact** - The proposals are likely to have a positive effect on the local community by attracting new investment and allowing existing businesses to adapt to change. This in turn may increase employment opportunities in the borough.

7.4 **Crime and Disorder Issues.** It is not anticipated that the proposed LDO will have a negative impact in terms of crime and disorder. Indeed the proposal will make it easier for business to invest in the borough and bring employment opportunities. At the same time there will be less vacant buildings and less opportunity for criminal

damage. It will be important, with the removal of the need for planning permission around change of use and minor redevelopment that applicants are reminded at the outset of the need to keep buildings and building materials secure during redevelopment.

**Background Papers Used in the Preparation of the Report:**

- LDOs and Localism: Can local development orders contribute to the new planning agenda? Planning Advisory Service (April 2011).

**List of appendices:**

- Appendix 1: London Borough of Barking and Dagenham Employment Areas Local Development Order and Statement of Reasons.



## **Appendix 1**

### **London Borough of Barking and Dagenham Employment Areas Local Development Order and Statement of Reasons.**

**Barking and Dagenham: a business friendly borough**

August 2013

# Contents

## A. Barking and Dagenham: London's Newest Opportunity

### Statement of Reasons

1. Introduction
2. Consultation on the LDO
3. Purpose of the LDO
4. Area covered by the LDO
5. What does the LDO permit?
6. Conditions
7. Informatives
8. Community Infrastructure Levy (CIL)
9. How will the LDO be administered and monitored?

### Barking and Dagenham Employment Area Local Development Order

#### Appendices

**Appendix A:** Plan showing areas included within the Barking and Dagenham Employment Areas LDO

**Appendix B:** Pre-development Notification Form

**Appendix C:** HSE Consultation Zones

## **A Barking and Dagenham: London's Newest Opportunity**

- A1 The Council's overarching vision is encouraging growth and unlocking the potential of Barking and Dagenham and its residents. This Local Development Order has been devised to encourage growth in line with the Council's emerging Economic Growth Strategy.
- A2 Barking and Dagenham has some of the best value land for development and the most affordable premises for businesses, both large and small, in London. It also has some of the capital's largest stretches of undeveloped riverside frontage.
- A3 The borough combines the advantages of London's unmatched accessibility and markets, with the benefits of the suburbs – with 530 hectares of Green Belt land, plus 25 parks and open spaces, and tree lined streets.
- A4 Barking and Dagenham has a long history of manufacturing excellence. Industry flourished thanks to strategic transport links, proximity to substantial markets and a skilled population with competitive wages and committed to hard work – these strengths continue to make Barking and Dagenham a great place to do business today.
- A5 The borough is turning its manufacturing strengths and rich industrial heritage into creating a low carbon future, while winning high profile accolades for quality buildings and developments such as the award for Best European Public Space for Barking Town Square.
- A6 The Rivers Thames and Roding, which played such a key role in the borough's economic heritage, remain central to its future, not only in terms of transporting freight, but also in delivering a high quality place in which to live and work.
- A7 A four-year £15million Local Economic Growth Initiative programme enabled the opening of Barking Enterprise Centre and Dagenham Business Centre, and helped build a strong foundation for comprehensive enterprise and business support. As a result, Barking and Dagenham has one of the highest business start-up rates of any borough in the country.
- A8 More than 20,000 new homes are proposed to be built in the borough over the next 15 years which, in turn, will bring new businesses and customers into the borough.

### **A Well Connected Place**

- A9 Barking and Dagenham is at the heart of East London with excellent road and public transport links. Stratford, Canary Wharf, The Royal Docks and the City of London are all accessible within 20 minutes. Crossrail will result in Chadwell Heath station being a 24 minutes journey to Liverpool Street and under an hour to Heathrow. The A13 also leads west to London City Airport in under ten minutes. Stansted and Southend airports can be reached in under an hour. The A12, A13, and A406 provide convenient access to Central London, the M11 corridor, the M25 and the wider South East including the new London Gateway Port complex at Stanford-le-Hope.
- A10 The borough's position makes it ideal as a location for businesses serving London and the south east. This includes the substantial logistics sector already in the borough which could be supplemented by a range of enterprises offering support. Some of the companies that have taken advantage of Barking and Dagenham's location include Ford's, British Bakeries, Innovative Output Solutions, DHL, UPS, TNT and Kuehne + Nagel.
- A11 Barking and Dagenham also offers scope for further sustainable freight movements with more safeguarded wharves than any other London Borough. Rail freight capacity is also available including direct access onto the High Speed 1 line into continental Europe. The River Thames also has active wharves at Ford, Dagenham Dock and River Road and more than 2km of frontage for public access at Barking Riverside. Barking and Dagenham therefore offers some of the most extensive undeveloped stretches of riverside frontage in London.

### **London Sustainable Industries Park (LSIP)**

- A12 The LSIP at Dagenham Dock will be the UK's largest concentration of environmental industries and technologies with significant opportunities for investment.
- A13 Leading green enterprises already present at the LSIP are: Closed Loop Recycling (turning used food grade plastic into new packaging), Berryman Glass (glass recycling), Van Dalen UK (Recycled materials), K & D Joinery (building for the retrofit market), ING Solar (design and installation of photovoltaic systems) and OCL Regeneration (recycled aggregates) are benefiting from being based at the LSIP.
- A14 Superb transport links into Central London provide a powerful incentive for those businesses locating in the Park. Dagenham Dock is served both by the C2C train service with fast connections to Central London and the East London Transit (ELT) offers easy connections to Barking and Ilford town centres.
- A15 There are significant opportunities for new sustainable industrial development at the LSIP. For further information visit [www.londonsip.com](http://www.londonsip.com)

**Businesseast: attractive large scale site combining  
bio-science and business**

- A16 Businesseast, the former 44 hectare Sanofi site, is located opposite Dagenham East station on the District Line.
- A17 The site offers easy access to London, significant vacant brownfield land, dry and wet laboratory space, sterile and temperature-controlled buildings, air handling systems, micro labs and associated offices. All these facilities would be prohibitively expensive to build from scratch, underlining the hugely attractive offer the area provides.
- A18 The site is ideally placed for development as a leading-edge science park for individual companies or a university or group of universities. Some existing lab buildings can be maximised through development into individual units for research, or as the base for start-up companies active in research and development, biotech and the pharmaceutical or bioscience sectors.

For further information visit [www.business-east.co.uk](http://www.business-east.co.uk)

**South Dagenham & Beam Park West: large scale brownfield sites  
with great potential**

- A19 The restructuring of Ford means two substantial development sites are available. Beam Park West offers over 15 hectares with a new Planning Prospectus setting out a range of opportunities.
- A20 AXA REIM have recently obtained planning consent for 38,090sqm B1, B2, B8 development on a 9 hectare site north of Dagenham Dock station (Orion Park) providing new units on the basis of freehold/leasehold design and build development, constructed to occupiers specific requirements. Developments can be delivered within 12 months of parties agreeing contracts.

For information visit: [www.orionpark.co.uk](http://www.orionpark.co.uk)

**London's Newest Opportunity**

- A21 Full details of London's Newest Opportunity can be found at:  
[www.lbbd.gov.uk/londonsnewestopportunity](http://www.lbbd.gov.uk/londonsnewestopportunity)

# Statement of Reasons for London Borough of Barking and Dagenham Employment Areas Draft Local Development Order

## 1. Introduction

- 1.1 This document provides a Statement of Reasons for the Draft Barking and Dagenham Employment Areas Local Development Order (LDO) and a copy of the Draft LDO itself. The LDO has been made to support the objectives of the Council's emerging Economic Growth Strategy and to make it easier for developers to comply with Local Plan policy.
- 1.2 Article 34 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO) paragraph (1) outlines that 'where a local planning authority propose to make an LDO they shall first prepare:
  - (a) A draft of the order; and
  - (b) A statement of their reasons for making the order'.
- 1.3 A draft of the Order follows this statement.
- 1.4 Article 34, paragraph (2) of the DMPO states that 'the statement of reasons shall contain:
  - (a) A description of the development which the order would permit; and
  - (b) A plan or statement identifying the land to which the order would relate'.
- 1.5 The text in this document acts as the statement of reasons for making the LDO. A plan identifying the land to which the LDO relates is attached as Appendix A.
- 1.6 The Council have already undertaken a Habitats Regulations Assessment Screening Report for the Core Strategy and Borough Wide Development Policies DPD. The results of this Screening Report, which were agreed by Natural England, were that the suite of documents would not result in likely significant effects upon a Natura 2000 site. Given that the LDO implements policy CE4 of the Core Strategy it is considered it is not necessary to do a separate screening for this LDO.

## 2. Consultation on the LDO

2.1 The Council is undertaking public consultation on the Employment Areas LDO for a period of xx days from xx to xx in compliance with the publicity and consultation requirements of Article 34 of the Town and Country Planning (Development Management Procedure)(England) Order 2010. This includes consultation with the Barking and Dagenham Chamber of Commerce and local Business Forums.

2.2 Comments made on the LDO may be made in the following way

<http://barking-dagenham.limehouse.co.uk/portal/>

Alternatively, you can request a copy by emailing [planningpolicy@lbbd.gov.uk](mailto:planningpolicy@lbbd.gov.uk) or writing to:

Claire Adams  
Regeneration  
London Borough of Barking and Dagenham  
Room 104  
Town Hall  
1 Town Square  
Barking  
IG11 7LU

Responses can be made online at

<http://barking-dagenham.limehouse.co.uk/portal/>, sent by email to [planningpolicy@lbbd.gov.uk](mailto:planningpolicy@lbbd.gov.uk) or by post to the above address.

2.3 Following consultation, all responses will be recorded, analysed and assessed in a Statement of Community Involvement report which will inform and accompany the final version of the LDO.

2.4 This version will be reported to Barking and Dagenham council's Cabinet and Assembly seeking approval to submit the final LDO to the Secretary of State for adoption.

### **3. Purpose of the LDO**

- 3.1 The purpose of the Barking and Dagenham Employment Area LDO is to extend the range of permitted development rights in the borough's designated employment areas to allow businesses to change use or make certain alterations without the need for planning permission. The changes of use allowed by the HMO are consistent with Core Strategy Policy CE4 of the Local Plan. It is intended that the LDO will make it easier for businesses to diversify or move to bigger premises without the hurdle of seeking planning consent. It therefore helps implement the Council's emerging Economic Growth Strategy and the Council's Local Plan.

### **4. Area covered by the LDO**

- 4.1 The LDO relates to all employment areas designated on the London Borough of Barking and Dagenham's Local Plan Proposals Map (February 2012) as Strategic Industrial Locations (SILs) or Locally Significant Industrial Sites (LSISs) excluding the Sanofi site and Ford Stamping Plant. These are shown on the plan attached as Appendix A. These comprise:

- Kingsway Industrial Estate (SIL)
- River Road Employment Area (SIL)
- Rippleside (SIL)
- Dagenham Dock (SIL)
- Ford (SIL)
  
- Freshwater Road (LSIS)
- Sterling and Wantz Industrial Estate (LSIS)
- Hertford Road (LSIS)
- Fresh Wharf (southern part) (LSIS)
- Gascoigne Business Area (LSIS)
- Lyon Business Park (LSIS)

### **5. What does the LDO permit?**

- 5.1 An LDO is a grant of planning permission through Section 61A of the Town and Country Planning Act 1990, as amended.
- 5.2 In addition to existing permitted development rights and in line with Core Strategy Policy CE4 of the Local Plan the Barking and Dagenham Employment Areas LDO will grant planning permission within the employment areas shown on the plan in Appendix A for the following changes of use. These rights do not apply to sites within 20 metres of the boundary of existing residential properties or residential properties with the benefit of planning permission whether built or not:



- (a) Change of use from B2 to B8 of the Use Classes Order;
- (b) Change of use from B1, to B2 or B8 of the Use Classes Order;
- (c) Change of use from B8 to B1(b), B1(c) or B2 of the Use Classes Order;
- (d) Change of use from D1 to B1(b), B1(c), B2 or B8 of the Use Classes Order;

5.3 In addition to existing permitted development rights the Barking and Dagenham Employment Areas LDO will grant planning permission within the employment areas shown on the plan in Appendix A for the following development for B1(b), B1(c), B2 and B8 uses:

- (a) Installation of new windows where they are more than 20 metres from the boundary of existing residential properties or residential properties with the benefit of planning permission whether built or not:
- (b) Replacement windows and recladding of building exteriors where they are more than 5 metres from the boundary of existing residential properties or residential properties with the benefit of planning permission whether built or not:

5.4 In line with Core Strategy Policy CE4 of the Local Plan development is not permitted by this LDO for the following:

- North of the A13 a change of use from B1, B2 or D1 to B8 if the change of use would involve floorspace of 1,000 square metres or above
- Within Dagenham Dock (as shown in Appendix A) change of use from B1, B2 or D1 to B8 and any other change of use permitted by this LDO to a use which is not in the environmental industries sector.

5.5 This LDO does not introduce any additional permitted development rights for waste management uses. This includes Dagenham Dock and therefore for the purposes of this LDO they are excluded from the definition of environmental industries. This is because the Council has a clearly defined strategy for meeting the waste apportionment set by the Mayor of London and granting additional permitted development rights for waste management uses would undermine this. Therefore planning applications for waste management uses will continue to be necessary and will be determined against the policies in the Joint Waste Plan.

<http://www.lbbd.gov.uk/Environment/PlanningPolicy/LocalPlan/Pages/JointWastePlan.aspx>).

5.6 This LDO does not permit development which has an unacceptable impact on the surrounding transport and road network. Therefore for changes of use to a building between 2499 and 3999 square metres of floorspace a transport statement must be submitted. For changes of use involving a building over 3999 square metres of floorspace a transport assessment must be submitted. This is to allow the Council to determine whether the proposed change of use has an unacceptable impact on the surrounding transport and road network.

## 6. Conditions

6.1 The LDO is subject to the following conditions:

### General Conditions

- GC1 Any planning conditions imposed on the existing planning consent for the current lawful use will continue to apply to any change of use permitted under this LDO. For the avoidance of doubt the Council will supply a list of existing planning conditions when it confirms any LDO notification.
- GC2 The LDO and the terms within it will be active for a period of three years following the day of its adoption on **XX** 2013 and will expire following this period. It will cease to apply on the Day following the third anniversary of its adoption, i.e. **XX** 2016.
- GC3 Subject to these conditions, uses which have started under the provision of the LDO can continue even if the LDO expires or is modified, but no new changes of use will be allowed under the terms of the LDO following its expiry without express planning permission.

### Specific conditions

- SC1 A transport statement will be required for any change of use to a building over 2499 square metres gross floorspace and a transport assessment for any change of use to a building over 3999 square metres floorspace.

#### **Reason.**

In line with Policy BR10 of the Council's Local Plan to ensure changes of use do not have an unacceptable impact on the surrounding transport and road network.

