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## THE CABINET

**Wednesday, 24th January, 2018 at 8.15 pm in the Conference Room, Civic Centre, Silver Street, Enfield, EN1 3XA**

### **Membership:**

Councillors : Doug Taylor (Leader of the Council), Achilleas Georgiou (Deputy Leader of the Council), Daniel Anderson (Cabinet Member for Environment), Yasemin Brett (Cabinet Member for Community, Arts & Culture), Alev Cazimoglu (Cabinet Member for Health & Social Care), Krystle Fonyonga (Cabinet Member for Community Safety & Public Health), Dino Lemonides (Cabinet Member for Finance & Efficiency), Ayfer Orhan (Cabinet Member for Education, Children's Services and Protection), Ahmet Oykenar (Cabinet Member for Housing and Housing Regeneration) and Alan Sitkin (Cabinet Member for Economic Regeneration & Business Development)

### **Associate Cabinet Members**

Note: The Associate Cabinet Member posts are non-executive, with no voting rights at Cabinet. Associate Cabinet Members are accountable to Cabinet and are invited to attend Cabinet meetings.

Dinah Barry (Associate Cabinet Member – Non Voting), George Savva MBE (Associate Cabinet Member – Non Voting) and Vicki Pite (Associate Cabinet Member – Non Voting)

### **NOTE: CONDUCT AT MEETINGS OF THE CABINET**

Members of the public and representatives of the press are entitled to attend meetings of the Cabinet and to remain and hear discussions on matters within Part 1 of the agenda which is the public part of the meeting. They are not however, entitled to participate in any discussions.

Cabinet are advised that any recommendations included within the reports being considered by Cabinet as part of this agenda, that are for noting only, will not be subject to the Council's call-in procedures. Such recommendations are not deemed to be decisions of the Cabinet, but matters of information for the Executive.

## **AGENDA – PART 1**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATION OF INTERESTS**

Members of the Cabinet are invited to identify any disclosable pecuniary, other pecuniary or non pecuniary interests relevant to items on the agenda.

## **DECISION ITEMS**

### **3. URGENT ITEMS**

The Chair will consider the admission of any reports (listed on the agenda but circulated late) which have not been circulated in accordance with the requirements of the Council's Constitution and the Local Authorities (Executive Arrangements) (Access to Information and Meetings) (England) Regulations 2012.

Note: the above requirements state that agendas and reports should be circulated at least 5 clear working days in advance of meetings.

### **4. DEPUTATIONS**

To note, that no requests for deputations have been received for presentation to this Cabinet meeting.

### **5. ITEMS TO BE REFERRED TO THE COUNCIL**

To agree that the following report be referred to full Council:

1. Report No.137 – Council Tax Support Scheme for 2018/19 and the Council and Business Rate Bases 2018/19.

### **6. ADDRESSING MEMBER REVIEW OF PREVENTION AND EARLY INTERVENTION CONTRACT AWARDS FOR OUTCOMES 3 AND 6**

A report from the Executive Director of Health, Housing and Adult Social Care and Executive Director of Finance, Resources and Customer Services **will be circulated as soon as possible**. (Report No.140, agenda part two also refers). **(Key decision – reference number 4555)**

(Report No.135)  
(8.20 – 8.25 pm)

**TO FOLLOW**

**7. REVENUE MONITORING REPORT - NOVEMBER 2017**

A report from the Executive Director of Finance, Resources and Customer Services **will be circulated as soon as possible. (Key decision – reference number 4548)**

(Report No.136)

(8.25 – 8.30 pm)

**TO FOLLOW**

**8. COUNCIL TAX SUPPORT SCHEME FOR 2018/19 AND THE COUNCIL AND BUSINESS RATE BASES 2018/19 (Pages 1 - 36)**

A report from the Executive Director of Finance, Resources and Customer Services is attached. **(Key decision – reference number 4588)**

(Report No.137)

(8.30 – 8.35 pm)

***Appendix E will be circulated “to follow”***

**9. UPDATE ON WORK OF THE INFORMATION GOVERNANCE BOARD (IGB) (Pages 37 - 48)**

A report from the Executive Director of Finance, Resources and Customer Services is attached. (Non key)

(Report No.138)

(8.35 – 8.40 pm)

**10. HOUSING GATEWAY LIMITED ANNUAL REPORT 2016-17 (Pages 49 - 60)**

A report from the Executive Director of Finance, Resources and Customer Services is attached. (Report No.141, agenda part two also refers) (Non key)

(Report No.139)

(8.40 – 8.45 pm)

**11. ISSUES ARISING FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

To note that there are currently no issues arising from the Overview and Scrutiny Committee for consideration at this meeting.

**12. CABINET AGENDA PLANNING - FUTURE ITEMS (Pages 61 - 64)**

Attached for information is a provisional list of items scheduled for future Cabinet meetings.

**13. MINUTES (Pages 65 - 78)**

To confirm the minutes of the previous meeting of the Cabinet held on 20 December 2017.

## **INFORMATION ITEMS**

### **14. ENFIELD STRATEGIC PARTNERSHIP UPDATE**

To note that there are no written updates to be received.

### **15. DATE OF NEXT MEETING**

To note that the next meeting of the Cabinet is scheduled to take place on Wednesday 14 February 2018 at 8.15pm.

## **CONFIDENTIAL ITEMS**

### **16. EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing a resolution under Section 100(A) of the Local Government Act 1972 excluding the press and public from the meeting for the items of business listed on part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).  
(Members are asked to refer to the part 2 agenda)

## MUNICIPAL YEAR 2017/2018 REPORT NO. **137**

### MEETING TITLE AND DATE:

**CABINET, 24th January 2018**  
**COUNCIL, 31<sup>st</sup> January 2018**

### REPORT OF:

**Executive Director of Finance,  
 Resources and Customer  
 Services**

Contact Officers: Sally Sanders/  
 Geoff Waterton

Geoff Waterton

Key Decision 4588

<b>Agenda – Part: 1</b>	<b>Item: 8</b>
<b>Subject: Council Tax Support Scheme for          2018/19 and the Council and Business          Rate Tax Bases 2018/19          Wards: All</b>	

### **1. EXECUTIVE SUMMARY**

- 1.1 In January 2013 Council agreed a new local Council Tax Support Scheme to replace the previous national Council Tax Benefit Scheme which was to be abolished by the Government in April 2013.
- 1.2 Every year the Council is obliged to consider whether to revise or replace its local Council Tax Support Scheme.
- 1.3 This report recommends the Council Tax Support Scheme for 2018/19 maintains the current minimum contribution for working age households not in a protected group at 26.5%, introduces an income threshold for universal credit claimants and a further protected group for care leavers. There are also some administrative changes introduced to ensure the operation of the scheme after the roll out of universal credit maximises take up of council tax support and some alignment of the national uprating of social security benefit rates to the local council tax support scheme.
- 1.4 A hard copy of the revised Council Tax Support Scheme which the Council is required to produce under section 13A(1)(a) and Schedule 1A of the Local Government Finance Act 1992 is available in the members library and will be available on line once the scheme is agreed. The Council must adopt the same or new scheme by 11 March of the preceding financial year to which the scheme will apply. The report also recommends the 2018/19 Council Tax and Business Rate bases (Appendix D and E).

## 2. RECOMMENDATIONS

2.1 That Cabinet recommends to Council:

- A. That Council agrees the Local Council Tax Support Scheme for 2018/19 to provide financial support for households on low incomes in paying their Council Tax taking into account the consultation responses (Appendix C) and the Equality Impact Assessment (Appendix B).

For the 2018/19 scheme:

- the minimum contribution for working age households not in a protected group will be maintained at 26.5%.
  - The maximum earned income for Universal Credit claimants to receive council tax support will be £1264.99 net per month for 2018/19 (**This taper was decided as no one is currently entitled to Council Tax Support where their income is more than £1264.99 per month**)
  - Care leavers up to the age of 25 will be added to the existing protected groups
  - Administrative changes set out in paragraph 6.3 be incorporated into the scheme to improve service delivery
- B. Pursuant to this report (see Appendix D for full detail) and in accordance with the Local Authorities (Calculation of the Tax Base) (England) Regulations 2012, the amount calculated by the London Borough of Enfield as its Council Tax Base for 2018/19 shall be 96,005 Band D equivalents.
- C. Agree the Department for Communities and Local Government NNDR1 Business Rate base return for 2018/19 (Appendix E).
- D. Agree the amendment to the discretionary rate relief scheme as set out at 2.2 of Appendix E
- E. Delegate authority to the Executive Director of Finance, Resources and Customer Services, in liaison with the Cabinet Member for Finance and Efficiency, to agree minor amendments to the 2017-19 scheme and to agree the 2019-21 scheme at the appropriate time.

### **3. BACKGROUND**

- 3.1 In 2012 the Government announced that as part of a series of welfare reforms, the national Council Tax Benefit scheme was to be abolished and replaced with local schemes. At the time, funding for the replacement local schemes was reduced by 10% and Enfield faced a £5m shortfall in funding if it continued to follow the previous national policy.
- 3.2 Enfield consulted widely on a proposed local scheme and in January 2013 approved a scheme which saw pensioners and war widows protected from any change, and working age claimants seeing a 19.5% reduction in support. The Scheme was based on the principle of a fully-funded scheme so that minimum contributions are set at a level to cover the costs of the scheme only and council tax payers are not asked to contribute to the costs. At the same time, Council agreed changes to exemptions and discounts to Council Tax which saw the discount for empty and refurbished homes reduced to one month, no discount given for second homes and the introduction of a new empty homes premium of 150% of Council Tax for homes left empty for more than two years (the maximum allowed).
- 3.3 Every year the Council is obliged to consider whether to revise or replace its local Council Tax Support Scheme. As a result of the consultation and Equalities Impact Assessment for the 2014/15 scheme, the Council increased the range of protected groups further to include foster carers registered with the Council, people in receipt of Carers Allowance and people in receipt of higher rate disability benefits (Higher Rate Disability Living Allowance, Higher Rate Personal Independence Payments and the support component of Employment Support Allowance).
- 3.4 During 2017/18 the Government has included Enfield Council in the roll out of Universal Credit full service. The recommended council tax support scheme for 2018/19 takes into account the effect of the roll out of Universal Credit and ensures the scheme remains affordable while at the same time seeks to protect vulnerable council taxpayers.
- 3.5 The Council has to agree a Local Council Tax Support Scheme each year. Next year's scheme has to be agreed by 11 March 2018 or the Government's default scheme will be applied which is likely to cost the Council over £9m per year.

### **4. REVIEW OF THE OPERATION OF THE COUNCIL TAX SUPPORT SCHEME TO DATE**

- 4.1 Collection of Council Tax has been monitored closely and additional support provided. The Council has always recognised that by providing a range of payment options, as well as advice to customers, overall collection rates improve. Claimants receiving Council Tax Support were given the opportunity

to pay in weekly instalments and wherever possible the Council is seeking to agree payment arrangement plans or attachments of earnings/benefits.

- 4.2 The projected Council Tax base income levels for Council Tax Support cases were exceeded in the first year of the scheme. The Council achieved the overall Council Tax collection rate of 97.33% for 2015/16, an increase of 0.46%. This was based on overall collection rates of 85% and 98% for Council Tax Support and non-Council Tax Support payers respectively.
- 4.3 In recognition of the difficulties faced by local households, the Council introduced and has maintained a discretionary Council Tax Hardship Scheme. Households facing exceptional financial hardship can apply to the scheme and receive help with their Council Tax. Payment from the Council Tax Hardship Scheme this year will exceed £100,000. **There is a potential increase in funds available, up to £500,000, from the Business Rates retention system which may assist with the funding of this scheme.** The Council Tax Hardship Scheme is called upon over time not simply within the current financial year of the scheme.
- 4.4 A key principle of the Council Tax Support scheme agreed by Council was that it is a “fully funded scheme” by Government grant where council taxpayers are not asked to pay more to meet the Government’s funding shortfall. Similarly the minimum contribution is set at a level to cover the costs of the scheme only and not to provide additional income. On the basis of the Council Taxbase it was calculated in 2013/14 that working age benefit recipients would need to pay an additional 19.5% to fully fund the shortfall. The government has since incorporated the funding for council tax support into general government funding which has been subject to significant reductions.
- 4.5 Between 2014/15 and 2016/17 the Council’s core funding (excluding schools grant and public health) reduced by 20% and between 2015/16 and 2016/17 the funding has reduced by a further 7.5%. The maximum council tax support for working age claimants not included in a protected group is 26.5%. It is not proposed to change this percentage for 2018/19 as it is estimated that the overall cost of the scheme will reduce due to the above inflation increase in pensions and a projected reduction in the overall numbers claiming.

## 5. CONSULTATION ON THE 2018/19 PROPOSED SCHEME

- 5.1 The Council consulted on the proposed Local Council Tax Support Scheme for 2018/19. This closed on 31<sup>st</sup> October 2017
- 5.2 The consultation asked people a series of questions summarised below and is set out in more detail in Appendix C. In summary:
  - 71% believe that working age households who have the ability to work should have to pay something towards their Council Tax each year irrespective of earnings.



- 57% agree that Single Care leavers under 25 should be a new protected group
- 62% agree that the Council should have a simpler claims and administration process for those receiving Universal Credit
- 53% agree that people receiving Universal Credit should not be awarded Council Tax Support if their Earned income is £1265 or more per month

5.3 The Greater London Authority responded to the Council's pre consultation notification on the 31<sup>st</sup> October 2017. In summary the GLA is happy to endorse the broad approach taken by Enfield and commented that some of the changes would bring the Borough's Council Tax Support scheme into line with several other schemes in London and would help to ensure that the increased cost of the scheme does not have to be passed on to more vulnerable residents.

5.4 The GLA encouraged the Council to ensure that:

- Pensioners see no change in their current level of awards whether they are existing or new claimants;
- They consider extending support or protection to other vulnerable groups; and
- Local schemes should support work incentives and, in particular, avoid disincentives to move into work

5.5 Enfield's council tax support scheme includes protection for pensioners and vulnerable groups and maintains a tapered reduction for claimants whose income increase. Allowances and applicable amounts are uprated each year as part of the local scheme agreed previously. Working claimants receiving Universal Credit are included within next year's council tax support scheme.

## **6. PROPOSED AMENDMENTS TO THE SCHEME FOR 2018/19**

6.1 Protected groups remain the same as the 2017/18 scheme except for the additional protected category for care leavers aged under 25 years old which is recommended for the 2018/19 scheme.

6.2 The minimum contribution for working age households not in a protected group will remain at 26.5% for 2018/19.

6.3 Premium and personal allowances shown in the council tax support scheme have been uprated in accordance with the social security/housing benefit rates that will apply from April 2018 and aligned with Department of Work and Pension categories to ensure consistency except where specifically changed by the council (e.g. high rate non dependant deduction). In addition backdating of claims will be extended to up to 12 months from the date of claim where good cause can be demonstrated and council tax support will be allowed to be paid on two homes in cases of domestic violence.

- 6.7 The *Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2017/1305* have been incorporated in the 2018/19 local council tax support scheme.

## **7. ALTERNATIVE OPTIONS CONSIDERED**

- 7.1 The Council has considered the alternative option of maintaining the current council tax support scheme for Universal Credit cases but as Universal Credit includes working tax credit the range of income levels within the Universal Credit award would increase the cost of the council tax support scheme considerably.

## **8. REASONS FOR RECOMMENDATIONS**

- 8.1 The recommendations contained in this report follow an assessment of options, experience of operating the scheme to date, the Equality Impact Assessment and the consultation. The recommended changes introduced in 2014 for defined protected groups and the further extension of care leavers under the Equality Impact Assessment support the Council's aims to build strong, stable communities and are recommended to be continued next year.

## **9. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS**

### **9.1 Financial implications**

The agreed Council and Business Rate Tax Bases will be built into the 2018/19 budget and Council Tax to be recommended to Council on 21st February 2018. The cost of the Council Tax Support Scheme for 2018/19 is expected to be broadly in line with the cost of last year's scheme.

### **9.2 Legal implications**

- 9.2.1 The Welfare Reform Act 2012 provided for the abolition of Council Tax Benefit (CTB). Provisions for the localisation of Council Tax support were included in the Local Government Finance Act 2012. Since 1 April 2013 local authorities in England have been responsible for administering their own Council Tax Reduction Schemes subject to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (SI 2012/2885). Some authorities chose to adopt the default scheme provided for in the Council Tax Reduction Schemes (Prescribed Requirements and Default Scheme) (England) Regulations 2012 (SI 2012/2886). Each year, after a Council Tax Reduction Scheme (Council Tax Support Scheme) has been implemented, the Council must consider whether to revise or replace its scheme. Any revision or replacement to the scheme must be made by 11 March, preceding the financial year in which the revision or replacement is to have effect. The Secretary of State prescribed a default scheme which took effect from April 2013 where a billing authority failed to make a scheme on or before 31 January. This default scheme retains the criteria and allowances

previously in place for CTB (Council Tax Benefit). Authorities can revise or replace their schemes in preparation for the start of each financial year. They may not make in-year revisions. Transitional arrangements must be put in place where revisions result in a reduction or removal of assistance for a class or classes of persons.

9.2.2 If any changes are suggested to the Council Tax Support Scheme the Council must run a consultation with stakeholders including residents. The Council has run a consultation on the proposed Council Tax Support Scheme for 2018/2019

9.2.3 The consultation document sets out that the council may decide to change the scheme on the basis of the consultation, and that figures could change as a result of government spending policy, future announcements on government funding and changes in the Council's tax base (properties eligible to pay council tax).

In certain circumstances, it may be reasonable and fair to re-consult where there is a fundamental change to the issue, once the consultation is underway or has closed.