## 7. Informatives

- IN1 The LDO does not grant consent for the change of use of, or modifications to, any existing or future listed buildings situated within the boundary of the LDO area, which must be the subject of planning permission.
- IN2 The LDO does not grant consent for Schedule 1 and Schedule 2 development (for which an Environmental Statement is required) within the meaning of regulation 2(1) of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011
- IN3 The LDO does not remove the requirement for development to comply

with all other relevant UK and international legislation for example advertisement consent, licensing regulations and the Building Regulations.

- IN4 Approval for permitted development granted under this Order is based on the information submitted with the application. If this information is found to be incorrect, the proposal would no longer be permitted under the LDO and any approval given would be null and void. A full planning application would then be required to regularise the development.
- IN5 Any changes of use within Flood Zone 3 may require a Land Drainage Consent from the Environment Agency.
- IN6 When the Council confirms a LDO notification by a developer it will also confirm the existing planning conditions that apply to the development. To vary any existing planning conditions an application will then need to be made to the Council in the normal way.
- IN7 HSE consultation zones exist on Dagenham Dock around the Stolthaven complex and the around the East Ham Gas Holder station. These are shown in Appendix B. Where any change of use is likely to increase the number of people working at the premises the HSE must be consulted. The LDO does not waive this requirement.

## **8. Community Infrastructure Levy (CIL)**

- 8.1 Permitted development may be liable to pay CIL (CIL Regulation (3)(a)(ii)) from 6 April 2013. When you intend to commence development permitted by an LDO you must submit a Notice of Chargeable Development to the local authority before you commence this development. The CIL charge is then calculated and applied by the Council (if the development is liable to pay the charge) just as though planning permission had been issued. This form can be found on the Council's website:

<http://www.lbbd.gov.uk/Environment/planning/Pages/AdoptedMayoralCIL.aspx>  
Please contact us on 020 8724 8097 if you require advice on whether your development is CIL liable.

## **9. How will the LDO be administered and monitored?**

- 9.1 Notification of proposed development under the Barking and Dagenham Employment Area LDO must be made to the Local Planning Authority prior to commencement of development using the pre-development notification form attached as Appendix C. The application form can also be found on the Council's website:

<http://www.lbbd.gov.uk/Environment/planning/Pages/Applicationformsandvalidationcriteria.aspx>

9.2 Any proposal which fits into the categories permitted by the LDO can take place without planning permission (subject to conditions).

9.3 The Council will acknowledge receipt of submissions by email and within 10 working days of this date the Council will:

- Confirm in writing if development is permitted by the LDO and, if not, why.
- Ask for further information and a further 10 working days to consider the proposal on receipt of that information
- Confirm the existing planning conditions which will continue to apply to the new use permitted by the LDO.

### **Validation Requirements**

- All plans and drawings must include a North point, specify paper size (e.g. A3) and a scale bar indicating a minimum of 0-10metres. The reason for this is that all plans submitted are scanned. Two copies of the plans are required.
- The location plan should identify the land to which the application relates. It should be based on an up-to-date map at a scale of 1:1250 or 1:2500. The site should be edged in red and sufficient roads and buildings should be identified. A blue line should be drawn around any other land owned by the applicant, close or adjoining the site.
- The site plan should typically be at a scale of 1:100 or 1:200 identifying the position of the development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the site boundaries. Where appropriate, the plan should also show the position of the nearest residential property.
- Notice of Chargeable Development (only required if the development is CIL liable)
- A transport statement will be required for any change of use over 2499 square metres and a transport assessment for any change of use over 3999 square metres. Please see condition SC1.

### **Monitoring**

9.4 The Council will be monitoring any changes on the ground and should any breaches of the terms of the LDO occur, the council will consider appropriate enforcement action.

9.5 The LDO will be formally monitored within the Local Plan (formally known as the Local Development Framework) Authorities Monitoring Report which is published annually. This will highlight how many developments have been allowed under the LDO and the impact this has had on the Employment Areas which it applies to. This will be done using information submitted in the pre-development notification forms.

- 9.6 The LDO will also be subject to a yearly review by the Delegated Decisions Review Panel.
- 9.7 After three years from the date of adoption, the LDO will automatically cease unless the council chooses to renew the LDO in its current or a revised form.

## **Section 61A of the Town and Country Planning Act 1990**

### **London Borough of Barking and Dagenham**

#### **Employment Areas Local Development Order**

This Local Development Order (“LDO”) is made by the London Borough of Barking and Dagenham under Section 61A (2) of the Town and Country Planning Act 1990 (as amended).

It applies to the designated employment areas - Strategic Industrial Locations (SILs) and Locally Significant industrial Sites (LSISs) - detailed on the plan in Appendix A.

This LDO grants planning permission subject to conditions and limitations as set out in this Order. Any development that does not comply with the conditions and limitations of this LDO will require planning permission. Unauthorised development will be liable to enforcement action.

The LDO and the terms within it will be active for a period of three years following the day of its adoption on **XX** 2013 and will expire following this period. It will cease to apply on the Day following the third anniversary of its adoption, i.e. **XX** 2016.

Subject to these conditions, uses which have started under the provision of the LDO can continue even if the LDO expires or is modified, but no new changes of use will be allowed under the terms of the LDO following its expiry without express planning permission.

#### **Class 1 Permitted Development**

In addition to existing permitted development rights the Barking and Dagenham Employment Areas LDO will grant planning permission within the employment areas shown on the plan in Appendix A for the following changes of use. These rights do not apply to sites within 20 metres of the boundary of existing residential properties or residential properties with the benefit of planning permission whether built or not:

- (a) Change of use from B2 to B8 of the Use Classes Order;
- (b) Change of use from B1, to B2 or B8 of the Use Classes Order;
- (c) Change of use from B8 to B1(b), B1(c) or B2 of the Use Classes Order;
- (d) Change of use from D1 to B1(b), B1(c), B2 or B8 of the Use Classes Order;

In addition to existing permitted development rights the Barking and Dagenham Employment Areas LDO will grant planning permission within the employment areas shown on the plan in Appendix A for the following development for B1(b), B1(c), B2 and B8 uses::

- (a) Installation of new windows where they are more than 20 metres from the boundary of existing residential properties or residential properties with the benefit of planning permission whether built or not:

- (b) Replacement windows and recladding of building exteriors where they are more than 5 metres from the boundary of existing residential properties or residential properties with the benefit of planning permission whether built or not:

### **Development not permitted**

Development is not permitted by this LDO for the following:

- (a) North of the A13 a change of use from B1, B2 or D1 to B8 if the change of use would involve floorspace of 1,000 square metres or above
- (b) Within Dagenham Dock (as shown in Appendix A) change of use from B1, B2 or D1 to B8 and any other change of use permitted by this LDO to a use which is not in the environmental industries sector.

This LDO does not introduce any additional permitted development rights for waste management uses. Planning applications for waste management uses will continue to be necessary and will be determined against the policies in the Joint Waste Plan. <http://www.lbbd.gov.uk/Environment/PlanningPolicy/LocalPlan/Pages/JointWastePlan.aspx>.

This LDO does not permit development which has an unacceptable impact on the surrounding transport and road network. Therefore for changes of use between 2499 and 3999 square metres of floorspace a transport statement must be submitted. For changes of use involving over 3999 square metres of floorspace transport assessment must be submitted. This is to allow the Council to determine whether the proposed change of use has an unacceptable impact on the surrounding transport and road network.

### **General Conditions**

- GC1 Any planning conditions imposed on the existing permitted development will continue to apply to any change of use permitted under this LDO. For the avoidance of doubt the Council will supply a list of existing planning conditions when it confirms a LDO notification.
- GC2 The LDO and the terms within it will be active for a period of three years following the day of its adoption on **XX** 2013 and will expire following this period. It will cease to apply on the Day following the third anniversary of its adoption, i.e. **XX** 2016.
- GC3 Subject to these conditions, uses which have started under the provision of the LDO can continue even if the LDO expires or is modified, but no new changes of use will be allowed under the terms of the LDO following its expiry without express planning permission.

### **Specific conditions**

- SC1 A transport statement will be required for any change of use to a building over 2499 square metres gross floorspace and a transport assessment for any change of use to a building over 3999 square metres floorspace.

**Reason.**

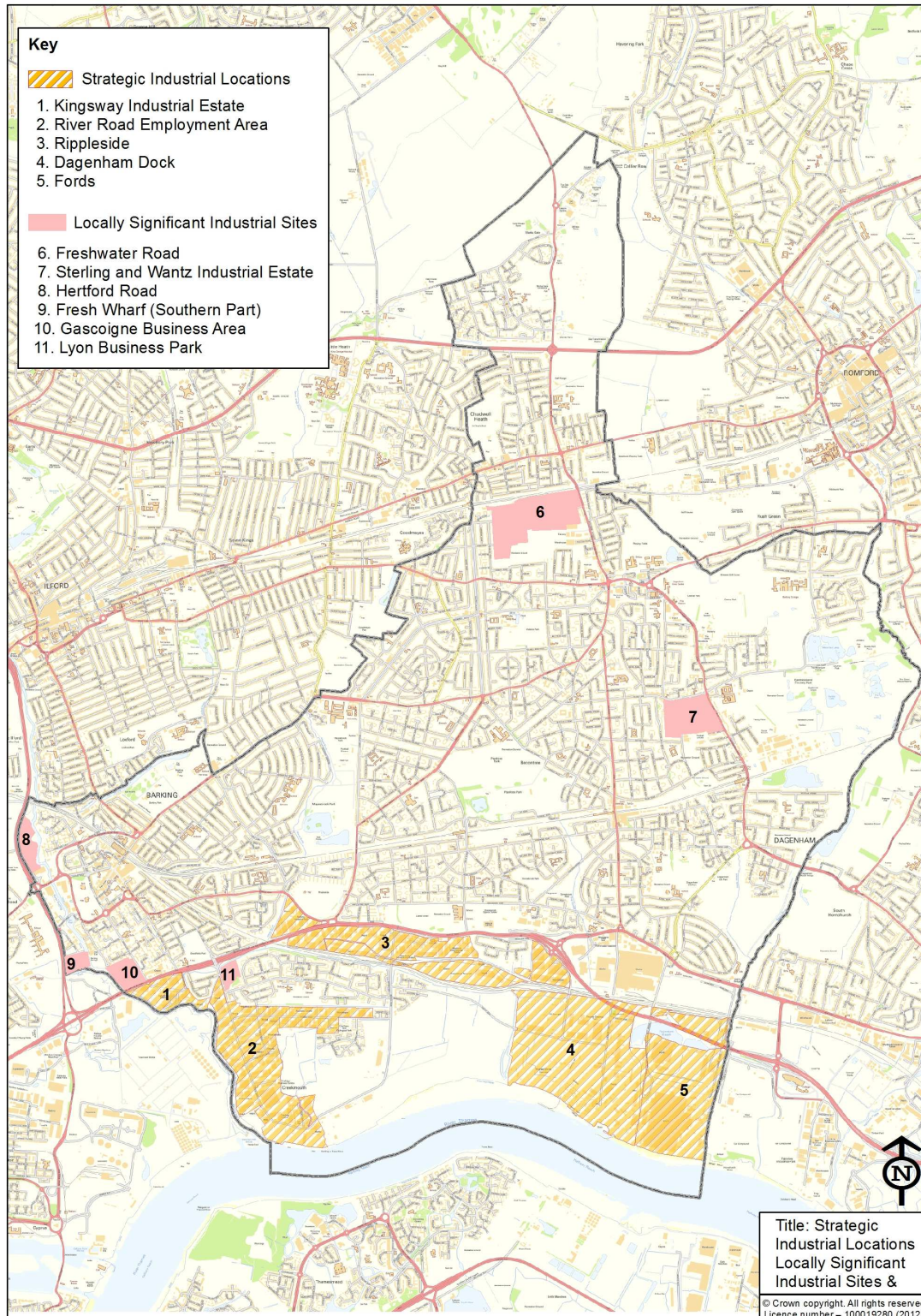
In line with Policy BR10 of the Council's Local Plan to ensure changes of use do not have an unacceptable impact on the surrounding transport and road network.

**Informatives**

- IN1 The LDO does not grant consent for the change of use of, or modifications to, any existing or future listed buildings situated within the boundary of the LDO area, which must be the subject of planning permission.
- IN2 The LDO does not grant consent for Schedule 1 and Schedule 2 development (for which an Environmental Statement is required) within the meaning of regulation 2(1) of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011
- IN3 The LDO does not remove the requirement for development to comply with all other relevant UK and international legislation for example advertisement consent, licensing regulations and the Building Regulations.
- IN4 Approval for permitted development granted under this Order is based on the information submitted with the application. If this information is found to be incorrect, the proposal would no longer be permitted under the LDO and any approval given would be null and void. A full planning application would then be required to regularise the development.
- IN5 Any changes of use within Flood Zone 3 may require a Land Drainage Consent from the Environment Agency.
- IN6 When the Council confirms a LDO notification by a developer it will also confirm the existing planning conditions that apply to the development. To vary any existing planning conditions an application will then need to be made to the Council in the normal way.
- IN7 HSE consultation zones exist on Dagenham Dock around the Stolthaven complex and the around the East Ham Gas Holder station. These are shown in Appendix B. Where any change of use is likely to increase the number of people working at the premises the HSE must be consulted. The LDO does not waive this requirement.