9.2.4 The Council Tax base( Appendix D) has been written in accordance with The Local Authorities ( Calculation of Council Tax Base) Regulations 1992 (S.I. 1992 No. 612) which sets out the calculations which are required by the Local Government Finance Act 1992 as amended by the Local Government Act 2003 .

9.2.5 So far as the Business Rate discretionary relief scheme ( Appendix E) is concerned the government is not changing the legislation around transitional relief ( The Non-Domestic Rating (Chargeable Amounts) (England) Regulations 2016). Instead the government will, in line with the eligibility criteria for the scheme, reimburse billing authorities that use their discretionary relief powers (under S47 of the Local Government Finance Act 1988, as amended by the Localism Act 2011) to grant relief.

### **9.3 Property Implications**

None.

### **9.4 Key Risks**

9.4.1 The key risks relate to operational, financial and reputational concerns. There is an operational risk of failure to collect the estimated amount, e.g. if any category of exemption has not been specified and following implementation of the scheme the Council is unwilling to pursue recovery action in particular cases of default. The operational risks are mitigated by assisting payers with supportive payment arrangements and by applying fairly, consistently and promptly the recovery process.

9.4.2 The financial risk is of insufficient collection rates and of Universal Credit caseload rises being beyond those anticipated in calculating the Local

Scheme costs and deductions required from support. In the initial year of the scheme there was a risk that collection rates may be over or under stated. The Council has adjusted anticipated ultimate collection rates in the scheme for 2018/19 based on experience to date and the impact of increase in contribution rates. Variation between the estimated and actual collection rates and caseload levels will result in either a deficit (or surplus) on the Collection Fund in future years. The current Medium Term Financial Plan assumes no variation to current assumptions. **The cost of the 18/19 scheme will be monitored, paying particular attention to those on Universal Credit with a net Earned Income up to £1264.99 per month. Options to introduce more earned income bands, for those getting Universal Credit, to attract different maximum contribution rates will be considered in the 19/20 scheme.**

- 9.4.3 The reputational risk is of failure to make proper provision for people on low income losing some of the current level of support. The reason for this scheme arises from a Government decision to replace the existing national scheme with local schemes with reduced grant funding and clearly considerable help will need to be available to payers facing increased Council Tax bills as a result of the change in scheme. Conversely, failure to properly pursue payment of Council Tax due in such cases would create inequality of treatment with other Council Taxpayers many of which will have income levels only marginally above the limit for obtaining Council Tax Support.

## **10. IMPACT ON COUNCIL PRIORITIES**

### **10.1 Fairness for All**

The draft Local Scheme retains protection for pensioners, war widows, carers and those with severe disabilities. The draft scheme attempts to strike a fair balance between the interest of Council Tax Support recipients and those taxpayers who do not receive help with their Council Tax payments. The Council Tax Hardship Scheme provides support for those households facing exceptional financial hardship.

### **10.2 Growth and Sustainability**

One of the drivers for the Welfare Reform programme of the Government is increasing employment and the overall level of demand for Council Tax support will depend to a considerable extent on the ability of local unemployed residents to find paid work and for those in employment to find better paid work.

The draft Local Scheme is funded by passing on the cost of reductions in full in the level of support offered to Council taxpayers. Reductions in disposable income may have an adverse impact in the local economy.

### **10.3 Strong Communities**

The consultation exercise has shown that, as a principle, there is strong support for some payment to be made by all Council Taxpayers whether or not receiving Council Tax Support. However, combined with other welfare reform measures, there is the potential for an increase in the number of families and individuals in the borough living in poverty.

### **11. EQUALITIES IMPACT**

The Equalities Impact Assessment for the amended scheme is attached as Appendix B. The recommendations contained in this report retain financial support for protected groups.

### **12. PERFORMANCE MANAGEMENT IMPLICATIONS**

None.

### **13. PUBLIC HEALTH IMPLICATIONS**

This change affects those already struggling due to the wider Government welfare changes. The implications will depend upon the success of residents gaining employment or, for those in low paid employment, obtaining better paid employment. Supporting people facing hardship and stress will be key to promoting the ability of families to provide healthy food, to pay bills and to promote sound mental health.

### **APPENDICES**

Appendix A – Summary of Technical Changes to the Council Tax Support Scheme since 2013

Appendix B – Equalities Impact Assessment

Appendix C – Consultation results

Appendix D – Council tax base

Appendix E – Business rate base (TO FOLLOW)

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**Enfield Council**

**Council Tax Support Scheme**

**Summary of changes to the default scheme since 2013/14**

**Appendix A to Council report**

**31st January 2018**

## Council tax support scheme changes since 2012/13 Council Tax Benefit Default Scheme

### 2013/14

Financial Year	Date Scheme agreed	The Council Tax Reduction Default Scheme	Second Adult Rebate	High rate non dependant deductions	Introduction of an end calculation deduction	Creation of Local Hardship Fund	Introduction of exempt categories from the 80.5% maximum award
2013-14	Council 30th January 2013	Si 2012 No. 2886 and Si 2012 No. 3085	2AR abolished for working age claimants	Increasing top rate deduction from £9.90 to £20.50 per week for non-dependants earning over £401 per week	19.50%	Hardship fund £836,000	Protects working age war widows from the reduction

### 2014/15

Financial Year	Date Scheme agreed	Extension of exempt categories from the 80.5% maximum award				Income uprating
2014-15	Council 29th January 2014	Claimants in receipt of Carers allowance	High rate Disability Living Allowance (Mobility and Care Component)	Enhanced Personal Independence Payments (Daily Living and Mobility component)	Enfield Council recruited, trained and supported foster carers	Applied in accordance with uprating schedule



**2015/16**

<b>Financial Year</b>	<b>Date Scheme agreed</b>	<b>Income uprating</b>	<b>Statutory amendment for EEA Nationals</b>	<b>Administrative amendment</b>
2015-16	Council 28th January 2015	Applied in accordance with uprating schedule Si 2014 No 3312	EEA Nationals who are not currently entitled to HB are also not entitled to CTS	Where Housing Benefit is already in payment, a new application for CTS is no longer required following a change in circumstances. The existing claim for HB may be used for both schemes.

**2016/17**

<b>Financial Year</b>	<b>Date Scheme agreed</b>	<b>Income uprating</b>	<b>Savings threshold</b>
2016-17	Council 27th January 2016	Applied in accordance with uprating schedule	Reduction in savings threshold from for working age claimants

2017/18

Financial Year	Date Scheme agreed	Prescribed regulations - Pensioners Income range change for non-dependants	Prescribed regulations - Pensioners temporary absence
2017-18	Council 25th January 2017	The HB uprating Circular A12/2016 quotes DWP uprating of the non-dependant deductions rates based on a 2.5% which the DWP used. DCLG now uprates the non-dependant deductions with the CPI figures (1%). For HB – the gross income range is £200 to £258.99 and £259 to £345.99. For cts (pensioners) the prescribed regulations quote a new range of £196.95 to £338	Temporary absence for pensioners now reduced to 4 weeks to mirror HB change last year. Doesn't apply to working age claims - still 13 weeks

## **Appendix B**

### **Enfield Council Predictive Equality Impact Assessment/Analysis**

<b>Department:</b>	<b>FRCS</b>	<b>Service:</b>	<b>Assessment Hub</b>
<b>Title of decision:</b>	Council Tax Support Scheme 2018/19	<b>Date completed:</b>	7 January 2018
<b>Author:</b>	Geoff Waterton	<b>Contact details:</b>	Geoff.waterton@enfield.gov.uk

**1 Type of change being proposed:** (please tick)

Service delivery change/ new service/cut in service		Policy change or new policy	x	Grants and commissioning		Budget change	
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**2 Describe the change, why it is needed, what is the objective of the change and what is the possible impact of the change:**

The Council is obliged to set a local Council Tax Reduction Scheme every year following the abolition of the national Council Tax Benefit system in 2013. The Council introduced a local Council Tax Support Scheme to provide financial assistance for low income households in paying their Council Tax. Since 2013, the Council has reviewed the scheme every year and is now deciding on the scheme for 2018/19.

Following previous Equality Impact Assessments and consultations, the Council introduced a range of protected groups in the scheme that remain entitled to a maximum award of 100%. These are: pensioners, war widows, foster carers registered with the Council, people in receipt of Carers Allowance and people in receipt of higher rate disability benefits (Higher Rate Disability Living Allowance, Higher Rate Personal Independence Payments and the support component of Employment Support Allowance). All other working age households are expected to pay a minimum contribution towards Council Tax. A discretionary Hardship Scheme was introduced to provide support to those households that get into severe financial hardship.

The scheme proposed for 2018/19 would see the range of protected groups increased to include care leavers up to 25 years old. The minimum contribution for working age households not in a protected group remains at 26.5%. A new scheme for claimants receiving Universal Credit (UC) has been proposed which will allow an automatic award of council tax support in cases of UC if the net earned income is less than £1,265 per month. This will simplify applications and help maintain take up of the scheme.

In recognition of the potential impact for some households, the Council is considering adding funding to the current Council Tax Hardship Scheme.

### 3 Do you carry out equalities monitoring of your service? If No please state why?

Yes although religious belief, sexual orientation and gender reassignment are not captured as they are not relevant to the assessment or eligibility criteria of the scheme

### 4. Equalities Impact

Indicate Yes, No or Not Known for each group

	Disability	Gender	Age	Race	Religion & Belief	Sexual Orientation	Gender reassignment	Pregnancy & Maternity	Marriage & Civil Partnerships
1. Does equalities monitoring of your service show people from the following groups benefit from your service? (recipients of the service, policy or budget, and the proposed change)	Y	Y	Y	Y	n/a	n/a	Na/	Y	Y
2. Does the service or policy contribute to eliminating discrimination, promote equality of opportunity, and foster good relations between different groups in the community?	Y	Y	Y	Y	Y	Y	Y	Y	Y
3. Could the proposal discriminate, directly or indirectly these groups?	N	N	N	N	N	N	N	N	N
4. Could this proposal affect access to your service by different groups in the community?	N	N	N	N	N	N	N	N	N
5. Could this proposal affect access to <u>information</u> about your service by different groups in the community?	N	N	N	N	N	N	N	N	N
6. Could the proposal have an adverse impact on relations between different groups?	N	N	N	N	N	N	N	N	N

If Yes answered to questions 3-6 above – please describe the impact of the change (including any positive impact on equalities) and what the service will be doing to reduce the negative impact it will have.

The Scheme has been designed to be fair to all whilst ensuring that those facing the greatest risk are prioritised. The proposed scheme includes protection for older people, carers, disabled working adults and foster carers who do not have the same opportunities as other working age households to gain employment and increase their income. Income uprating maintains the level of support in real terms. The discretionary Hardship Scheme will ensure those households facing genuine financial hardship can access support.

<b>5. Tackling Socio-economic inequality</b> Indicate Yes, No or Not Known for each group	Communities living in deprived wards/areas	People not in employment, education or training	People with low academic qualifications	People living in social housing	Lone parents	People on low incomes	People in poor health	Any other socio-economic factor Please state;
Will the proposal specifically impact on communities disadvantaged through the following socio-economic factors?	N	Y	N	N	N	Y	N	N
Does the service or policy contribute to eliminating discrimination, promote equality of opportunity, and foster good relations between different groups in the community?	Y	Y	Y	Y	Y	Y	Y	Y
Could this proposal affect access to your service by different groups in the community?	N	N	N	N	N	N	N	N

If Yes answered above – please describe the impact (including any positive impact on social economic inequality) and any mitigation if applicable.

Working age households not in a protected group who are on low incomes and or out of work will be required to pay a higher contribution to their Council Tax per annum. The Council has introduced a range of flexible payment arrangements for Council Tax Support recipients and has a discretionary Hardship Scheme for those households that face severe financial hardship. The Council is considering increasing the Hardship Scheme reserve for 2018/19.

## **6. Review**

How and when will you monitor and review the effects of this proposal?

The Council is legally required to review its scheme annually and consider if any revisions are necessary.

## Appendix B

### Enfield Council Predictive Equality Impact Assessment/Analysis

#### Action plan template for proposed changes to service, policy or budget

Title of decision: ...Council Tax Support Scheme 2018/19.....

Team: Assessment Hub..... Department: ...FRCS.....

Service manager: ...Geoff Waterton.....

Identified Issue	Action Required	Lead Officer	Timescale/ By When	Costs	Review Date/ Comments
Severe hardship	Monitor debts and take-up of Council Tax Hardship Scheme	Geoff Waterton	Ongoing	none	
Impact of the scheme on protected groups	Review impact of the scheme on increase of care leavers to protected groups	Geoff Waterton	December 2018	none	
Communicate change in scheme to customers and key stakeholders	Amend marketing and web content, issue press release	Geoff Waterton	On going	Within resources	

Please insert additional rows if needed

Date to be Reviewed: ...December 2018.....



**APPROVAL BY THE RELEVANT ASSISTANT DIRECTOR - Sally McTernan..... SIGNATURE.....**

**This form should be emailed to [joanne.stacey@enfield.gov.uk](mailto:joanne.stacey@enfield.gov.uk) and be appended to any decision report that follows.**

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**Enfield Council**

**Council tax support consultation 2018/19.**

**Appendix C to Cabinet Report – 24th January 2018**

## **Council Tax Support Consultation**

This report was generated on 09/11/17. Overall 45 respondents completed this questionnaire. The report has been filtered to show the responses for 'All Respondents'.

The following charts are restricted to the top 12 codes. Lists are restricted to the most recent 100 rows.

Yes (32) – 71%  
No (10) – 22 %  
Don't know (3) – 7%

### **Please tell us why:**

Upper Limit is too high. Reduce it by a few percent and use the additional Council Tax to pay for improvements to Council Services.

Too much for those on low income to afford

Because I have to work hard to pay mine so why are others not having to do the same  
Looking at the example, the payment of £392.53 is not enough. I assume other groups are paying "more" to compensate.

I think they should pay more

I have no idea how this number was calculated and don't have any information about why it is the optimal level.

I can barley afford it

Can people even afford to pay 26.5%?

White British people are struggling to manage, allow them some reprieve by paying their council tax until they're in work.

Should be reduced

Too many people benefit. More people should pay at least 50%.

### **People who receive High Rate Disability Living Allowance or Enhanced rate of Personal Independent Payments (received by Claimant, Partner or dependent Children)**

Yes (34) – 76%  
No (10) – 22%  
Dont' know (1) – 2%

### **People who receive Carers Allowance**

Yes (31) – 69%  
No (12) – 27%  
Dont' know (2) – 4%

People who receive the Support Component of Employment Support Allowance

Yes (23) - 51%  
No (13) - 29%  
Dont' know (9) - 20%

**Single Care Leavers under 25 as a new proposed protected group**

Yes (25) - 57%  
No (13) - 30%  
Dont' know (6) - 14%

**People who are a Foster Carer**

Yes (22) - 49%  
No (17) - 38%  
Dont' know (6) - 13%

**War Widows or War Pensioners**

Yes (33) - 77%  
No (8) - 19%  
Dont' know (2) - 5%

**Please comment if you have any comments about the Protected Groups:**

People who receive High Rate Disability Living Allowance or Enhanced rate of Personal Independent

Payments protected group should not include dependent children. Having a disabled child should not

preclude the parents from working, or give them the right to this council tax support automatically.

Those receiving carers it should be about the whole family income

Care leavers getting assistance is a good idea

No one should get 100% council tax support. If you give people something for free you will not

appreciate it. In this case how can someone be part of a community if they don't contribute to the

upkeep of the community ? Council Tax should be lowered - The D band should be around 1000,

and the 100% Tax support should be lowered. Have a tiered

Single care leavers may get a full time job after leaving care - they may be able to pay Council Tax in

full. Giving them "protected status" needs looking into. Fosters carers do receive an allowance from

the council. They may also care for children who are at school most of the day, therefore they may be

in employment when children/young pers

Should also take into account worker's on low hours that have disability but are still working and don't

receive any disability benefit also people that have received pensions early due to medical grounds

and are still on low pay

its hard trying to keep up to date

Single Care Leaver under the age of 21 seems reasonable. 25 is too much.

Means test them all. There are thousands of people taking the piss out of benefits allowances.

This entirely depends on individual financial circumstances e.g if they are home owners and means testing.

**Do you think it's a good idea to have a simpler claims and administration process for those receiving Universal Credit?**

Yes (28)

No (10)

Dont' know (7)

22%

16%

62%

**To what extent do you agree or disagree that people receiving Universal Credit will not be eligible for Council Tax Support if their net earned income is more than £1265 per month?**

**(This is the maximum amount you can earn and still qualify for support)**

Strongly Agree (15)

Agree (9)

Neither agree nor disagree (6)

Disagree (6)

Strongly disagree (5)

Don't know (4)

33%

20%

11%

9%

13%

13%

**Please comment if you feel the Council's proposed Council Tax Support Scheme will affect particular groups of people more than others, and if so, how we may address the impact:**

Disabled people who work

Lower the council tax and get rid of 100% tax support.

Using the same processes for UC when dealing with CTB is sensible (saving tax payers money)

I feel that they should be offered support also, and they should be means tested as you don't know

there circumstances.

Rent is increasing every month, it will be best to consider those earning over £1500 and where their

rent could be costing that same amount.

All groups should contribute some amount to pay for their Council Tax.

How will the process be simpler? Will you apply any behavioural science to the design?

i think some people deserve full on help

Regarding Universal Credit, as many benefits as possible should be amalgamated into this to reduce

the overall administration of govts and to reduce the paperwork for claimants. Surely all councils can come together and agree on the necessary information to assess a council tax support claimant. This information should then be included on all Universal Credit applications (if it isn't already), and each council should then be able to make a relatively quick decision for each claimant as the information will be readily available.

You must look at the size of the family, the gap between the LHA and actual rent. Setting an arbitrary limit, without the context of the family circumstances will mean some people will suffer £1265 a month is nothing. We'd like to see some of the over paid executives at enfield council survive on that!!!!