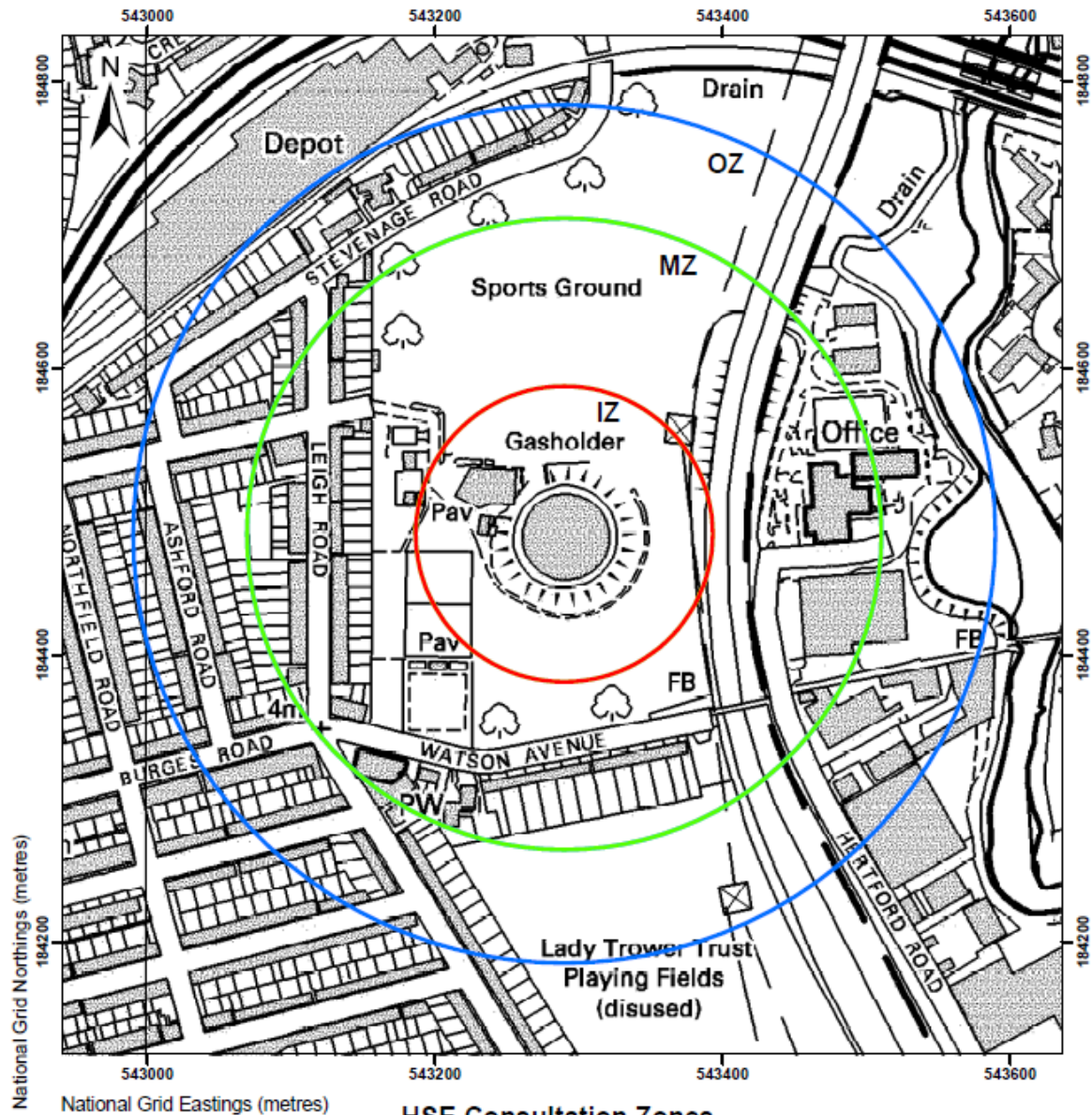
## Appendix A: Plan showing areas included within the Barking and Dagenham Employment Areas LDO





## Appendix B

### East Ham HSE Consultation Zone



#### HSE Consultation Zones

Transco, East Ham Holder Station, Southend Road, East Ham, London,  
E6 2AS

HSE HID CI5 Ref: H1750  
Grid Ref: TQ 431 845

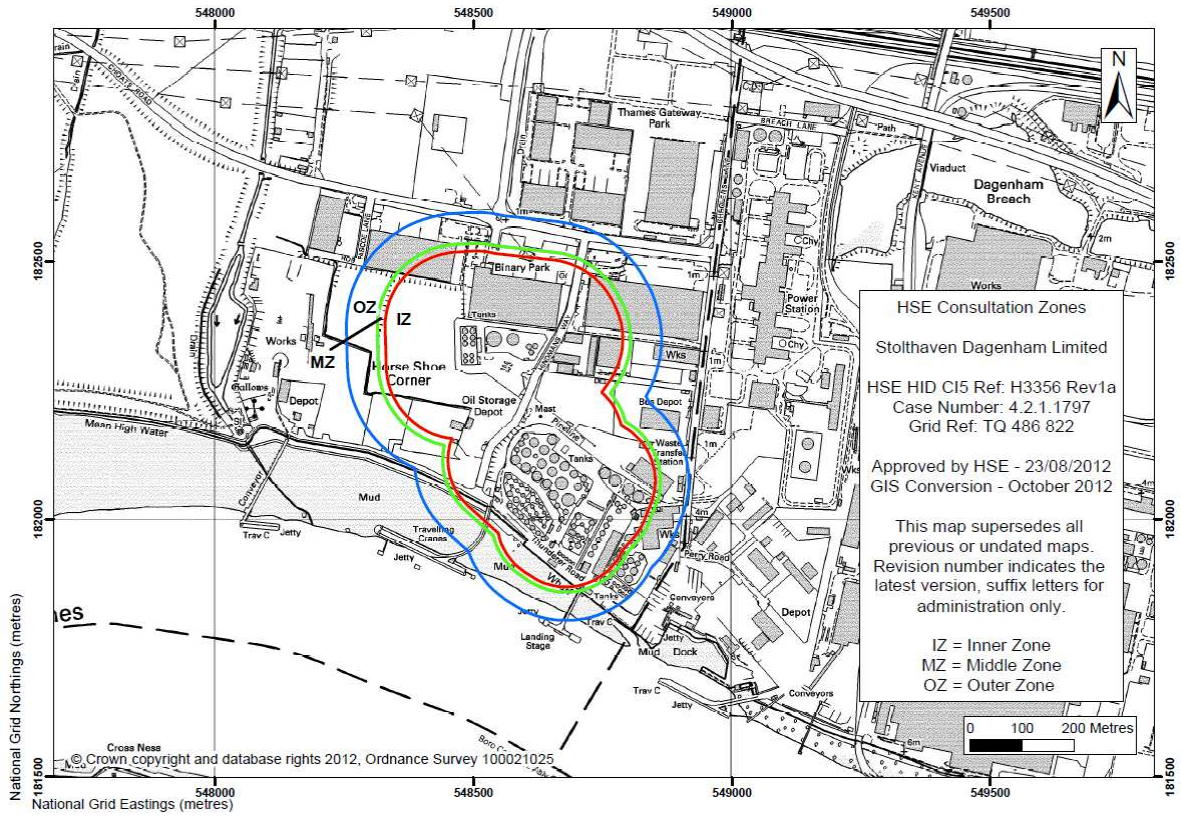
Prepared - November 2006  
This map supersedes all previous or undated maps

IZ = Inner Zone  
MZ = Middle Zone  
OZ = Outer Zone

0 50 100 200 Metres

© Crown Copyright, all rights reserved, HSE 100021025 (2006)

# Dagenham Dock – Stolthaven Consultation Zone



## Appendix C: Pre-development Notification Form

By submitting this form you are requesting that the London Borough of Barking and Dagenham confirm whether the works you are proposing would constitute permitted development under the additional rights granted by the Barking and Dagenham Employment Areas Local Development Order (LDO).

In assessing this form and the plans provided, the Council will only consider whether your proposal is of a type which constitutes permitted development as provided for by the LDO and, as such, no opinion will be provided on other forms of potentially permitted development. With regard to planning, this will constitute a formal response as required by the Order. Please note that your development will still be subject to the normal requirements with regard to the need for Building Regulation consent and other legislation.

Please complete this form and return to the Council together with the:

- Location plan (scale 1:1250 or 1:2500)
- Site plan (1:100 or 1:200)
- Notice of Chargeable Development (where development is CIL liable)

All measurements should be provided in metric and floor areas specified as gross internal area (GIA).

The 'pre-notification' fee (£50) must be paid to the Council with your submission. Cheques should be made payable to 'London Borough of Barking and Dagenham'.

The Council will acknowledge receipt of your submission by email (it is therefore essential that an email address is provided). Within 10-working days of receipt of your submission the Council will:

- Confirm in writing (or by email) if development is permitted by the LDO and, if not, why.
- Ask for further information and a further 10 working days to consider the proposal on receipt of that information
- Confirm the existing planning conditions which will continue to apply to the new use permitted by the LDO.

The completed form and drawings should be sent by post to:  
Development Management Manager, London Borough of Barking and Dagenham,  
Room 104, Town Hall, Barking, IG11 7LU or by email to  
[planning@lbbd.gov.uk](mailto:planning@lbbd.gov.uk)

<b>Applicant</b>	<b>Agent</b>
Name.....	Name.....
Address.....	Address.....
.....	.....
.....	.....
Postcode.....	Postcode.....
Telephone no.....	Telephone no.....
Email.....	Email.....
<b>Address / location of proposed works</b>	
.....	
.....	
<b>Description of development or change of use (and Use Classes if known)</b>	
.....	
.....	
.....	
.....	
.....	
<b>Gross Floor Area of development proposed.....</b>	
<b>Brief statement of why you consider the proposed development to be permitted by the LDO</b>	
.....	
.....	
.....	
<b>Date works will commence on</b>	
.....	
<p>Declaration I hereby give notice of my intention to carry out the above works. I also confirm my intention that, if it is confirmed that planning permission is not required as provided for by the Barking and Dagenham Employment Areas LDO, I shall carry out the proposed work in accordance with the details included on this form. I understand that any variation from these details may require a re-assessment of the situation.</p>	
Name.....	
Signature.....	
Date.....	
<b>Attached information</b>	
I attach the following information:	
Location plan (scale 1:1250 or 1:2500)	

Site plan (1:500 or 1:200)

The pre-notification fee of £50 (cheques should be made payable to 'London Borough of Barking and Dagenham')

A transport statement must be submitted for any development between 2500 and 3999 square metres gross floorspace and a transport assessment for any development over 4000 square metres gross floorspace

.....  
.....  
.....  
.....  
.....  
.....

Notes:

**Freedom of Information Act:**

*Please note with regard to the above legislation, it is possible that this enquiry, together with any response made by this Council, could be made available for public inspection at some future date.*

**Building Regulations:**

*Please contact London Borough of Barking and Dagenham's Building Control Section concerning any separate consent that may be required under the Building Regulations.*

## CABINET

24 September 2013

<b>Title:</b> Future Arrangements for the Management of Scrattons Community Centre	
<b>Report of the Leader of the Council</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> Thames	<b>Key Decision:</b> Yes
<b>Report Author:</b> Andy Knight, Group Manager for Community, Sport and Arts	<b>Contact Details:</b> Tel: 020 8724 8522 E-mail: <a href="mailto:andy.knight@lbbd.gov.uk">andy.knight@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Paul Hogan, Divisional Director for Culture and Sport	
<b>Accountable Director:</b> Anne Bristow, Corporate Director of Adult and Community Services	
<p><b>Summary</b></p> <p>This report seeks approval to grant a lease to the Scrattons Community Association in respect of the Community Centre formally known as Scrattons Sport and Social Club. Cabinet has previously approved (21 December 2010; minute 76 refers) the transfer of several community centres into community management via the award of a long term lease.</p> <p>Assembly (5 December 2012; minute 51 refers) received a petition about the Scrattons Sport and Social Club. It supported the option for the local community to take formal responsibility for the building through a lease agreement subject to funding being identified to meet the building costs, which has been achieved.</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Authorise the Chief Executive, in consultation with the Head of Legal and Democratic Services and Chief Finance Officer, to grant a 30 year lease for the Scrattons Community Centre to the Scrattons Community Association, subject to satisfactory negotiation of the lease and associated requirements; and</li> <li>(ii) In the event that it is not possible to enter into a lease agreement with the Scrattons Community Association, to authorise officers to enter into a lease on the same terms with another suitable organisation.</li> </ul>	
<p><b>Reason(s)</b></p> <p>The proposal will assist the Council in making better use of its resources and assets and links to the overall priority and vision for better health and wellbeing.</p>	

## 1. Background

- 1.1 Following the surrender of the lease by the Scrattons Sports and Social Club on 13 July 2012 the building reverted back to the Council.
- 1.2 On 26 July 2012 the building was subject to an arson attack and significant damage was caused. Work is underway to rebuild the Community Centre utilising funds received from the Council's insurers. A verbal update on progress will be provided at the Cabinet meeting.

### Petition to Assembly

- 1.3 A petition was presented to Assembly (5 December 2012; minute 51 refers) on behalf of the Scrattons Farm residents to save the sport and social club.
- 1.4 At the meeting Assembly:
- i) noted that the petition from local residents to save the Scratton's Sports and Social Club had received a positive response,
  - ii) noted the steps that had been taken to ensure that the community would continue to be able to use the building for social purposes,
  - iii) supported the option for the local community to take formal responsibility for the building through a lease agreement subject to funding being identified to meet the building costs.

### Governance arrangements for community halls

- 1.5 A policy was established in Barking and Dagenham in 1986 permitting local community associations to manage Community Centres under a management agreement on weekdays. A 2003 report to Cabinet considered the possibility of formally leasing premises to community groups with the Council retaining responsibility for the maintenance of the centres. In 2005 a further report to the Cabinet recommended that an asset transfer take place under full repairing and insuring leases.
- 1.6 Following the Government's endorsement of the value of asset transfer as detailed above, a report to Cabinet (9 September 2008; minute 38 refers) restated the case for asset transfer in this Borough and the Cabinet agreed a policy which included:
- Community Halls may be transferred on a long lease to voluntary sector organisations where a business case has demonstrated social or community benefits which would arise from such a transfer and where the management capacity of the organisation has been demonstrated to be sufficiently robust.*
- 1.7 At the Cabinet meeting (21 December 2011), it was agreed to grant a registrable long lease for several of the community centres in the Borough to their respective Community Associations at peppercorn rents, in recognition of the age and state of repair of those facilities.



## **2. Proposals and issues**

### Benefits of community management

2.1 Transferring the Community Centre as an asset to the community can have the following benefits:

- To be of no financial burden to the Council while still enabling valued community services to be available to the community
- To provide a stable and ongoing infrastructure for a community hub in the Borough for the foreseeable future
- To increase the capacity of the Scrattons Community Association to manage and deliver diverse programmes to meet local needs and interests, and to contribute to wider partnership objectives such as building a strong community
- To enable the Scrattons Community Association to leverage funding from other sources (not available to the Council) to enable continued investment in the facilities, regular upgrading and maintenance of the community centre's infrastructure

### Scrattons Community Association

2.2 Following a public meeting on 1 December 2012, a steering group was set up by local residents and interested parties. This subsequently became constituted as the Scrattons Community Association, which is now negotiating with the Council to take on the operation of the new Community Centre on the same conditions as the other community asset transfers the Council has agreed for its community halls.

2.3 However, as this is a brand new building and in line with more recent decisions, it is proposed that the lease will be on commercial financial terms but the rent to be paid will be wholly offset by a grant from the Council, which will be conditional on the Community Association achieving the anticipated social objectives for the Community Centre.

2.4 The approval of the lease will also be conditional on the Council having the opportunity to appoint trustees (directors) to the Community Association if so required, and the lease will not permit the premises to be sub let and will include break clauses (the first at two years into the life of the lease) to protect the interests of both the Community Association and the Council.

2.5 It is understood that corporate guidelines are to be produced that will set out how the grant to provide rent subsidy will be monitored consistently across the Council. However, as the Scrattons Community Association is a new organisation that has not had time to build up any cash reserves and there is no programme of activities yet in place at the new centre to generate income, it is not proposed to review the appropriateness of providing a grant to offset the commercial rent for a period of three years.

- 2.6 If for any reason it does not prove possible to enter into a lease agreement with the Scrattons Community Association by 1 November 2013, then it is proposed to put in place a temporary management agreement to protect the interests of the Council.
- 2.7 Should negotiations break down with the Community Association it is proposed to advertise more widely the opportunity to take on the lease.

### **3. Options Appraisal**

- 3.1 The options available to Cabinet centre around deciding on the most efficient and effective way to manage the new community centre. Three options have been identified:

Option A - Offer the Scrattons Community Association the opportunity to take on the operation of the community centre via a long term lease. This option is recommended as providing the best balance of providing value for money to the Council whilst retaining facilities for the community.

Option B - Let the building through the Council's normal commercial letting procedures. The geographic isolation of the area will limit the level of interest that this opportunity would generate. Experience suggests that it is likely that the building would attract offers from faith groups; however, it is not considered that this would provide the best outcome for local residents in terms of the range of activities and services that would be available to them at the Community Centre. Also, at Assembly, Members specifically supported a local community management arrangement for the Community Centre.

Option C – Seek to enter into a lease for the Community Centre with an alternative provider. This remains an option should the Scrattons Community Association not wish to take on the lease or cannot provide suitable reassurance of their ability to manage the facility. However, given the work that the Community Association has done to date and the closeness of their members to the community, it is considered appropriate to give them the first option to take on the operation of the Centre.

- 3.2 This report recommends that option A should be implemented but if this does not prove feasible then option C should be pursued.

### **4. Consultation**

- 4.1 Thames Ward Councillors are directly involved in shaping the development of the new Scrattons Community Association.
- 4.2 Public meetings have been held to inform local people about the proposals for the future operation of the community centre and to encourage interested people to become directly involved in its operation.

### **5. Financial Implications**

Implications completed by: Roger Hampson, Group Manager - Finance

- 5.1 There are no direct financial implications for the Council. The preferred option would see the community centre operated at no cost to the Council by the Scrattons

Community Association via a long term lease. However, it should be noted that if the community association fails to meet the terms of the lease the community centre would revert to the Council.

- 5.2 If this occurred it is likely that the Council would incur revenue costs, which have not been budgeted for, until a new management arrangement could be put in place.

## **6. Legal Implications**

Implications completed by: Jason Ofosu, Acting Senior Property Lawyer

- 6.1 The Council will retain the freehold interest and grant a long lease of 30 years for a commercial rent to the relevant Community Association.
- 6.2 The Council will enter into a management agreement with the relevant Community Association to deal with the management of the Centre.
- 6.3 The Council and the relevant Community Association will agree heads of terms for leasing arrangements.
- 6.4 The Chief Executive can agree the terms of the lease and management agreements in consultation with the Chief Finance Officer (Constitution Land Acquisition and Disposals Rules refer) and on the advice of Property Services and the Legal Practice.
- 6.5 Section 123 Local Government Act 1972 and the Council's Land Disposal rules require land to be disposed of at market value. The Council has a general power of competence under section 1 of the Localism Act, although as always its application of these powers must be carefully considered and appropriate to the relevant circumstances. Section 1 of the Localism Act allows the Council "to do anything that individuals generally may do". Therefore the council could decide the rent does not have to be market value since the Community Association is acting for the benefit of the Council, its area or persons' resident or present in the area.
- 6.6 The lease should be a full repairing and insuring lease so that the Council do not bear the cost of repair and maintenance of the Property. The Legal Practice should be consulted on the preparation and completion of the lease.
- 6.7 In the Assembly report (5 December 2012) it was noted by the Legal Practice to continue to have due regard to S.149 of the Equality Act which requires public bodies to consider all individuals when carrying out their activities.
- 6.8 Public bodies are therefore required to have regard to the need to eliminate discrimination, advance equal opportunities and foster good relationships between different people when undertaking activities. Additionally, this provision encourages public bodies to understand how different people will be affected by their activities, so that their policies are appropriate and meet different people's needs.

## 7. Other Implications

7.1 **Risk Management** - The following risks have been identified in relation to this proposal:

- i) The Community Association do not have the necessary skills or capacity to successfully manage the Community Centre. This risk is mitigated by the provision of advice and support to enable Associations to get appropriately constituted, and to build capacity.
- ii) The Community Association folds for some reason. It is recognised that many groups have been run ably by individuals for many years but they will not be able to do so for ever. If the Association were to fold, the lease would be terminated, and the property would return to the control of the Council. There would then be another opportunity to re-advertise it to the community to seek another managing organisation for a long lease.
- iii) The Community Association themselves activate the lease break clause. In this case, the Council would need to consider its position at the time, and again could proceed to re-advertise, but the continued availability of the Centre to the community could not be guaranteed.
- iv) If the Community Association does fold and / or the lease is terminated, charges on the property and / or external funding obligations may remain unfulfilled. This is considered to be a small risk, mitigated by advice and support provided to the Association. The drafting of the lease will seek to ensure that any obligations entered into by the Community Association remain the legal duty of the Association and do not revert to the Council in the case of termination.
- v) The Community Centre becomes used exclusively by one group in the community, without achieving the wider social objectives for which they were designed. This risk will be mitigated by the insertion of a requirement in the lease's management agreement that the facility must remain fully accessible to all in the community. Failure to comply would constitute a breach of the lease agreement. Also the Council could of course review whether it is appropriate to continue to provide a grant to offset the commercial rent being paid by the Community Association.
- vi) There may be an impact on the affordability and accessibility of space available to groups using the community centre, as the Association reviews pricing policies to ensure that they reflect the need to cover repairs and maintenance costs, and seek to fill them at all times. The Council may need to rationalise provision if this becomes an issue for any services which it provides.
- vii) In the recession, the Community Association cannot find funding sources to enable them to do the necessary works to the Community Centre that may arise over the life of the lease. Support and advice is available to Community Associations to enable them to bid to all relevant funding bodies. It is also anticipated that the Association may wish to use the skills of local people where appropriate to complete works with the aim of increasing their affordability.

- 7.2 **Customer Impact** - Provisions will be inserted into lease with the community association to ensure that the Community Centre remains accessible by all groups in the community. This should mitigate the risk of impacts on equality groups and customers.

The transfer of the Community Centre to community groups has the potential to positively impact on customers and community cohesion, since the facilities will remain open for community use, activities will continue to run which bring people from different backgrounds together, and there will be the potential for the Community Association to leverage funds not currently available in relation to Community Centres to enable their further development.

If the Community Association or other organisations cannot be found to take on the centre and a closure is necessary, then, depending on the geographical location and presence of other facilities in the area, there is a risk that there will be a negative impact on services to customers, and to the ability to build community cohesion. As older people and people with young children are less able to travel to alternative facilities, they may be particularly affected by such closures.

- 7.3 **Safeguarding Vulnerable Adults and Children** - It is expected that the Community Association will provide a programme of positive and diversionary activities for young people. Officers will work with trustees of the club to establish a robust safeguarding policies and procedures. .

- 7.4 **Health issues** – the Community Centre will provide a safe, comfortable and accessible space where local people can meet, socialise and participate in a range of activities including those that will support health and wellbeing.

- 7.5 **Crime and Disorder Issues** - The Council has a statutory duty to consider crime and disorder implications in all its decision making.

The Community Centre will provide a wide range of activities and quality facilities, which will provide positive activities the local residents. When the previous Community Centre was closed and not in use it became the target for vandalism and arson. Consideration will be given as to how to protect the asset should a delay in issuing a lease arise.

Due to previous incidents at the Community Centre, the leaseholder should be required to agree plans with local police and Fire Brigade to ensure minimisation of the possibility of any further incidents.

- 7.6 **Property / Asset Issues** - To avoid leaving the building open to possible vandalism it is important that the completion of the building work be timed to occur after or at the same time as the signing of the lease.

It is intended that the terms of the lease will require the Community Association to repair, maintain and insure the facilities. Regular monitoring by Property Services will ensure that the Community Association are complying with the lease conditions, enabling action to be taken as appropriate if any are in breach.

**Background Papers Used in the Preparation of the Report:**

- Report to Cabinet, Community halls – savings package, 8 July 2003
- Report to Cabinet, Community halls – leasing to community associations- rent plan, 13 December 2005 (Minute 202)
- Report to Cabinet: Community Facilities Review, 9 September 2008 (Minute 38)
- Report to Cabinet, Future management of Community halls, 21 December 2010 (Minute 76)
- Report to Assembly, Response to Petition re Scrattons Sport and Social Club, 5 December 2012

**List of appendices:**

None

## CABINET

24 September 2013

<b>Title:</b> May and Baker Sports Ground	
<b>Report of the Leader of the Council</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Paul Hogan, Divisional Director, Culture and Sport	<b>Contact Details:</b> Tel: 020 227 3576 E-mail: <a href="mailto:paul.hogan@lbbd.gov.uk">paul.hogan@lbbd.gov.uk</a>
<b>Accountable Divisional Director:</b> Paul Hogan, Divisional Director, Culture and Sport	
<b>Accountable Director:</b> Anne Bristow, Corporate Director, Adult and Community Services	
<b>Summary:</b>	
<p>The ownership of the May and Baker sports ground will transfer to the Council as part of the s106 agreement relating to the disposal of the Sanofi site.</p> <p>Due to the revenue cost implications and limited grounds maintenance staffing capacity, it is not considered appropriate for the facilities and services provided at the sports ground to be delivered by the Council.</p> <p>The May and Baker Eastbrook Community Club, a limited company with charitable status, has been established with the view to the Club taking on the financial and operational responsibility for the site at no cost to the Council.</p> <p>Authority is sought to grant a 25 year lease to the May and Baker Eastbrook Community Club.</p>	
<b>Recommendation(s)</b>	
<p>The Cabinet is recommended to authorise the Chief Executive, in consultation with the Head of Legal and Democratic Services and Chief Finance Officer, to grant a 25 year lease for the May and Baker sports ground, as shown edged red on the plan at Appendix 1, to the May and Baker Eastbrook Community Club, subject to satisfactory negotiation of the lease and associated requirements relating to the land transfer of the sports ground from Sanofi to the Council.</p>	
<b>Reason(s)</b>	
<p>The proposal will assist the Council in making better use of its resources and assets and links to the overall priority and vision for better health and wellbeing.</p>	

## **1. Introduction and Background**

- 1.1 The May and Baker sports ground is located off Dagenham Road in Dagenham and is adjacent to the Eastbrookend Country Park. Due to the range and quality of facilities at the ground, it is considered to be the Borough's most important outdoor sports facility not currently in Council ownership.
- 1.2 The site is owned by Sanofi and comprises the following facilities:
- 6 x football pitches – used by 16+ football teams (including 10 youth teams);
  - Floodlit training area;
  - 2 x rugby pitches – used by 2 rugby teams;
  - 2 x cricket pitches – used by 10 cricket teams (including 4 youth teams)
  - 1 x squash court
  - Fitness centre
  - Tennis courts – used by two tennis teams in the Romford and District League.
- 1.3 Dagenham and Redbridge football club use the site as a training ground and a base for its academy teams.
- 1.4 The ground also has good quality changing rooms and a variety of rooms that can be used for social events including bar and catering facilities.

## **2. Proposals and Issues**

- 2.1 The day to day operation of the site is currently managed by the May and Baker sports and social club on behalf of Sanofi.
- 2.2 It is expected that Sanofi will vacate their site including the sports ground and facilities during 2013.
- 2.3 The Council wants to protect the site for use by future generations to play sport but in these times of austerity it is not feasible to provide any ongoing revenue or capital funding to enable this to happen.
- 2.4 As part of the s106 agreement between the Council and Sanofi, the ownership (freehold) of the sports facilities and playing pitches will transfer to the Council when Sanofi vacate the site and have satisfied the obligations set out in the s106 agreement.
- 2.5 This requires Sanofi to transfer the land (greenbelt to be incorporated into the Eastbrookend Country Park and the sports ground, which is the focus of this report) following satisfaction of certain conditions including remediation works, provision of utilities services to the existing clubhouse and football pitches, and to provide the Council with the necessary remediation and survey reports.
- 2.6 Following satisfaction of the conditions Sanofi will serve a transfer notice on the Council requiring the Council to accept the transfer of the freehold interest for a peppercorn. The Council will remain liable for the site until grant of the lease to the Community Club.



- 2.7 Sanofi's approach to meeting the terms of the s106 agreement has been exemplary and goes well beyond what could have reasonably been expected of them. They have invested significant funds to bring the sports facilities up to scratch and have addressed all of the structural, mechanical and electrical and fabric issues identified in the condition surveys. Sanofi has also provided one off revenue funding to support the first year's operation of the new club and the development and implementation of a fundraising strategy.
- 2.8 The remaining outstanding works, which are in relation to legionella management, are currently being implemented and a verbal update on progress will be provided at the Cabinet meeting.

### **3. Options appraisal**

- 3.1 The land transfer of the May and Baker sports ground and associated facilities to the Council has already been agreed (but not yet implemented) as part of the s106 agreement for the disposal of the Sanofi site; therefore, the options available to Cabinet are limited to deciding on the most efficient and effective way to manage the sports ground.
- 3.2 Option A – the Council directly manages and maintains the sports ground and buildings. This option is not recommended because the Council's Environment service would not be able to fulfil this role without revenue subsidy.
- 3.3 Option B – identify a private sector partner to manage and maintain the sports ground and buildings on behalf of the Council via a long term contract or long term lease arrangement. This option is not recommended because it is likely that this would require an element of subsidy from the Council and because this approach would not support community involvement in the development and operation of the facilities, which was a key issue for Ward Councillors, local sports clubs and the wider community during the consultation process about the future of the site.
- 3.4 Option C – establish a community trust (limited company with charitable status) to manage and maintain the sports ground and buildings. This is preferred option because it is expected that the community trust will not require any revenue subsidy from the Council. Also the membership of the community trust is firmly rooted in the local community which will help to ensure that its focus will be to support the development of grass roots sport and to get more local people involved in sport and physical activity.

### **4. Consultation**

- 4.1 The Eastbrook Ward Councillors have been directly involved in shaping the development of the May and Baker Eastbrook Community Club and are now directors (trustees) of the club.
- 4.2 The proposals set out in this report have also been the subject of a report to the Council's Property Advisory Group, which has endorsed the recommendations contained in this report.

- 4.3 Public meetings were held to inform local people and sports clubs about the proposals for the future operation of the sports ground and to encourage interested people to become directly involved in the new community club.

## **5. Financial Implications**

Implications completed by: Roger Hampson, Group Manager - Finance

- 5.1 There are no direct financial implications for the Council. The preferred option would see the sports ground operated at no cost to the Council by a community club via a long term lease.
- 5.2 It is proposed that the financial terms of the lease will be a commercial rent, which is then wholly offset by a grant from the Council. This is because the Club has been established by the Council as a vehicle to enable the substantial revenue costs that would otherwise be incurred for an 'in house' operation to be avoided.
- 5.3 It should be noted that if the community club fails then the sports ground would revert to the Council. If this occurs it is likely that the Council would incur revenue costs until a new management arrangement could be put in place.