Simpler claims system is acceptable for some however too many people are claiming.

**Please provide any additional comments, including any alternative options you would**

**like us to consider:**

Senior citizens over 80 years old should get a reduction of there council Tax

If you hadn't ruined local businesses by putting pointless cycle lanes in you would have a-

saved money to support the vulnerable through this scheme instead and b - not ruined local business

meaning you could collect more business rates. When are you going to introduce 2 hours free parking

in the town so the shops there can compete with the a10? Or is church street just going to become a

cycle lane used by 1 cyclist an hour? Well done for proposing to support care leavers but as someone

who works in the family court system I can tell you that you are failing these young people every day

as your social care& child protection is appalling. You must know about barnets recent ofsted & they

are at least double as good as you so I look forward to yours. You can't even calculate my council tax

correctly each year & then you want me to give you direct debit authority- you are just an appalling

failure of a council all round

As a resident of Enfield for over 30 years. I feel that Enfield Council are not supportive or even

compassionate to residents of Enfield. Therefore I appreciate that they are consulting with residents

on how they feel of the current Council tax system, currently there is NO current support system if you

can not make the payment the council take you straight to court, irrespective of any financial circumstance.

How about introducing a local tax for tourist and visitors a small charge but would help with the

Council's finances. Persons owning long term empty residential properties in the Enfield Borough

should pay double the appropriate council tax.

Stop punishing those who are disabled. You are supposed to be a Labour council. Seems you don't

care about anybody. You only want your pay and pensions supported. You don't care about the people of Enfield at all.

Council\_Tax\_Support\_2017  
Council Tax Reduction Scheme  
Page:5  
Snap snapsurveys.com

**Please provide any additional comments, including any alternative options you would**

**like us to consider:**

Well i think some people deserve full on help im a single mother im 25 years old an am now in debt with council tax as had to use the money on my child.. some of us try so hard to stay up to date but its so easy to fall behind. talkin from experiance not all of us choose to be single an gain no help Those that are working but unfortunately not earning enough should be supported. Those that are higher earners or living in the highest council tax bands should have a higher levy to subsidise the low paid. I fit into both the higher earner and higher council tax band groups, and I would be happy to contribute more provided that it subsidised those who are working hard but struggling. I know that there has been a recent increase in council tax, but why can't there be another increase for those living in the top 2 or 3 council tax bands? And/or remove the single occupancy discount for those in the highest council tax bands. This will not affect renters as they are extremely unlikely to rent a multiple bedroomed house for 1 person (and if they can afford to do so then they should not receive a discount anyway). It will affect homeowners, which is fair because even if a homeowner's income is low, their assets are by definition high in these council tax groups. Please find a way of incentivising and protecting those people who are working, on a low income, where there is a gap between the local housing allowance and actual rent. Stop pushing people into arrears as a result of the gap in LHA and only insisting to help (DHP) when they are in arrears and at risk of eviction. This approach while it helps to manage a limited resource - causes major problems for other services where they have to pick up the pieces - mental health, emergency accommodation, social services and the list goes on Stop employing over paid consultants and external organisations to carry out ridiculous surveys on how happy or not staff are. Hundreds of people are being made redundant and you're still wasting money. What the hell is going on?!

**Are you responding on behalf of an organisation?**

Yes (-)  
No (45) 100%



**Do you pay Council Tax to Enfield Council?**

Yes (37)

No (8)

82%

18%

**Are you currently receiving Council Tax Support in Enfield?**

Yes (10)

No (35) 78%

22%

**In which postal district do you live?**

EN1 (8)

EN2 (11)

EN3 (4)

EN4 (-)

N9 (7)

N11 (2)

N13 (1)

N14 (2)

N18 (1)

N21 (3)

Prefer not to say (3)

Other (3)

9%

7%

24%

18%

2%

2%

4%

4%

16%

7%

7%

**Are your day-to-day activities limited because of a health problem or disability which has**

**lasted, or is expected to last, at least 12 months?**

Yes, limited a lot (2)

Yes, limited a little (5)

No (32)

Prefer not to say (4)

5%

12%

74%

9%

**How would you describe your ethnic origin?**

British (24)

Prefer not to say (8)

Other (4)

Irish (3)

Greek Cypriot (1)

Italian (1)

Polish (1)

White and Black African (1)  
Caribbean (1)  
Sri Lankan (1)  
Greek (-)  
Turkish (-)  
53%  
18%  
9%  
7%  
2%  
2%  
2%  
2%  
2%  
2%

**If 'other', please specify:**

Mixed other  
Mauritian  
WHITE BRITISH

**Which of these activities best describes what you are doing at present?**

4%  
16%  
4%  
7%  
7%  
2%  
7%  
42%  
2%  
9%

**Do you have parenting responsibilities?**

Yes (17)  
No (25)  
Prefer not to say (3)  
38%  
56%  
7%

**How would you describe your relationship status?**

Living alone (16)  
Married (16)  
Living as a couple (4)  
Civil Partnership (-)  
Prefer not to say (5)  
Other (4) 9%

**If 'other', please specify:**

living in a house share  
WIDOWER  
Separate  
Single Mother with an unemployed adult Son just out of Uni.

**Which of the following organisations do you represent?**

Voluntary organisation (-)

Housing association (-)  
Landlord (-)  
Other (-)

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**Enfield Council**

**Council Taxbase**

**2018/19.**

**Appendix D to Cabinet Report – 24th January 2018**

## Introduction

The council tax base is calculated in accordance with The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012. The tax base is expressed in terms of “Band D Equivalents” (i.e. a property in Band A is equivalent to 2/3rds of a Band D property and a property in Band H is 2 Band D Equivalents). A table showing the calculation of the tax base is given below. The figures are based upon information in existing Council Tax records with adjustments to take into account the effect of estimated changes between now and March 2019.

The collection percentage used in the calculation of the tax base in previous years is as follows: -

Years	Collection Percentage
1993/95	95%
1995/97	95.5%
1997/01	97%
2001/02	97.5%
2002/04	97.75%
2004/13	98%
2013/18	96.79%
2018/19	97.06%

The estimated collection percentage is based upon experience to date and an estimate for collection of council tax from taxpayers affected by the reduction in benefit support. On present estimates it is recommended that the overall collection percentage for 2018/19 is 97.06% reflecting the higher loss provision required for the increase tax income relating to the Council Tax Support scheme.

Any under or over achievement of the collection rate including prior years' arrears will be reflected in the overall position on the Council's Collection Fund and potentially has an impact on the revenue budget in future years. These calculations and assumptions result in a Band D Equivalent Tax Base for 2018/19 of **96,005** properties, an increase of 962. The main changes between the 2017/18 and 2018/19 tax bases are summarised in the following table.

Council Tax Base Movements 2017/18 to 2018/19	Band D Equivalents
<b>2017/18 Tax Base</b>	<b>95,043</b>
2018/19 Changes:	
1. Increase in properties	489
2. Council Tax Support Scheme changes	(250)
3. Discounts, Exemptions & Empty Home Premium	723
<b>2018/19 Tax Base</b>	<b>96,005</b>

The Council must decide the tax base by the 31<sup>st</sup> January 2018 prior to setting the council tax for 2018/19.

### **Recommendation**

Pursuant to this report and in accordance with the Local Authorities (Calculation of the Tax Base) (England) Regulations 2012, the amount calculated by the London Borough of Enfield as its Council Tax Base for 2018/19 shall be **96,005** Band D equivalents.

**COUNCIL TAX BASE 2018/2019**  
**VALUATION BANDING - NUMBER OF PROPERTIES**

	@	A	B	C	D	E	F	G	H	TOTAL
DWELLINGS	0	5,192	11,667	33,861	36,503	21,081	9,200	5,869	908	124,281
LESS EXEMPTIONS	0	101	268	414	353	242	77	42	9	1,506
DISABLED RELIEF - LESS		1	10	87	168	174	87	70	27	624
DISABLED RELIEF - PLUS	1	10	87	168	174	87	70	27		624
CHARGEABLE DWELLINGS	1	5100	11476	33528	36156	20752	9106	5784	872	122,775
DISCOUNTS - (25%)	0	(754)	(1,671)	(3,476)	(2,676)	(1,190)	(439)	(187)	(22)	(10,415)
DISCOUNTS - (50%)	0	(2)	(3)	(16)	(25)	(15)	(16)	(21)	(9)	(106)
DISCOUNTS - LCTS @73.5%	(1)	(1,702)	(3,330)	(7,054)	(5,878)	(2,125)	(438)	(121)	(2)	(20,652)
CHARGEABLE PROPERTIES AFTER DISCOUNT	0	2,642	6,472	22,982	27,577	17,422	8,213	5,455	839	91,602
EMPTY HOMES PREMIUM (+50%)	0	60	55	89	94	37	13	17	6	371
		30	28	45	47	19	7	9	3	186
NET CHARGEABLE DWELLINGS	0	2,672	6,499	23,026	27,624	17,441	8,219	5,464	842	91,788
WEIGHTINGS	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	0
BAND 'D' EQUIVALENTS	0	1,781	5,055	20,468	27,624	21,316	11,872	9,107	1,684	98,908
EFFECTIVE COLLECTION RATE	97.07%									
NET BAND D AFTER COLLECTION RATE ADJUSTMENT										96,005
NET COUNCIL TAX BASE 2018/19										96,005
NET COUNCIL TAX BASE 2017/18										95,043
DIFFERENCE (BAND D)										962