## **6. Legal Implications**

Implications completed by: Jason Ofosu, Acting Senior Property Lawyer

- 6.1 The Council will retain the freehold interest and grant a long lease of 25 years for a commercial rent to the May and Baker Eastbrook Community Club.
- 6.2 The Council will enter into a management agreement with the relevant Community Association to deal with the management of the Centre.
- 6.3 The Council and the relevant Community Association will agree heads of terms for leasing arrangements.
- 6.4 The Chief Executive can agree the terms of the lease and management agreements in consultation with the Chief Finance Officer (Constitution Land Acquisition and Disposals Rules refer) and on the advice of Property Services and the Legal Practice.
- 6.5 Section 123 Local Government Act 1972 and the Council's Land Disposal rules require land to be disposed of at market value. The Council has a general power of competence under section 1 of the Localism Act, although as always its application of these powers must be carefully considered and appropriate to the relevant circumstances. Section 1 of the Localism Act allows the Council "to do anything that individuals generally may do". Therefore the council could decide the rent does not have to be market value since the Community Association is acting for the benefit of the Council, its area or persons' resident or present in the area.
- 6.6 The lease should be a full repairing and insuring lease so that the Council do not bear the cost of repair and maintenance of the Property. The Legal Practice should be consulted on the preparation and completion of the lease.

## 7. Other Implications

- 7.1 **Risk Management** – There are considered to be three key risks associated with this proposal: asset management; governance; sustainability.

### Asset management

Under the terms of the s106 agreement Sanofi has undertaken a condition survey of the premises at the sports ground and is required to implement the necessary remedial works identified in relation to the building structure and fabric as well as mechanical and electrical installations and legionella management. The necessary works are now being completed and will be approved by the Council's Assets and Commercial Services team.

On this basis Members can be confident that the facilities are sound, in a good state of repair and fit for purpose. Under the terms of the proposed lease, the community club will be responsible for repairs, maintenance and insurance of the site and an inspection regime will be put in place to ensure compliance.

### Governance

Currently the site is managed on a day to day basis by the May and Baker sports and social club, which will cease to operate on the approval of the lease to the May and Baker Eastbrook Community Club. The site and facilities will then be operated for the benefit of the whole community and no longer run as a private club.

The Community Club has been established by the Council as a limited company with charitable status. The Council can appoint up to seven trustees (directors) of the Club. Following a public consultation exercise, a strong and representative management board has been established with trustees including members of the existing management committee of the May and Baker sports club; the head teacher and bursar from Eastbrook School; Jon Cruddas MP; the managing director of Dagenham and Redbridge football club; and the three Eastbrook ward councillors amongst others.

Fit and proper person checks have been completed for trustees.

The trustees are now meeting as a 'shadow board' so that they can effectively take control of the management of the site as soon as the lease is approved.

A trading company has been established to operate the bar and catering facilities at the site. All profits from this operation will be used to subsidise the activities of the Club.

It is considered that the governance arrangements that have been put in place will provide adequate oversight of the operation of the community club to ensure that the Council's interests are protected.

## Sustainability

The proposed length of lease (25 years) will enable the Club to apply for funding to Sport England and to charitable trusts and relevant National Governing Bodies for sport.

The business plan for the Club sets out the requirement to raise c£30,000 per annum from fundraising activities to balance the books, which is in addition to income from trading activities and pitch hire. Whilst it is considered that this is achievable, the financial model for the operation of the site would be unsustainable if there is a requirement to pay a commercial rent without this being wholly offset by a grant.

It is understood that corporate guidelines are to be produced that will set out how this type of grant support will be monitored consistently across the Council.

7.2 **Contractual issues** – The legal implications section sets out the Council’s powers in relation to this matter. Legal Services will be fully consulted and will prepare all the necessary legal documentation.

7.3 **Customer impact** - It is expected that the existing clubs and individuals who currently use the sports ground and associated facilities will continue to do so under the proposed management regime.

Due to the change in governance arrangements to a charitable trust with community and councillor involvement, it is anticipated that there will be improved access for local people to participate in sport and physical activity at the sports ground.

7.4 **Crime and Disorder Issues** - The Council has a statutory duty to consider crime and disorder implications in all its decision making. The community club will provide a wide range of activities and quality facilities, which will provide positive activities for all residents.

7.5 **Health issues** – It is well known that a lack of physical activity is one of the main risk factors for heart disease and diabetes. But less well known is the fact that a lack of physical activity can increase risk factors in a range of other health areas, including mental health.

The activities delivered at the sports ground are consistent with our Health and Wellbeing Strategy to improve the health and well-being of individuals and build community cohesion through increased participation of children, young people and adults in sport and physical activity.

7.6 **Safeguarding Vulnerable Adults and Children** - The community club will provide an extensive programme of positive and diversionary activities for young people.

Officers will work with trustees of the club to establish robust safeguarding policies and procedures. It will be a condition of use that clubs using the sports ground will have appropriate procedures in place in line with the safeguarding policies of their respective National Governing Bodies.

7.7 **Property/Asset issues** – it is intended that the terms of the lease will require the community club to repair, maintain and insure the facilities at the sports ground.

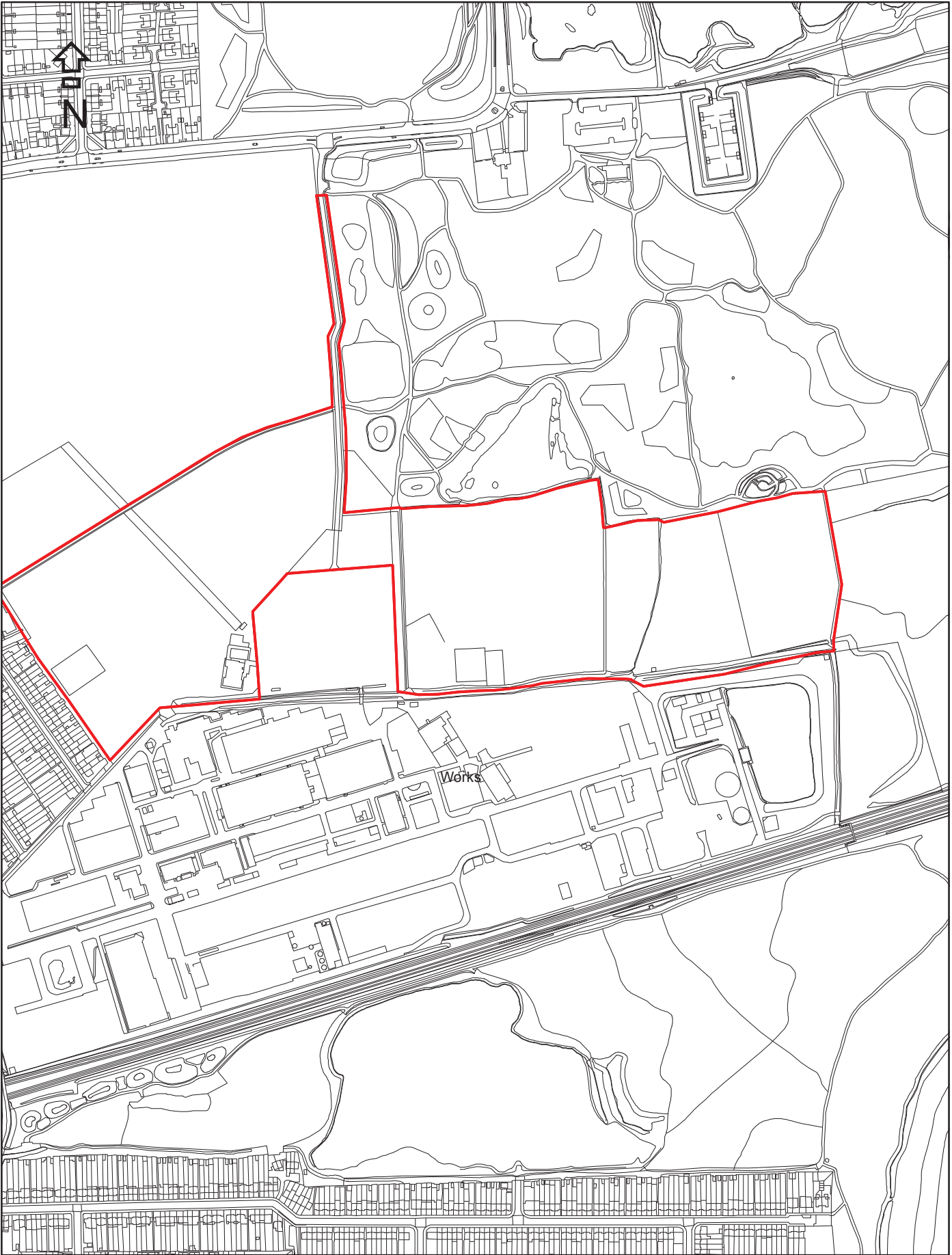
**Background Papers Used in the Preparation of the Report:**

None

**List of appendices:**

**Appendix 1** –Location Plan

This page is intentionally left blank



May & Baker Eastbrook Community Club,  
Dagenham Road, Romford Essex RM7 0QX



(c) Crown copyright. All rights reserved  
Licence number - 100019280 (2009)

Civic Centre, Dagenham Scale:- 1:5,500  
Dagenham, RM10 7BN Produced By:- JRoach  
Tel: - 020 8215 3000 Date - 12.12.2012

This page is intentionally left blank



## CABINET

24 September 2013

<b>Title:</b> Delegation of Enforcement Powers for Regulating Illegal Money Lending Activity	
<b>Report of the Cabinet Member for Crime, Justice and Communities</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Wards Affected:</b> All	<b>Key Decision:</b> Yes
<b>Report Author:</b> Theo Lamptey, Trading Standards	<b>Contact Details:</b> Tel: 020 8227 5655 E-mail: theo.lamptey@lbbd.gov.uk
<b>Accountable Divisional Director:</b> Robin Payne, Divisional Director Environment Services	
<b>Accountable Director:</b> Darren Henaghan, Corporate Director Housing and Environment	
<p><b>Summary:</b></p> <p>This report seeks Cabinet approval for Barking and Dagenham Council to authorise Birmingham City Council for its specialist Illegal Money Lending Team (IMLT) to investigate illegal money lending activity within the Borough and institute legal proceedings on behalf of this Council against illegal money lenders (loan sharks).</p> <p>This proposal, if agreed, will add to Birmingham City Council's resources and will enable Barking and Dagenham Trading Standards Service to have access to a team of highly trained experts from the IMLT. The proposal will also support performance of the Council's duty in relation to enforcement of the provisions of the Consumer Credit Act 1974.</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to agree:</p> <p>(i) To delegate the Council's enforcement functions in respect of Part III of the Consumer Credit Act 1974 to Birmingham City Council and powers of prosecution for any matter associated with or discovered during an investigation by Birmingham City Council's Illegal Money Lending Team, pursuant to Section 101 of the Local Government Act 1972, Regulation 7 of the Local Authority (Arrangements for Discharge of Functions) (England) Regulations 2000 and Section 13 (7) of the Local Government Act 2000; and</p> <p>(ii) The 'Protocol for Illegal Money Lending Team Investigations' as set out at Appendix A and to authorise the Corporate Director of Housing and Environment, in consultation with the Head of Legal and Democratic Services, to enter into the agreement with Birmingham City Council for its Illegal Money Lending Team to undertake the work in the Borough.</p>	

## **Reason(s)**

This area of law enforcement requires specialist resource, expertise, techniques and facilities which Barking and Dagenham Trading Standards Services would not otherwise have access to. Members of the IMLT include officers with high-level training and expertise in surveillance techniques as well as security operations. The team includes, amongst others, ex police officers and security services personnel.

### **1. Introduction and Background**

- 1.1 The primary legislation governing the consumer credit industry is the Consumer Credit Act 1974. The Trading Standards Service enforces this in each Local Authority area. The Act is based on a licensing system and all consumer credit and consumer hire businesses operating in the UK (with certain exemptions) must possess an appropriate licence issued by the Office of Fair Trading (OFT). The OFT must be satisfied that an applicant for a Consumer Credit Licence is a fit and proper person before issuing that person with a licence to trade.
- 1.2 To operate a consumer credit business without being licensed is a criminal offence and carries a maximum penalty of £5,000 and/or up to two years imprisonment. Licences can be revoked where it can be established that the licensee has acted inappropriately. Warnings and conditions can be added to the licence where necessary. Illegal money lending covers a range of activities, from persons that are actually licensed but are acting unlawfully, to the extreme of a person offering cash loans without being licensed at all (Loan Sharks). Loan Shark activity is characterised by deliberate criminal fraud and theft, with extortionate rates of interest on loans that mean borrowers face demands for payment of thousands of pounds more than they borrowed and can often never pay off the loans. Borrowers who fail to pay or refuse to pay are subject to intimidation, theft, forced prostitution and other, extreme physical violence.
- 1.3 An Illegal Money Lending Team was established within Birmingham Trading Standards as a pilot project in England, one of only two in Great Britain; the other pilot area being Glasgow – covering Scotland. The remit of the team is to investigate illegal money lending activity, establish if a problem exists and, if so, bring to justice those persons carrying on this activity. The team is made up of highly experienced investigators with a broad range of backgrounds and investigative skills.
- 1.4 The scheme, initially working across the midlands, has already been extended to cover the North West, East of England, South East and Yorkshire and Humber areas.
- 1.5 Research, funded by the Department of Business Innovation and Skills (BIS) and using information gathered by the Birmingham pilot project, has been published which identifies the extent of this type of activity as well as the reasons that people use illegal money lenders. Funding for the project is provided from the Financial Inclusion Fund administered by the Treasury and managed by the BIS. The Treasury and BIS announced that due to the success of the Birmingham team that funding will continue and can be used to roll out to other authorities.

- 1.6 On 29 December 2010 Business Minister Edward Davey announced that £5.2 million would be available to continue the national Illegal money lending project for 2012/14 through the trading standards service.
- 1.7 In addition, the Minister also announced that BIS intended to restructure the project by moving the project to a three national team model. The Minister indicated that BIS were looking to maintain front line services whilst providing a value for money project. The England team was to be hosted by Birmingham City Council and would continue to provide a resource to investigate illegal money lending across England.
- 1.8 Birmingham was chosen to lead the new England team due to the efficiencies associated with the expansion. This was favoured to creating a brand new team that would attract high development and set up costs. Centralising national services was the key. The team based in Birmingham will continue to operate the “parachute in and out model”, with a local presence through regional officers, this being the recommended option by the recent research commissioned through Policies.
- 1.9 The benefit that this team can bring to Barking and Dagenham is significant. Barking and Dagenham Trading Standards Services, like most local authorities, is not able to provide the level of specialist resource to provide this function. This is an excellent example of how sharing resources on specific issues can bring benefits otherwise unavailable in providing support to vulnerable consumers and tackling rogues.

## **2. Proposal and Issues**

- 2.1 The Trading Standards team in Barking and Dagenham in common with the majority of the Trading Standards Departments across the country do not currently have the resources and expertise to set up an effective illegal money lending team.
- 2.2 One of the options available to the Council is to do nothing.
- 2.3 The option currently available to the Council is to take advantage of this government funded initiative to allow victims of illegal money lending and to benefit from the enforcement activities undertaken by Birmingham City Council (IMLT).
- 2.4 Alternatively, the other options are to allow illegal money lending activity to proceed unchallenged in this borough or to fund and develop our own illegal money team.

## **3. Objectives of the Project**

- 3.1 **Objective 1** - To obtain a clear understanding of the scale and impact of illegal money lending as well as learning lessons on the best way to enforce.
  - 3.1.1 The evidence so far indicates that illegal moneylenders are widespread and prevalent. They operate in areas that have a high proportion of rented accommodation and target the most vulnerable members of society. High rise flats are common premises targeted by loan sharks as legitimate lenders do not lend to people residing in this type of accommodation due to the health and safety risks for their collectors.

- 3.1.2 Evidence shows illegal moneylenders vary from those who lend £10 over a few days and demand £12 on repayment, to those who provide substantial loans to those looking to set up businesses. Interest rates range from 100% and up to 117,000% APR in some instances.
- 3.1.3 Information gathered so far suggests that illegal money lending is being operated across all sectors of the community. The majority of people using moneylenders are in receipt of income support or benefits and are introduced through word of mouth. However evidence also suggests that money lenders operate within the wider community and the pilot has identified illegal money lending within the business community. In many of the investigations it has been established that the moneylenders resort to intimidation and violence in order to secure payment. Other common traits include: adding indiscriminate charges, targeting single mothers and introducing payment through sexual favours.
- 3.1.4 Moneylenders often use victims of money lending to assist them with maintaining their criminal lifestyle and anonymity, for example illegal money lenders' vehicles are often registered at a clients' address.
- 3.1.5 There is also anecdotal evidence which suggests that illegal moneylenders have an impact on the wider community in which they operate, with victims resorting to petty crime to enable them to meet payments. Reducing the activities of illegal moneylenders or removing them altogether may therefore help to reduce levels of other criminal activity within a community.
- 3.1.6 With regard to enforcement activity the investigation of illegal money lending has proven to be very resource intensive. Target individuals need to be observed and monitored to determine their activity, to identify them and if possible establish their address. A significant proportion of targets are also what are termed "life style criminals", which means that evidence of other illegal activity can surface during the course of an investigation. This may not only involve other agencies but can also extend the life of an investigation, thereby adding to the pressure on resources.
- 3.2 **Objective 2** - To create a climate where victims can come forward – confident that prosecutions will be undertaken, and convictions obtained, without fear of reprisals.
- 3.2.1 Effective branding and publicity of the pilot project has meant extensive promotion of the aims of the project and work of the team, within both the local and wider community. Evidence suggests that this has been achieved because it can be evidenced that victims are willing to contact the hotlines, and to provide further evidence to help achieve prosecutions. This will be established in North Yorkshire.
- 3.2.2 The team has used injunctions, backed by the power of arrest under the Anti-Social Behaviour Act 2003, to remove lenders from their area of operation. Injunctions are reinforced with an agreement from the local police to flag the matter on their system and respond immediately if they receive a call from one of the victims.
- 3.3 **Objective 3** – To change the perception amongst those lending that illegal money lending is rarely prosecuted.
- 3.3.1 A proactive media campaign is ongoing in those areas that have successfully

targeted criminals. Engaging the media promotes the work of the team and raises public awareness.

3.4 **Objective 4** – To develop ways of replacing the removed lenders with more support for their victims.

3.4.1 The Illegal Money Lending Team will help victims of illegal moneylenders with practical help and support through and in conjunction with the services of local Debt Advice Teams and the National Debtline. It has been noted that victims often need more than simple money advice and so face-to-face advice is considered the most helpful way forward and is the route normally adopted.

3.4.2 Links are also established with credit unions and their associations and where practicable these agencies are also called upon to provide help and advice. The Illegal Money Lending Team offers money management to all victims of moneylenders who contact them for advice and assistance. Partnership working in this area is recognised as being essential in this area of service provision. This will be the key role of the 'Financial Inclusions Partnership Officer'

3.4.3 Birmingham City Council's vision of providing a credit union partnership may be able to play a role in this area. Indeed these two initiatives very much share similar objectives.

#### **4. Delegation**

4.1 In order to expand the scheme into London Borough of Barking and Dagenham, Birmingham City Council requires formal delegation of functions to carry out the investigations etc under the Act and to prosecute any matters in the area.

4.2 It is proposed that the delegation will continue until 31st March 2014 with a view to extending the arrangement if successful in the borough. The Treasury has already indicated an extension of the programme as part of the government plans to support consumers to address issues related to crime associated with this activity.

4.3 In order to ensure clarity in respect of the operation of these arrangements, the attached draft protocol sets out the processes and practices to enable Birmingham City Council and its officer to undertake investigations and legal procedures.

4.4 This delegation does not prevent Barking and Dagenham Trading Standards Services from undertaking the function.

#### **5. Financial Implications**

Implications completed by: Carl Tomlinson, Finance Group Manager

5.1 There are no financial implications for Barking and Dagenham Council as a result of this proposal, as Birmingham City Council is responsible for the financial management of the IMLT. The funding agreement between Birmingham City Council and HM Treasury covers all the running costs of the IMLT as well as provisions for the costs of expected legal proceedings and no resources will be required from LBBD. Occasional incidental costs in providing a work base for

officers operating in London Borough of Barking and Dagenham will be contained within the Trading Standards, Regulatory Services budget.

## 6. Legal Implications

Implications completed by: David Lawson, Deputy Head of Legal

- 6.1 By virtue of Section 161 of the Consumer Credit Act 1974, it is the duty of each 'local weights and measures authority' to enforce the provisions of the Act within their local authority boundary. This is an executive function for the purposes of the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and therefore it is necessary for Cabinet, as the executive, to formally delegate this function to Birmingham City Council under Section 13 and 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000. Birmingham City Council is also required to formally accept the delegation.
- 6.2 Any prosecutions will be undertaken by Birmingham City Council with no liability for costs to Barking and Dagenham Council.

## 7. Other Implications

- 7.1 **Crime and Disorder** - Illegal moneylenders invariably target low-income households and the most vulnerable members of society. This can mean that their activities have disproportionate implications for the more deprived areas and action taken against them therefore supports the policy priorities associated with crime and disorder and protecting the more vulnerable members of the community.

Illegal money lending has a serious detrimental effect on both individuals and the community. Tackling the root causes and providing legitimate alternative sources of credit will contribute to reducing stress and pressures on many individuals and communities.

Marginalising rogue traders creates an environment which supports and encourages legitimate credit providers and reduces the fear of crime.

Enforcement by the funded illegal money lending team will contribute to the Council priority, to encourage and promote local economic prosperity as well as building communities and transforming lives.

- 7.2 **Risk Management** - The corporate risk management system has been used to assess the level of risk. The risk to adopting this partnership approach by providing delegated powers is assessed as low. The approach removes any risk to future funding of this work as the officers will be employed by another local authority.
- 7.3 **Equal Opportunities** - It is often the poorer and more vulnerable members of society who become victims of illegal moneylenders and find it difficult to access appropriate support and help.

**Background Papers Used in the Preparation of the Report:**

- Consumer Credit Act 1974
- Local Government Act 1972
- Local Authority (Arrangements for Discharge of Functions)(England) Regulations 2000
- Local Government Act 2000

**List of appendices:**

Appendix 1 - Protocol for Illegal Money Lending Investigation

This page is intentionally left blank



DEPARTMENT FOR BUSINESS INNOVATION AND SKILLS (BIS)  
ILLEGAL MONEY LENDING PROJECT

PROTOCOL FOR ILLEGAL MONEY LENDING SECTION INVESTIGATIONS

Interpretation

For the purposes of this Protocol –

“**BCC**” means Birmingham City Council

“**LBBB**” means London Borough of Barking and Dagenham Council Trading Standards

“**IMLS**” means the Illegal Money Lending Section

“**Delegated Power**” means the discharge of the function of the Enforcement of Part III of the Consumer Credit Act 1974 granted to BCC by LBBB in pursuance of section 101 and 222 of the Local Government Act 1972, Regulation 7 of the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2000, sections 13 to 19 of the Local Government Act 2000 and any other legislation enabling the discharge

“**Commencement Date**” means the date the Delegated Power is granted

“**Term**” means from the date of signing of this protocol to 31<sup>st</sup> March 2015

“**Birmingham Trading Standards**” means Regulatory Services of BCC

“**Barking and Dagenham Contact Officer (LBBDCO)**” means the relevant person appointed by the Head of (Trading Standards) of LBBB to liaise with the Head of Illegal Money Lending Section on matters relating to and in connection with the Illegal Money Lending Project

“**Appropriate Contact Officer**” means The Director of Regulation and Enforcement or the Head of Illegal Money Lending of Birmingham Regulation and Enforcement or any person nominated by the Council or authorised by them

## **1. Application**

1.1 This Protocol applies to the DBIS / HM Treasury funded 'Illegal Money Lending Project' and covers the following issues:-

- The conduct of investigations and associated working practices for the IMLS officers when conducting investigations or operating in Barking and Dagenham Council
- The mechanisms whereby Barking and Dagenham Council is updated on the progress of the project and any significant issue relating thereto.
- The exchange of intelligence and information between the IMLS and LBBD
- The institution of legal proceedings.

## **2. Protocol**

2.1 The purpose of this protocol is to facilitate the delegation of powers to BCC and officers employed within BCC's IMLS to enforce the provisions of the Consumer Credit Act 1974 within the area of Barking and Dagenham. The protocol encourages the exchange of information and a working partnership approach between BCC and LBBD in relation to the Consumer Credit Act 1974.

2.2 This Protocol will come into force on the Commencement Date and terminates at the end of the Term.

2.3 Notwithstanding the terms and conditions of this Protocol, this Protocol does not prejudice the right of LBBD to withdraw the Delegated Power at any time during the Term. However LBBD undertakes not to withdraw the Delegated Power unless it considers there is good reason to do so. The Delegated Power is not to be unreasonably withdrawn by LBBD.

## **3. The IMLS**

3.1 It is recognised that officers in the IMLS will need authority to initiate and/or undertake investigations and/or the prosecution of potential offences falling within the scope of the 'Illegal Money Lending Project' where such potential offences fall entirely outside of the BCC boundaries. This protocol and also the Delegated Power is deemed to provide such authority to BCC and its officers regarding all matters.

3.2 The IMLS will comprise of a Head of Service and up to 65 staff directly employed by BCC. The Head of Illegal Money Lending Section will be responsible for the day-to-day operation and supervision of the IMLS.

3.3 The Head of Illegal Money Lending Section will report directly to the Director of Regulation and Enforcement or nominated officer as appropriate.

3.4 The Head of the Illegal Money Lending Section BCC will, when required, provide quarterly progress reports, from the Commencement Date, to the Head of (Trading Standards) of LBBD giving details of investigations, (unless there is a significant risk that any such disclosure may jeopardise an investigation, such a

decision is within the discretion of the Director of Regulation and Enforcement or Head of Trading Standards BCC) prosecutions being pursued or concluded and developments concerning or affecting the Illegal Money Lending Project in Barking and Dagenham.

- 3.5 It is recognised that after Delegated Power is granted to BCC, all decisions concerning the pursuance of relevant investigations, decisions to prosecute and the laying of charges and/or information on such relevant matters within Barking and Dagenham, shall be taken by BCC and in accordance with the relevant Code for Crown Prosecutors and BCC's Enforcement Policy.

#### **4. Working Arrangements in the Barking and Dagenham Council Area**

- 4.1 LBBDCO will designate and appoint a Barking and Dagenham Council Contact Officer (LBBDCO).
- 4.2 The Head of Illegal Money Lending Section will at any time considers necessary and prudent, or at the request of the LBBDCO, brief the LBBDCO on any intelligence gathered, any progress made on investigations and/or prosecutions pending or otherwise, relating to or affecting Barking and Dagenham and/or its residents.
- 4.3 Further to Clause 4.2 above, all reasonable steps will be taken by the Head of Illegal Money Lending Section to keep the LBBDCO updated on the progress of investigations and enquiries being carried out in Barking and Dagenham and any changes made or introduced by Government concerning the 'Illegal Money Lending Project'. It is incumbent on the Head of Illegal Money Lending Section to maintain regular dialogue/communication with the LBBDCO.
- 4.4 The IMLS will have regular contact with the Police and other Government agencies. The Head of Illegal Money Lending Section will consult the LBBDCO to identify any local arrangements, investigations and protocols before any investigation is commenced in pursuance of the 'Illegal Money Lending Project'. Wherever possible, the Head of Illegal Money Lending Section will actively involve the LBBDCO and seek to develop close links between those agencies and BCC.
- 4.5 The Head of Illegal Money Lending Section will as soon as reasonably practicably inform the LBBDCO of the outcome of any concluded prosecution proceedings conducted within Barking and Dagenham.
- 4.6 BCC, where possible, will consult with LBBDCO in good time before issuing any press release concerning any prosecution pursued by BCC pursuant to this Protocol.
- 4.7 Any contact with local government bodies, other police forces, credit unions or similar organisations that may be locally funded or may involve local sensitivities will be agreed with the LBBDCO in advance. Upon being notified of an intention to contact such a body, London Borough of Barking and Dagenham Council Trading Standards may arrange for one of their own officers to accompany the relevant officer of the IMLS on any visit.

- 4.8 Where the Head of Illegal Money Lending Section and the Head of Trading Standards of London Borough of Barking and Dagenham Council agree that an officer or officers of London Borough of Barking and Dagenham Council Trading Standards will be actively involved in an investigation, that officer will remain an employee of LBBB but for the purpose of that investigation, will come under the control of the IMLS team manager. Such agreement will be subject to the Head of Illegal Money Lending Section being satisfied that the officer's or officers' participation will not compromise any investigation or endanger any member of the IMLT, supporting staff or witnesses, that the officer has the appropriate training and experience to undertake the task; and upon any other terms that the Head of Illegal Money Lending Section and the Head of Trading Standards of London Borough of Barking and Dagenham Council consider necessary and/or appropriate.
- 4.9 Unless there is prior agreement with the Head of Illegal Money Lending Section for assistance in an investigation, which is accompanied by an official purchase order from BCC, no reimbursement will be made for time spent on activities supporting the 'Illegal Money Lending Project' or expenditure incurred by any LBBB officer.
- 4.10 The exercise by BCC of these arrangements shall be at no cost to LBBB
- 4.11 BCC shall have an Appropriate Contact Officer.
- 4.12 In the absence of the IMLS Head of Service, the role, duties, and responsibilities of the Head of Illegal Money Lending Section shall be discharged and carried out by the other Appropriate Contact Officers as nominated.

## **5. Referral of Information/Intelligence to the Project Team**

- 5.1 It is recognised that the IMLS will rely on receiving information about Illegal Money Lender activities.
- 5.2 LBBB will endeavour to provide as much relevant information and intelligence as reasonably and practicably possible to the IMLS concerning any investigation being carried out within Barking and Dagenham having regard to any statutory limitations/restrictions.
- 5.3 Information and intelligence will be provided by the LBBDCO to the Head of Illegal Money Lending Section or a person designated by him/her.
- 5.4 BCC, IMLS will not, as a matter of routine, investigate individual complaints received concerning alleged Illegal Money Lender activities. However, such complaints may be used by the IMLS as a source of intelligence.
- 5.5 BCC, IMLS and LBBB agree to process personal data only in accordance with the requirements of the Data Protection Act 1998 and to disclose information only in accordance with the requirements of the Enterprise Act 2002.