**MUNICIPAL YEAR 2017/2018 REPORT NO.****138****MEETING TITLE AND DATE:**

**Cabinet 24<sup>th</sup> January  
2018**

**REPORT OF:**

Head of Legal Services/  
Chair of IGB

**Agenda – Part: 1****Item: 9**

**Subject: Update on work of the  
Information Governance Board (IGB)  
Wards: All  
Non Key**

Contact officer and telephone number:

Jayne Middleton-Albooye 0208379 6431

E mail: [Jayne.Middleton-Albooye@enfield.gov.uk](mailto:Jayne.Middleton-Albooye@enfield.gov.uk)

**1. EXECUTIVE SUMMARY**

This report updates Cabinet on the work of the Information Governance Board (IGB) and explains the changes to data protection rights and obligations which will be introduced by the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR). The report seeks to provide assurance that the Council is adequately preparing for the implementation of the GDPR, and attaches at Appendix 1, the implementation plan.

The report also updates Cabinet on the work done by IGB to prepare for an audit carried out by NHS digital at the end of November 2017. No final report of the audit has been received by the Council so the findings will be reported to a future Cabinet.

IGB is also responsible for considering any Data Protection breaches or Information Commissioner's Office (ICO) referrals, and this report summarises matters that have come to IGB in this financial year.

**2. RECOMMENDATIONS**

Cabinet is asked to note:

1. An overview of the changes which will be brought about by the GDPR and the Data Protection Bill.
2. The progress of the IGB to date, and any deadlines, contained within the implementation plan, to implement the GDPR.
3. To note the inspection of the NHS auditors.
4. To note the comments on the National Audit Office Guidance

### 3. BACKGROUND

#### Changes to Data Protection Legislation

The GDPR was adopted by the EU in April 2016 and will replace the current EU Data Protection Directive 95/46/EC on 25<sup>th</sup> May 2018. The GDPR introduces new obligations to data processors and data controllers, including those based outside the EU. Given that infringement can lead to fines of up to 4% of annual worldwide turnover or €20 million, it is important for companies/ organisations to assess how the GDPR will affect them and prioritise preparations to comply by May 2018. The Data Protection Bill, currently going through Parliament, will bring the GDPR into UK law, helping Britain prepare for a successful Brexit.

Many of the principles in the GDPR are much the same as in the current Data Protection Act 2000 (DPA). If an organisation is already complying with the current DPA, then it has a strong starting point to build from. There are some important new elements, and some things will need to be done differently.

- Greater harmonisation between member states. GDPR introduces a single legal framework that applies across all EU member states. This means that businesses will face a more consistent set of data protection compliance obligations from one EU member state to the next.
- Expanded territorial scope. Many non-EU businesses will be required to comply if they offer goods or services to data subjects in the EU.
- The GDPR imposes a significant burden for demonstrating compliance with the data protection regime not only on the controller but also on the processor, which contributes to the overall principle of accountability.
- The GDPR adopts a risk-based approach to compliance, under which businesses bear responsibility for assessing the degree of risk that processing activities pose to data subjects. This may involve substantial changes to existing compliance strategies. Preparatory steps will include creating awareness among senior decision-makers; audit and document personal data held, recording where it came from and who it is shared with; reviewing the legal basis for the various types of processing which are carried out, and documenting this; reviewing privacy notices.
- Organisations will need to maintain detailed documentation recording their processing activities and the GDPR specifies the information this record must contain. Organisations need to ensure they have clear records of all processing activities and that such records are available to be provided on request.
- Mandatory privacy impact assessments where this is likely to result in a high risk to data subjects.

- Organisations are required to appoint a data protection officer with expert knowledge of data protection. That officer may have protected status and must be independent with no potential for conflict of interest.
- Organisations will need to identify processor agreements early on so that these can be reviewed and amended if necessary. Increased compliance obligations for processors may mean increased cost of data processing services. Negotiating agreements may become more difficult. Some processors may wish to review their existing agreements to ensure compliance.
- The GDPR continues the approach under the previous regime requiring a data controller to justify the processing of personal data before it will be considered lawful.
- Consent, as a legal basis for processing will be harder to obtain. The DPA distinguished between ordinary consent and explicit consent for sensitive data. **The GDPR requires a very high standard of consent**, which must be given by a clear affirmative action establishing a freely given, specific, informed and unambiguous indication of the individual's agreement to the personal data being processed. Where the Council relies on consent as a legal basis for processing personal data, we will need to carefully review our existing practices to ensure that any consent we obtain indicates affirmative agreement from the data subject. Mere acquiescence (for example, failing to untick a pre-ticked box) does not constitute valid consent under the GDPR. We must also ensure that we have the processes in place so that an individual can withdraw their consent at any time.
- There will be tighter requirements regarding consent given by and on behalf of children and consideration should be given to ensuring that information, privacy statements and the like are understandable by children.
- In general, the rights of data subjects are expanded under the GDPR. Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed. This represents a tightening of the principle in the DPA that the data must not be 'excessive'. A right to request that businesses delete their personal data in certain circumstances. A new right to obtain a copy of their personal data. Additionally, organisations must reply within one month from the date of receipt of the request (currently 40 Calendar days), and provide more information than was required under the DPA.
- Data subjects have a right to object to processing for public interest purposes. It will be for the data controller to demonstrate compelling legitimate grounds for the processing which overrides the data subjects' rights and freedoms. This represents a different burden of proof from the approach under the DPA, where the data subject had to establish compelling legitimate grounds that would override the data controller's right to process the data for public interest purposes.
- Increased enforcement powers. Current fines are comparatively low and the GDPR will significantly increase the maximum fines up to 20 million euros for data controllers and data processors. Also introduces new investigative powers to carry out audits and require information and access to be provided.

- Strict data protection breach notification rules. Organisations must make a notification of breach within 72 hours, unless the breach is unlikely to result in risk to individuals. Organisations must inform data subjects if there is a high risk to individuals. The Council will need to develop and implement a data breach response plan, including designating specific roles and responsibilities, training employees and preparing template notifications enabling them to act promptly in the event of a breach.

### **Data Protection Bill**

The Data Protection Bill had its first reading in the House of Lords on 13 September. The Bill serves several functions as, once it receives Royal Assent, it will:

- Repeal and replace the DPA.
- Fill in the gaps (the derogations) in the GDPR.
- Go further than the GDPR as it will address data processing in law enforcement and the intelligence services (which are covered by the Law Enforcement Directive).
- Attempt to ensure that on leaving the EU the UK has an "adequate" data protection regime to that of the EU.

### **Work of IGB**

The IGB meets monthly and the new membership has met 4 times. The aim is to expand the membership to cover all departments of the Council. The focus of IGB for these 4 months has been preparation for the implementation of GDPR, and to ensure that the Council was prepared for the NHS digital audit at the end of November, focusing on the action plan to prepare for this.

One of the first actions of IGB was to review and approve policies and procedures to ensure they are GDPR compliant. IGB has thus far approved all 23 policies and procedures, needed to ensure compliance with GDPR, and is in the process of uploading these on to the intranet to replace old policies and procedures. The policies include: subject access policy and procedure; third party access and management policy; security incident reporting procedure and cyber security policy. Several of the policies and procedures were either deleted, as they were no longer relevant, or were amalgamated. On-going consideration is being given by IGB as to whether further consolidation of the policies can be undertaken. IGB will be raising awareness across the Council of the new policies and procedures.

The board receives reports from the Council's IT Capital Programme and Security Consultant on the operational implementation of the GDPR. He has set up a project board with representatives from across the Council.

The Council has now recruited 2 data analysts specifically for GDPR who will undertake assessments of the extent to which personal data is required to achieve processing purposes as part of the Information Governance Privacy

Impact Assessments and within data sharing agreements. This will also provide the documentation required for the council to evidence its data holding, its legal basis or consents for processing and to ensure that compliance gaps are surfaced and can be dealt with.

Council-Wide training is being built by the GDPR team to be rolled out in the New Year, and the legal team have organised free legal training at the end of January to ensure that legal, and key information governance staff are fully briefed on the new law. It is essential that when the training is available that EMT give full support to managers to ensure all staff undertake the training. In the event of a breach, well-trained staff will be viewed as a mitigating factor.

IGB has created a centrally held register of data sharing agreements. With management support, all data sharing agreements are being gathered from around the Council to be held on the central register.

The IT Capital Programme and Security Consultant has drafted a new Privacy Statement which has been considered by IGB.