## **6. Conduct and Control of Investigations**

- 6.1 The conduct and control of all investigations undertaken and prosecutions by the IMLS in Barking and Dagenham will be the responsibility of BCC. Investigations will be undertaken in line with the BCC's published Enforcement Policy and subject to the policies and procedures approved and adopted by Birmingham Trading Standards.
- 6.2 BCC will be responsible for all aspects of the investigations and responsibilities under the Criminal Procedure and Investigations Act 1996, Regulation of Investigatory Powers Act 2000, the Data Protection Act 1998, the Freedom of Information Act 2000 and the Enterprise Act 2002.
- 6.3 BCC will be solely responsible for the Health and Safety of IMLS officers and any other officer or person within the direct management of the IMLS providing support and assistance in any investigation undertaken by the IMLT.
- 6.4 Where breaches of Part III of the Consumer Credit Act 1974 are identified, action will be taken in accordance with the enforcement policy and procedures adopted by Birmingham Trading Standards.
- 6.5 When the Head of Service, IMLS BCC, recommends a prosecution under Part III of the Consumer Credit Act 1974, if required, LBBB will be provided with a copy of the relevant prosecution file, which will consist of a detailed case summary, schedule of issues, aggravating and mitigating factors, reasons justifying prosecution and any other material fact that LBBB ought reasonably to be aware of. LBBB will be invited to communicate any comments it considers appropriate and necessary concerning the intended prosecution to the Director of Regulation and Enforcement, the informant for BCC. Such comments will be given due attention and consideration by the informant for BCC.

## **7. Responsibilities and Actions of the Authorities**

- 7.1 BCC shall be liable for the actions and competence of the persons employed within the IMLS and shall ensure that the IMLS shall comply with all legislative requirements and take all reasonable steps to ensure any actions taken are lawful and within the spirit of the protocol.
- 7.2 LBBB shall be liable for the actions and competence of persons within its employ and shall take all reasonable steps to ensure the competence of those persons in carrying out their functions and that they comply with legislative requirements and the spirit of this protocol.
- 7.3 Information / intelligence provided between BCC and LBBB shall be used for the purpose intended and shall not be divulged to third parties unless to do so would be lawful and in pursuant of an investigation / enquiry subject to this protocol.
- 7.4 BCC and LBBB endorse a joined up working approach to the enforcement of the Consumer Credit Act 1974. The partners will attempt to promote consistency in enforcement. However, this protocol does not attempt to restrict the powers of authorised officers of the IMLS or BCC from discharging their duties, as appropriate.

**Commencement date:** 28 November 2013

Signed

Darren Henaghan  
Corporate Director Housing and Environment  
London Borough of Barking and Dagenham Council

Signed

Jacqui Kennedy  
Director of Regulation and Enforcement  
Birmingham City Council.

**CABINET****24 September 2013**

<b>Title:</b> Debt Management Performance and Write-Offs 2013/14 (Quarter 1)	
<b>Report of the Cabinet Member for Finance</b>	
<b>Open Report</b>	<b>For Information</b>
<b>Wards Affected:</b> None	<b>Key Decision:</b> No
<b>Report Author:</b> Peter Cosgrove, Operations General Manager	<b>Contact Details:</b> Tel: 0208 227 3850 E-mail: peter.cosgrove@elevateeastlondon.co.uk
<b>Accountable Divisional Director:</b> Jonathan Bunt, Chief Finance Officer	
<b>Accountable Director:</b> Graham Farrant, Chief Executive	
<p><b>Summary</b></p> <p>This report sets out the performance of the Council's joint venture, Elevate East London, in carrying out the debt management function on behalf of the Council and covers the first quarter of the year 2013/14. It also includes details of debt written off in accordance with the write off policy approved by Cabinet on 18 October 2011.</p>	
<p><b>Recommendation(s)</b></p> <p>The Cabinet is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Note the contents of this report as it relates to the performance of the debt management function carried out by the Revenues and Benefits service operated by Elevate East London, including the performance of bailiffs; and</li> <li>(ii) Note the debt write-offs for the first quarter of 2013/14 and that a number of these debts will be publicised in accordance with the policy agreed by Cabinet.</li> </ul>	
<p><b>Reason</b></p> <p>Assisting in the Council's Policy aim of ensuring a well run organisation delivering its statutory duties in the most practical and cost-effective way. It will ensure good financial practice and adherence to the Council's Financial Rules to report on debt management performance and total debt write-off each quarter.</p>	

**1. Introduction and Background**

- 1.1 The Council's Revenues, Benefits, General Income and Rents Service is operated by the Council's joint venture, Elevate East London LLP (Elevate). The service is responsible for the management of the Council's debt falling due by way of statutory levies and chargeable services.
- 1.2 This report sets out the performance for the first quarter of 2013/14 and covers the overall progress of each element of the service for the period. In addition it

summarises the debts that have been agreed for write off in accordance with the Council's Financial Rules. Write offs in the first quarter have been actioned in accordance with the Council's debt management policy agreed on 18 October 2011.

## 2. Proposal and Issues

2.1 Set out in table 1 below is the performance for quarter 1 of 2013/14 achieved by Elevate for each of the functions of the Revenues Service during the financial year.

**Table 1: Collection Rate Performance – 13-14**

Type of Debt	Annual Target	Target for Quarter 1	Performance	Variance	Actual collected £m
<b>Council Tax</b>	93.5%	28.3%	29.4%	+1.1%	16.489
<b>NNDR</b>	97.4%	33.6%	32.1%	-1.5%	19.045
<b>Rent</b>	96.50%	96.50%	97.49%	+0.99%	24.833.
<b>Leaseholders</b>	91.8%	23.25%	29.00%	+5.75%	1.083
<b>General Income</b>	94.64%	38.98%	56.99%	+18.01%	13.080

### Council Tax collection performance

2.2 Council Tax collection at the end of the first quarter is 1.1% above the target and 0.1% below the actual performance at the same time last year. Collection of Council Tax from those who used to receive Council Tax Benefit for the full sum but now receive Council Tax Support (CTS) for a lower amount, and therefore have to pay some Council Tax. The collection for those on CTS at the end of the first quarter was 25.7% compared to 29.6% for those not in receipt of CTS.

2.3 Changes and improvements:

- i. During the first quarter payers receiving CTS were split from other payers to try and reduce the impact upon the service. Therefore reminders, Final Notices and summonses were sent at different times to all other payers.
- ii. Recovery action has increased by from 20,000 to 41,000 reminders. Some of this is due to the additional new payers, i.e. those who previously received full Council Tax benefit, and the rest reflects that collection is becoming more difficult. The processes put in place by Elevate have ensured to date that the overall collection rate has remained comparable with last year.
- iii. Additional Customer Service officers have been trained and the Service is supporting their development to ensure they reach the required standard.
- iv. The segmentation of accounts prior to bailiff action has seen collection maintained with another 501 attachment to earnings and 863 attachments to benefits created.



- v. The payment arrangement procedure continues to ensure that those requiring more time to pay are managed correctly. Those that fail to adhere to the terms of the arrangement are quickly identified and debt recovery action initiated.

### **NNDR collection performance**

- 2.4 The NNDR collection rate at the end of the first quarter is 32.1% which is 1.5% below the target and 0.7% below the same time in 2012/13.
- 2.5 The financial climate continues to have a detrimental effect upon businesses within the Borough making collection of Business Rates within year challenging.
- 2.6 Debt recovery procedures have been reviewed to ensure that debts are progressed to bailiffs in a timely fashion.
- 2.7 Proactive outbound calling has been adopted to identify ratepayers that are beginning to fall behind with payments. This will ensure that these cases are quickly identified and payment agreed.
- 2.8 The Service is in the middle of significant change due to London Borough of Havering's decision to terminate our partnership on this service. The reason provided for this is to add this service to their revised approach to providing Customer Services, including business ratepayers.

### **Rent collection performance**

- 2.9 The rent collection target of 96.5% is being exceeded at the end of quarter 1 with collection of 97.49%.
- 2.10 The introduction of the bedroom tax affects 1,600 of our tenants. Of the 1,600 tenants who have lost housing benefit this year because they are deemed to have one or more excess bedrooms; 47% are in rent arrears. This group as a whole owe £340k. Taking further recovery action in respect of this group of tenants will be potentially constrained. Recovery action against tenants who have arrears which are caused in the main by the bedroom tax changes is restricted as further action will not take place while tenants in this group are actively seeking to move to smaller accommodation.
- 2.11 Various actions have been taken to improve performance in rent collection:
  - i. A good platform is in place to ensure that new arrears are minimised with procedures agreed between the Council and Elevate. These procedures are designed to ensure that rent accounts are closed more swiftly when tenants move out.
  - ii. Elevate are proactively seeking to backdate housing benefit entitlement for tenants who have experienced a loss of entitlement due to being too vulnerable to comply with the standard claims requirement.
  - iii. Elevate have included messages on rent statements and on-line reminding tenants to put rent payment first and have highlighted the possible consequence of non-payment.
  - iv. Improved procedures are in place at the sign up of new tenancies to maximise housing benefit take up from the start of tenancy and encourage payments through direct debit.

## Leaseholders' debt collection performance

2.12 The leasehold collection target for the year has been set at 91.80%. In the first quarter Elevate achieved 29% which is above the expected profile by 5.75%.

## General Income collection performance

### Overall position

- 2.13 General Income is used to describe the ancillary sources of income available to the Council which support the cost of local service provision. Examples of areas from which the Council derives income include: penalty charge notices; social care charges; housing benefit overpayments; rechargeable works for housing; nursery fees; trade refuse; truancy penalty notices; hire of halls and football pitches. Oracle is used for the billing of these debts and collection performance by Elevate for its activities across all these debts is reported together.
- 2.14 Collection has started the year well with over £13m being collected in the first quarter against a debit of £23m. This collection is above the profile for the previous year with more effective school salary collection having been implemented by the team. The remainder of this section considers a selection of General Income debts which have specific separate target collection rates.

### ACS Homes and ACS Residential (Collection of social (home and residential) care charges)

- 2.15 The Council's Fairer Contribution Policy commenced from October 2011 and applies to home care. Residential care charges are covered by the Department of Health's *Charging for Residential Accommodation Guide* (CRAG).
- 2.16 Collections of debt for home and residential care are reported separately. For both, the agreed measure for performance reporting is the percentage collected on debt over 90 days old and performance reporting can include debts from previous financial years.
- 2.17 Residential care debt which the Council has secured with a charging order against the client's assets, usually their property, is not included in these figures.

### Residential care

	Invoices	Debit Raised (£000)	Total Collected (£000)	Collection rate	Target	Difference
Jun	90+ days	3,796	3,424	90.20%	90.00%	+0.20%

### Homecare

	Invoices	Debit Raised (£000)	Total Collected (£000)	Collection rate	Target	Difference
June	90+ days	2,010	1,839	91.50%	90.00%	+1.50%

- 2.18 The recovery process of these debts is similar to that of other debts, but with added recognition given to particular circumstances. In order to ensure that the action taken is appropriate and to maximise payments each case is considered on its

merits at each stage of recovery and wherever possible payment arrangements are agreed. In addition a further financial reassessment of a client's contribution is undertaken where there is extraordinary expenditure associated with the care of the service user.

#### *Housing and Environment: Penalty Charge Notices*

2.19 This recovery work only includes debts due to Penalty Charge Notices (PCNs) for parking, bus lane and box junction infringements once a warrant has been obtained from the Traffic Enforcement Centre (TEC). The majority of these relate to parking infringements and Elevate enforce these warrants through bailiffs and monitor their performance. Overall collection rates on PCNs will be reported by Environmental and Enforcement Services (Parking Services). Performance is set out in 2.21 below.

#### *Housing Benefit Overpayments*

2.20 In the first quarter of the year collection totalled £801,000. This is in line with the collection profile from 2012/13.

### **Bailiff Performance**

2.21 Bailiff action is a key tool for the Council to recover overdue debts but is only one area of collection work. Due to the probable increase in arrears following the introduction of Council Tax Support as a replacement of Council Tax Benefit, there are now over 16,000 additional households liable to pay Council Tax. There will also be impacts on the Council's ability to collect sums due as the Welfare reforms begin to take effect.

2.22 A full report was therefore made to the Public Accounts and Audit Select Committee (PAASC) meeting on 26 June clarifying the scale of the potential impact in 2013/14, and the recovery processes the Council uses. The key to the Council's approach is that it encourages contact and payments as soon as possible, which maximises the opportunity for the taxpayer to not incur the added costs relating to summons. The norm in 2011/12 and 2012/13 was for less than 25% of reminders to lead to action by bailiffs. It is not anticipated that this percentage will change in 2013/14.

2.23 An extract from the PAASC report clarifying the recovery process is included at Appendix A.

2.24 Information on the performance of the Bailiffs is set out in the table below by type of debt for quarter 1 of 2013/14:

<b>Service</b>	<b>Value less returns (£000)</b>	<b>Total remitted (£000)</b>	<b>Collection rate</b>
Council Tax	1,566	23	1.47%
NNDR	1,116	185	16.59%
General Income	48	9	19.5%
Road Traffic	1,130	198	17.54%
Commercial rent	14	12	85.6%

2.25 The majority of cases sent to the bailiffs for Council Tax in quarter one relate to 2012/13 debts but in the period reported, some current year cases were also referred. This resulted in the bailiff having a proportion of cases which would have only been with them for action for around 10 working days. In effect this means that the bailiff had no time in which to begin recovery action which is reflected in the low collection rate. Quarter one collection last year was 3.15%. Collection will improve in the second and subsequent quarters.

**Debt Write-off: Quarter 4 2012/13**

2.26 Any debt recommended for write off is in accordance with the policy of the Council who have the final decision with regard to write off. The value of debt recommended to the Chief Finance Officer and subsequently approved for write off during the first quarter of 2013/14 (April to June 2013) totalled: £171,623 (Appendix B).

2.27 The figures in Appendix C show the total write-offs for 2011/12 and 2012/13 as well the debts written off in the first quarter of 2013/14.

2.28 589 debts were written off in quarter 1 of which:

<b>Absconded/not traced</b>	<b>Uneconomic to pursue</b>	<b>Debtor Insolvent</b>	<b>Deceased</b>	<b>Other reasons</b>
10.9%	64.5%	2.4%	19.7%	2.5%

(The Other reasons category includes examples such as: where the debt liability is removed by the Court or the debtor is living outside the jurisdiction of the English Courts and is unlikely to return).

**Publication of individual details of debts written off (Appendix D)**

2.29 In line with Council policy established in 2007 due to the difficulties of finding absconding debtors, a list showing the details of some debtors who have had debts written off is attached to this report at Appendix D. The list has been limited to the ten largest debts only and can be used in the public domain.

**3. Options Appraisal**

3.1 This is not relevant for an information report.

**4. Consultation**

4.1 This is not relevant for this information report.

**5. Financial Implications**

5.1 Collecting all sums due to the Council is critical to its ability to function. In view of this, monitoring performance is a key part of the monthly meetings with Elevate.

5.2 The monthly meetings between Elevate and the Council focus on the areas where the targets are not being achieved and discuss other possibilities to improve collection. An example of this is the need to collect prior to or when a service is provided, thereby avoiding the need to raise an invoice and collect a debt.

5.3 These meetings also ensure that key activities to enable debts to be collected and accurately administered are being carried out. A key indicator of this is the processing of bad debts. At the end of Q1 the total of write-offs at £171,623 indicates that this is happening, but not at the level needed.

## **6. Legal Implications**

- 6.1 The pursuit of debts owed to the Council is a fiduciary duty. The Council seeks to recover money owed to it by the courts once all options are exhausted. Not all debt will be recovered and a pragmatic approach has to be taken with debts as being on occasions, uneconomical to recover in terms of the cost of process and the means of the debtor to pay. As observed in the body of this report, in the case of rent arrears, a possession and subsequent eviction orders are a discretionary remedy and the courts will on many occasions suspend the possession order on condition the tenant makes a contribution to their arrears. The Council's decision to utilise Introductory Tenancies will over time begin to have an impact as only those tenants with a satisfactory rent payment history can expect to be offered a secure tenancy.
- 6.2 The decision to write off debts has been delegated to Chief Officers who must have regard to the Financial Rules.

## **7. Other Implications**

- 7.1 **Risk Management** - No specific implications save that of this report acting as an early warning system to any problems in the area of write off's.

### **Background Papers Used in the Preparation of the Report:**

RBGIR monthly report

### **List of appendices**

**Appendix A** – Debt recovery process – extract from report to PAASC 26 June 2013

**Appendix B** – Debt Write Off Table for Quarter 1 2013/14.

**Appendix C** – Debts written off in 2011/12 and 2012/13 and totals.

**Appendix D** – Ten Largest Debts Written Off in Quarter 4, 2012/13

This page is intentionally left blank

## Extract from PAASC 26 June 2013 – Council Tax Recovery Process

### 2. Proposal and Issues

#### *The Council Tax recovery process – key points*

- 2.1** The recovery of Council Tax relies upon taxpayers being billed promptly with sympathetic, swift and decisive recovery action if payments are late.
- 2.2** Taxpayers may pay by 10 or 12 instalments. When an instalment is not paid a reminder is sent seven days later advising them of the amount to pay and the deadline by which the account must be brought up to date. After a further 7 days a final notice is sent, if there is no response 14 days later a summons should be issued.
- 2.3** Where a summons is issued costs are added to the account. Costs are structured as follows: £93 for the summons and an additional £30 when a hearing at the Magistrates' Court takes place making a total of £123.
- 2.4** There is a direct cost to the Council of £3 per summons which is paid to the court at the point they are issued. The remainder of the charge reflects the cost to the Council of processing the case. In some cases summonses are withdrawn and the costs not charged. This can occur for a number of reasons:
- i. The taxpayer pays in full before the hearing, only the £93 is then payable,
  - ii. There are acceptable reasons for non payment (bereavement, illness etc), or
  - iii. CTS is in the process of being assessed.
- 2.5** A total of 10,500 summonses were issued in 2012/13 and 28% were withdrawn.
- 2.6** The table below shows the impact and projections for 2013/14 based upon an estimated 5,000 additional summonses and similar rate of withdrawals (28%).

	<b>2012/13 Actual</b>	<b>2013/14 Forecast</b>
Summons (number)	10.2k	15.2k
Liability orders (number)	7.7k	12.2k
Costs raised	£1,179k	£1,779k
Withdrawn summonses (number)	2.9k	4.3k
Withdrawn liability orders (number)	2.1k	3.4k
Net costs raised	£849k	£1,281k

- 2.7** The account is taken to the Magistrates' court in order to obtain a liability order. The purpose of the liability order is to authorise further action to recover the debt, such enforcement action is not allowed without this order. With a liability order the following action can be used to recover the debt:
- i. Attachments to earnings or benefit,
  - ii. Recovery action by enforcement agents (bailiffs),
  - iii. Bankruptcy
  - iv. Charging Order

v. Committal to prison.

**2.8** The above enforcement actions need to be taken separately and cannot be pursued concurrently, e.g. a debt cannot be sent to the bailiffs whilst an attachment is in place.

**2.9** Enforcement action serves two main purposes, firstly it prompts payment in its own right and secondly it acts as a deterrent. Detail of these possible actions is set out below:

<b>Arrangements</b>	<ul style="list-style-type: none"> <li>i. Although, by law, taxpayers are given instalments to pay their Council Tax, in many cases they default and request a payment arrangement outside their statutory instalment plan. The process used by the Council allows for such arrangements but specific criteria must be met before an arrangement is agreed. These criteria are: <ul style="list-style-type: none"> <li>a. A summons must be issued and liability order obtained; this ensures that the debt will be secured in court and further debt recovery action can be taken if the arrangement is not kept.</li> <li>b. Employment details are recorded, this allows an attachment to earnings to be applied if the arrangement is broken</li> <li>c. Payment by Direct Debit is put in place,</li> <li>d. A payment of a proportion of the debt is made immediately</li> </ul> </li> </ul>
---------------------	--

<b>Attachments</b>	<ul style="list-style-type: none"> <li>i. Where payment has not been received or payment arrangements broken attachments will be applied.</li> <li>ii. Where the taxpayer is in receipt of income support or job seekers allowance an attachment of benefit application will be sent to the DWP asking for payment to be deducted directly from their benefits. It is expected that a large number of applications could be sent in the new circumstances of CTS. However, there are restrictions placed upon this action and taxpayers may only have one attachment to their benefit payments at any one time. Given the multiple strands of Welfare Reform and the demands of other creditors this rule is important as deductions can also be made for housing costs, hostel payments, rent arrears, service charges for fuel and water, fuel costs, water charges, child support maintenance, and some loans.</li> <li>iii. Where employer details are known an attachment to earnings will be applied. In these cases the employer is legally obliged to deduct a percentage from the employee's earnings. This percentage is based upon a sliding scale dependent upon earnings, and is stipulated in the Administration and Enforcement</li> </ul>
--------------------	---



	<p>regulations and therefore cannot be amended by the Council. This is the most effective method of debt recovery for Council Tax ensuring regular payment of a set amount towards the debt is made. In addition it may help the taxpayer to manage their finances.</p>
--	---

<b>Bailiff Action</b>	<ul style="list-style-type: none"> <li>i. Should the taxpayer fail to make the agreed payments and an attachment is not possible (as an attachment is already in place for another debt) the case is referred to the bailiffs.</li> <li>ii. Bailiffs will attend taxpayer's property with the intention of collecting payment or removing goods to the value of the debt. The amount the bailiff charges are prescribed in the regulations and include £24.50 for a first visit and then £18 for a second. Bailiffs are will also charge for levying, this is the process of making an inventory of goods within a property with the intention of removing. The charge for this is, by regulation, based upon a percentage of the debt and in the vast majority of cases a payment arrangement is agreed and the goods are not removed. However, if the arrangement is not maintained the bailiff has the right to remove the goods that have been levied upon.</li> <li>iii. Bailiffs are required to adopt and use the Council's Code of practice when recovering debt (Appendix 1).</li> </ul>
-----------------------	---

<b>Bankruptcy</b>	<ul style="list-style-type: none"> <li>i. Bankruptcy action is taken where sufficient payment has not been received over a period of time and the debt has become large enough to warrant this kind of action.</li> <li>ii. This action cannot be taken against a taxpayer unless the total debt exceeds £750.</li> <li>iii. Checks are carried out to ensure that the taxpayer has sufficient assets to warrant the action. This is usually determined by ensuring that there is sufficient equity in any property owned and also includes an automatic referral to social services before action is taken.</li> </ul>
-------------------	---

<b>Committal action</b>	<ul style="list-style-type: none"> <li>i. Committal action is used as a last resort when it appears the debtor has the means but will not pay. The actual purpose of this action is to ensure the taxpayer attends a Means Hearing at the Magistrates' Court. At this hearing it is for the Court to determine the reason for non-payment and to assess the taxpayer's ability to pay based upon their income and expenditure.</li> <li>ii. Where wilful refusal or culpable neglect is found, the court may award a custodial sentence.</li> </ul>
-------------------------	---

**2.10** Enforcement action has been used very successfully at Barking and Dagenham with increases in collection seen as described above. They can and are used where appropriate; however there is room for discretion and each case where appropriate is considered on its own merits where for example the taxpayer is experiencing extreme hardship, bereavement or illness.

**2.11** Statistics relating to recovery actions taken in 2011/12 and 2012/13 are shown in the table below:

<b>Recovery action</b>	<b>2011/12</b>	<b>2012/13</b>
Reminders	35,686	35,177
Final Notices	18,379	16,507
Summonses	10,836	10,205
Attachment to benefit	1,496	1,822
Attachment to benefit (pending)	723	1,002
Attachment to earnings	1,491	1,781
Bailiffs	8,129	8,413
Bankruptcy	2	9
Committal hearings	7	10
Committal action - custody	1	0
Charging orders	7	5

end

Table 1: Debts Written Off during Quarter 1 2013/14 (£)

Write-offs		Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Council Tax	NNDR	TOTAL
<b>Apr-13</b>	Under 2k	0	2,160	0	0	11,989	0	14,149
	Over 2k	0	0	0	0	0	0	0
	Over 10k	0	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>2,160</b>	<b>0</b>	<b>0</b>	<b>11,989</b>	<b>0</b>	<b>14,149</b>
<b>May-13</b>	Under 2k	0	22,500	0	1,457	27,292	14,324	65,572
	Over 2k	0	9,721	0	0	0	2,269	11,990
	Over 10k	0	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>32,221</b>	<b>0</b>	<b>1,457</b>	<b>27,292</b>	<b>16,592</b>	<b>77,562</b>
<b>Jun-13</b>	Under 2k	0	32,872	23,729	0	0	0	56,601
	Over 2k	0	12,961	0	0	0	0	12,961
	Over 10k	0	10,350	0	0	0	0	10,350
	<b>Total</b>	<b>0</b>	<b>56,183</b>	<b>23,729</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,912</b>
<b>Quarter 1 Totals</b>		<b>0</b>	<b>90,564</b>	<b>23,729</b>	<b>1,457</b>	<b>39,280</b>	<b>16,592</b>	<b>171,623</b>

Table 2: Debts Written Off during Quarter 1 2013/14 (Numbers)

Write-offs		Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Council Tax	NDR	TOTAL
<b>Apr-13</b>	Under 2k	0	27	0	0	21	0	48
	Over 2k	0	0	0	0	0	0	0
	Over 10k	0	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>48</b>
<b>May-13</b>	Under 2k	0	141	0	1	51	23	216
	Over 2k	0	3	0	0	0	2	5
	Over 10k	0	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>144</b>	<b>0</b>	<b>1</b>	<b>51</b>	<b>25</b>	<b>221</b>
<b>Jun-13</b>	Under 2k	0	162	153	0	0	0	315
	Over 2k	0	4	0	0	0	0	4
	Over 10k	0	1	0	0	0	0	1
	<b>Total</b>	<b>0</b>	<b>167</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>
<b>Quarter 1 Totals</b>		<b>0</b>	<b>338</b>	<b>153</b>	<b>1</b>	<b>72</b>	<b>25</b>	<b>589</b>

Table 3: Costs Written Off during Quarter 1 2013/14 (£)

Cost write-off	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Council Tax	NDR	TOTAL
<b>Apr-13</b>	0	205	0	0	2,684	0	<b>2,889</b>
<b>May-13</b>	0	222	£0	0	6,626	3,835	<b>10,683</b>
<b>Jun-13</b>	0	0	974	0	0	£0	<b>974</b>
<b>Quarter 1 Totals</b>	0	427	974	0	9,310	3,835	<b>14,546</b>

This page is intentionally left blank

## DENTS WRITTEN OFF (£)

Table 2: Debts written off during 2011/12

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2011/12 Totals	260,487	145,284	987,383	2,808	N/A	0	0	205,789	772,683	2,374,433

Table 3: Debts written off during 2012/13

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2012/13 Totals	110,876	141,896	886,890	23,360	N/A	0	0	1,015,408	569,842	2,748,281

Table 4: Debts written off during 2013/14 (Q1 only)

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	PSL Homeless	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2013/14 Q1	0	90,564	23,729	1,457	N/A	0	0	39,280	16,592	171,623

This page is intentionally left blank



## Appendix D

### Ten largest debts approved for write-off: - Quarter 1, 2013/14

NAME	AMOUNT	DEPARTMENT	REASON
Monica Kunzekweguta	£3,461	GI	A Judgement was obtained and passed it to the bailiffs for High Court Action. The Bailiff returned this to us as they were unable to enforce after visiting, sending letters and telephone calls as there were no goods of sufficient value.
Ifelola Owosemi	£2,269	NNDR	Liable from 27.12.2011 until 27.7.2012. Charge was £2,723 including costs, paid nothing. Made liable as the Company Director as the Company Eagle Business and Legal Services Ltd had been dissolved. Lease for property had not been disclaimed. Absconded and all traces completed were unsuccessful.
Mr Zubair Ahmed	£1,442	NNDR	Liable from 2.6.2010 until 1.9.2012. Charge was £3,782 including costs, paid £1,934. Absconded and new occupier billed. All traces completed with no success.
Mr Muhammed Tahir	£1,382	CTAX	Liable from 26.02.09 to 01.06.12. Account was passed for write off as several attempts at tracing him were carried out and were unsuccessful. Tenant has absconded.
Mr Adewale Ariwodola	£1,352	GI	Judgement obtained. Sent to the Newlyn's Bailiff for High Court Action. Unsuccessful as bailiff were unable to contact the debtor.. Returned from Bailiff as unable to recover the debt.
Mr Olalekan Olarinsoye	£1,281	CTAX	Liable from 06.02.10 to 28.11.12. The tenant absconded the property and left no forwarding address. All relevant tracing was carried out which proved unsuccessful.
Ms Deborah B Wright	£1,256	CTAX	Liable from 03.11.05 to 01.09.12. The tenant did not pay after their CTB ended. A forwarding address was provided but proved to be invalid. The service was unable to find another one after doing tracing work. Account was passed for write off.

## Appendix D

NAME	AMOUNT	DEPARTMENT	REASON
Ms Maureen Oshodin	£1,243	CTAX	Liabe from 24.06.10 to 14.07.11. Tenant did not inform the service she was liable whilst she lived there. Her account was created after she left the property. After carrying out searches and a credit check no further contact details could be found so debt was written off.
Ms Victoria Akinsola	£1,184	CTAX	Liabe from 01.05.10 to 01.07.11. Tenant absconded the property and the owner did not have a forwarding address. Tracing was carried out but proved unsuccessful so debt written off.
Mr Nana Berko	£1,169	CTAX	Liabe from 21.09.09 to 18.09.10. Tenant did not inform the service he was liable whilst he lived there. His account was created after he left the property. After carrying out searches and a credit check no further contact details could be found so debt was written off.

Gi            General Income  
 NNDR        National Non-Domestic Rates  
 CTAX        Council Tax