IGB also has a standing item on Data Protection Act breaches and ICO referrals and decisions. IGB will receive a rolling list of breaches/ decisions at each meeting, these will be brought periodically to EMT. There have been 6 Data protection referrals and 7 FOIA referrals since the start of the financial year.

### **NHS Digital Audit**

On 28<sup>th</sup> and 29<sup>th</sup> November 2017, NHS Digital undertook an audit of the Council's compliance to the data sharing agreement (DSA) with NHS Digital. Following the DSA breach incident in July 2017, IGB has developed and implemented an action plan to strengthen the Council's Information Governance and compliance to data sharing agreements. This included rejuvenating the IGB; establishing organisational process to support data sharing compliance including development and sign off, monitoring compliance and acting swiftly to any breaches; developing a central register of data sharing agreements to assist monitoring of compliance. An audit report has been received in draft form and a copy of the report and its findings will be reported to a future Cabinet.

### **National Audit Office Guidelines**

An assessment of the National Audit Office Guidelines *Cyber and Information Security Risk Guidance* was carried out by the IT Security Team.

The guidance is based on three high-level control areas, ten "more detail" areas for examination and two "additional questions". The questions do not map well onto the existing audits as existing audits follow far more detail in controls, so are not directly comparable. Overall the self-assessment rating was:

Area	Red	Amber	Green
High level questions	0	0	3
More detail questions	0	2	8
Additional questions	0	1	1

The Amber areas are as follows:

- Information Risk Management Regime (More detail) – impacted by the issues with data governance across the organisation leading to challenges with risk focus. Improvements in data governance from GDPR work will help, but there remain challenges with older, unsupported systems. Most of these are being replaced as part of various programmes, such as the Housing systems upgrade.
- Monitoring (More detail) – there is weakness in the ability to monitor system access in some areas. This is being examined with a view to bringing forward mitigations.
- Development of new services and technology (Additional Questions) – this was answered retrospectively for the last wave of development; security was not formally assessed early enough in development programmes, leading to challenges repairing gaps created by not initially performing “Data Privacy by Design”. This is a legal requirement from 25 May, and the team working on the latest developments are aware of this. Security considerations for the new phase are already being discussed.

#### 4. ALTERNATIVE OPTIONS CONSIDERED

To do nothing would put the Council at reputational and financial risk.

#### 5. REASONS FOR RECOMMENDATIONS

The GDPR will mean huge changes for the Council in the way it processes data and the penalties for not implementing GDPR correctly are vastly increased. Member oversight of the implementation process will demonstrate the Council’s commitment to protecting residents’ data.

#### 6. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

##### 6.1 Financial Implications

There are no financial implications arising from the recommendations in this report.

## **6.2 Legal Implications**

There are no direct legal implications. It is good governance for Executive Members to consider the work of the Information Governance Board and to consider the Council's readiness for the implementation of GDPR.

## **6.3 Property Implications**

Not applicable.

## **7. KEY RISKS**

The report is for noting only. Risks of failure to implement are set out in the body of the report.

## **8. IMPACT ON COUNCIL PRIORITIES**

### **8.1 Fairness for All**

The thrust of GDPR and the Data Protection Bill is to give Data subjects greater rights in relation to their data and will ensure greater fairness in terms of individuals' means of controlling the use of their data.

### **8.2 Growth and Sustainability**

A major breach, especially when GDPR comes into effect, could have a substantial effect on the Council's finances and therefore on its growth and sustainability.

### **8.3 Strong Communities**

The implementation of the GDPR will assist the Council to be more open and accountable.

## **9. EQUALITIES IMPACT IMPLICATIONS**

Not applicable.

## **10. PERFORMANCE MANAGEMENT IMPLICATIONS**

Not applicable.

## **11. HEALTH AND SAFETY IMPLICATIONS**

Not applicable.

**12. HR IMPLICATIONS**

Not applicable.

**13. PUBLIC HEALTH IMPLICATIONS**

Not applicable.

**Background Papers**

None.

**Appendix**

1. The Implementation plan



# GDRP Project Status – high level

22 December 2017

14:41

		Task Mode	Task Name	Prede	RAG Status	Planned %	% Complete	Duration	Start	Finish
1			↳ <b>GDPR Implementation Project</b>			54%	19%	325 days	24/04/17	20/07/18
2			↳ <b>Project Initiation</b>			100%	100%	3 days	24/04/17	26/04/17
3			Initial Business Case			100%	100%	1 day	24/04/17	24/04/17
4			Business Case Approved	3		100%	100%	1 day	25/04/17	25/04/17
5			↳ <b>Project Resources</b>	4		100%	100%	1 day	26/04/17	26/04/17
6			↳ <b>Data Analysts</b>			100%	100%	1 day	26/04/17	26/04/17
7			Request for DA's			100%	100%	1 day	26/04/17	26/04/17
8			Approval Received			100%	100%	1 day	26/04/17	26/04/17
9			DA in place			100%	100%	1 day	26/04/17	26/04/17
			↳ <b>Project Delivery</b>			54%	19%	325 days	24/04/17	20/07/18
			↳ <b>Directorate Presentations for GDPR Project Engagement</b>			100%	100%	73 days	24/04/17	02/08/17
			FRCS			100%	100%	1 day	24/04/17	24/04/17
			SCS			100%	100%	1 day	02/08/17	02/08/17
			HHASC			100%	100%	1 day	19/07/17	19/07/17
			CEX (CMB)			100%	100%	1 day	24/04/17	24/04/17
			↳ <b>Additional Team Presentation</b>			100%	100%	54 days	24/04/17	06/07/17
			Strategic Decision Board			100%	100%	1 day	22/06/17	22/06/17
			Human Resources Management Team			100%	100%	1 day	06/07/17	06/07/17
			Regeneration and Environment			100%	100%	1 day	24/04/17	24/04/17
			Adult Social Care / Housing Programmes & Other Projects			100%	100%	1 day	24/04/17	24/04/17
			GDPR Compliance for Housing Systems			100%	100%	1 day	24/04/17	24/04/17
			Council Housing Management & Delivery			100%	100%	1 day	24/04/17	24/04/17
			Independence and Wellbeing Enfield Limited			100%	100%	1 day	24/04/17	24/04/17

# GDRP Project Status – Data Register Tasks

26		Data Register			40%	16%	151 days	02/10/17	30/04/18
27		FRCS			40%	7%	151 days	02/10/17	30/04/18
28		Division Level 7 out of 10 Engaged			100%	70%	22 days	02/10/17	31/10/17
29		HoS Engaged and Delivering 8 out of 41			100%	19%	44 days	02/10/17	30/11/17
30		Workbooks Sent for review 9 areas out of 41			62%	0%	73 days	23/10/17	31/01/18
31		Workbooks Analysed by DA			42%	0%	83 days	06/11/17	28/02/18
32		Workbooks Reviewed by DPO			0%	0%	65 days	01/01/18	30/03/18
33		Workbooks Reviewed by Legal			0%	0%	26 days	23/02/18	30/03/18
34		Workbooks Signed off By Division Lead			0%	0%	22 days	30/03/18	30/04/18
35		Workbooks Complete			0%	0%	20 days	03/04/18	30/04/18
36		HHASC			40%	22%	151 days	02/10/17	30/04/18
37		Division Level 3 out of 3 Engaged			100%	100%	22 days	02/10/17	31/10/17
38		HoS Engaged and Delivering 18 out of 19			100%	94%	44 days	02/10/17	30/11/17
39		Workbooks Sent for review 4 areas out of 19			62%	19%	73 days	23/10/17	31/01/18
40		Workbooks Analysed by DA			42%	0%	83 days	06/11/17	28/02/18
41		Workbooks Reviewed by DPO			0%	0%	65 days	01/01/18	30/03/18
42		Workbooks Reviewed by Legal			0%	0%	26 days	23/02/18	30/03/18
43		Workbooks Signed off By Division Lead			0%	0%	22 days	30/03/18	30/04/18
44		Workbooks Complete			0%	0%	20 days	03/04/18	30/04/18
45		CEX			40%	19%	151 days	02/10/17	30/04/18
46		Division Level 7 out of 7 Engaged			100%	100%	22 days	02/10/17	31/10/17
47		HoS Engaged and Delivering 13 out of 30			100%	92%	44 days	02/10/17	30/11/17
48		Workbooks Sent for review areas 3 out of 30			62%	9%	73 days	23/10/17	31/01/18
49		Workbooks Analysed by DA			42%	0%	83 days	06/11/17	28/02/18
50		Workbooks Reviewed by DPO			0%	0%	65 days	01/01/18	30/03/18
51		Workbooks Reviewed by Legal			0%	0%	26 days	23/02/18	30/03/18
52		Workbooks Signed off By Division Lead			0%	0%	22 days	30/03/18	30/04/18
53		Workbooks Complete			0%	0%	20 days	03/04/18	30/04/18
54		REG & Env			40%	13%	151 days	02/10/17	30/04/18
55		Division Level 6 out of 6 Engaged			100%	100%	22 days	02/10/17	31/10/17
56		HoS Engaged and Delivering 11 out of 20			100%	55%	44 days	02/10/17	30/11/17
57		Workbooks Sent for review areas 0 out of 30			62%	0%	73 days	23/10/17	31/01/18
58		Workbooks Analysed by DA			42%	0%	83 days	06/11/17	28/02/18
59		Workbooks Reviewed by DPO			0%	0%	65 days	01/01/18	30/03/18
60		Workbooks Reviewed by Legal			0%	0%	26 days	23/02/18	30/03/18
61		Workbooks Signed off By Division Lead			0%	0%	22 days	30/03/18	30/04/18
62		Workbooks Complete			0%	0%	20 days	03/04/18	30/04/18
63		SCS			40%	20%	151 days	02/10/17	30/04/18
64		Division Level 3 out of 3 Engaged			100%	100%	22 days	02/10/17	31/10/17
65		HoS Engaged and Delivering 18 out of 18			100%	100%	44 days	02/10/17	30/11/17
66		Workbooks Sent for review areas 1 out of 18			62%	9%	73 days	23/10/17	31/01/18
67		Workbooks Analysed by DA			42%	0%	83 days	06/11/17	28/02/18
68		Workbooks Reviewed by DPO			0%	0%	65 days	01/01/18	30/03/18
69		Workbooks Reviewed by Legal			0%	0%	26 days	23/02/18	30/03/18
70		Workbooks Signed off By Division Lead			0%	0%	22 days	30/03/18	30/04/18
71		Workbooks Complete			0%	0%	20 days	03/04/18	30/04/18

# GDRP Project Status – Policy, consent & privacy notice

73			Review all consents, policies and other public facing document			54%	26%	325 days	24/04/17	20/07/18
74			Policy Documents			88%	87%	200 days	24/04/17	26/01/18
75			Review all policy documents and update			100%	100%	1 day	04/10/17	04/10/17
76			Policy Documents to IGB	75		100%	100%	1 day	05/10/17	05/10/17
77			Review of documents by IGB			100%	100%	66 days	24/04/17	24/07/17
78			Set 1 (September)			100%	100%	23 days	24/04/17	24/05/17
79			Set 2 (October)			100%	100%	44 days	24/04/17	22/06/17
80			Set 3 (November)			100%	100%	66 days	24/04/17	24/07/17
81			Policy Documents Approved			0%	0%	1 mon	01/01/18	26/01/18
82										
83			Consent Documents			0%	0%	70 days	31/01/18	08/05/18
84			Review of all consent documents and updates			0%	0%	1 mon	31/01/18	27/02/18
85			Consent Documents to IGB	84		0%	0%	1 mon	28/02/18	27/03/18
86			Review of all documents by IGB	85SS+2		0%	0%	1 mon	14/03/18	10/04/18
87			Consent Documents Approved	86SS+2		0%	0%	1 mon	28/03/18	24/04/18
88			Policy Documents Approved	87SS+2		0%	0%	1 mon	11/04/18	08/05/18
89			Privacy Notices			0%	0%	50 days	31/01/18	10/04/18
90			Review of all privacy documents and updates			0%	0%	1 mon	31/01/18	27/02/18
91			Privacy Documents to IGB	90SS+2		0%	0%	1 mon	14/02/18	13/03/18
92			Review of all documents by IGB	91SS+2		0%	0%	1 mon	28/02/18	27/03/18
93			Privacy Documents Approved	92SS+2		0%	0%	1 mon	14/03/18	10/04/18
94			Privacy Documents Approved	93SS+2		0%	0%	1 day	28/03/18	28/03/18

# GDRP Project Status – Training, Tools and Comms

96			<b>↳ Create and deliver electronic staff training</b>			24%	10%	198 days	18/10/17	20/07/18
97			Confirmation that there is no central Training Plan for London Authorities			100%	100%	1 day	18/10/17	18/10/17
98			Training Documents Planning	97		100%	100%	1 wk	19/10/17	25/10/17
99			Information for Training Documents sent to Training Team	98		100%	100%	2 wks	26/10/17	08/11/17
100			Write Training Documents	99		62%	6%	10.4 wks	09/11/17	19/01/18
101			Test Training Documents with Teams	100		0%	0%	1 mon	22/01/18	16/02/18
102			Evaluate and Update Training Documents	101		0%	0%	1.5 mons	19/02/18	30/03/18
103			Training Documents Uploaded to Training System	102		0%	0%	1 mon	02/04/18	27/04/18
104			Communicate to Staff New Training	103		0%	0%	1 mon	30/04/18	25/05/18
105			Staff to Access Training	104		0%	0%	1 mon	28/05/18	22/06/18
106			HR to confirm all staff have completed Online Training	105		0%	0%	1 mon	25/06/18	20/07/18
107										
108			<b>↳ Create and deliver automated data export tools for subject access requests and portability requests</b>			90%	0%	61 days	09/10/17	01/01/18
109			Meeting with SB & SD to plan requirements			100%	0%	1 day	09/10/17	09/10/17
110			SB to provide process for export	109		100%	0%	1 mon	10/10/17	06/11/17
111			Testing	110		100%	0%	1 mon	07/11/17	04/12/17
112			Published on Intranet	111		70%	0%	1 mon	05/12/17	01/01/18
113										
114			<b>↳ Employ Data Protection Officer</b>			100%	0%	4 days	24/04/17	27/04/17
115			Create Job Profile for Role			100%	0%	1 day	24/04/17	24/04/17
116			HR Process	115		100%	0%	1 day	25/04/17	25/04/17
117			Interviews	116		100%	0%	1 day	26/04/17	26/04/17
118			Role in Place	117		100%	0%	1 day	27/04/17	27/04/17
119										
120			<b>↳ Communications Plan</b>			84%	12%	61 days	13/10/17	05/01/18
121			Stakeholder Identification			100%	100%	1 day	13/10/17	13/10/17
122			Meeting with Internal Communications	121		100%	100%	1 wk	23/10/17	27/10/17
123			Create Internal Comms Plan	122		80%	1%	50 days	30/10/17	05/01/18

**MUNICIPAL YEAR 2017/2018 REPORT NO. 139**

**MEETING TITLE AND DATE:**  
**Cabinet - 24<sup>th</sup> January  
 2018**

**REPORT OF:**  
 Executive Director of  
 Finance, Resources and  
 Customer Services

<b>Agenda – Part 1</b>	<b>Item: 10</b>
<b>Subject: Housing Gateway Limited Annual Report 2016-17</b>	
<b>Wards: All</b>	

Contact officer and telephone number:

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**1. EXECUTIVE SUMMARY**

- 1.1 In February 2014 Enfield Council's Cabinet agreed to establish a wholly owned local authority company to acquire and manage properties in the private rented sector, to be used by the Council to discharge its statutory homeless duties. (KD3782). This was in response to the £3.3 million budget pressure facing temporary accommodation in 2014/15, which was predicted to rise to up to £7.8 million if no action was taken.
- 1.2 The local authority company, Housing Gateway Limited, was established in March 2014 and operational by June 2014. Housing Gateway Limited is successfully enabling the Council to discharge its statutory homeless duties into the private sector whilst reducing the temporary accommodation budget pressures.
- 1.3 Housing Gateway Limited reports to the sole shareholder, Enfield Council via the company's Annual Report. Subject to approval, part 1 of the Annual Report will be formatted and published on the Housing Gateway website.
- 1.4 The Annual Report includes Housing Gateways excellent performance to date. The 414 properties purchased significantly exceeded the indicative target of 300 purchases by the end of year 3. In doing so Housing Gateway has achieved its four-year target one year early. By March 2017 the Council had realised £2.5m cost avoidance by moving families out of expensive nightly paid accommodation into HGL properties.

**2. RECOMMENDATIONS**

- 2.1 Note the contents of the Housing Gateway Limited Annual Report 2016-17.

### **3. CHAIRPERSONS STATEMENT**

3.1 Dear Shareholder,

3.2 Housing Gateway Ltd was originally established in March 2014. Since then, the housing market conditions which precipitated its inception have only intensified. For the third consecutive year, the company has met and exceeded its property purchase target, and the portfolio as of March 31<sup>st</sup> 2017 stands at 414 homes. Housing Gateway is proud of its achievements in providing so many homes for Enfield residents and reducing the costs incurred by the local authority but there remains an urgent need for accommodation and very significant pressure on the local authority's budget.

3.3 With no foreseeable diminution in demand, Housing Gateway is proactively and creatively examining how to evolve the approach, with ambitious housing developments now supplementing the existing homes that the company has been purchasing for the past three years. In addition to its core activities Housing Gateway has also embarked on an exciting project involving Enfield Council's Learning Disability team, which will see the company provide homes for tenants with learning difficulties enabling them to live independently. Two properties have already been purchased and are in the process of being adapted to meet the specific needs of the clients.

3.4 Housing demand and housing policy continue to present challenges but despite this the company has had its most successful year for new housing acquisition. By 31st March 2017 we had purchased 414 properties, with the vast majority (399) being tenanted.

3.5 In April 2017, Asmat Hussain (Director) and Kerry Kyriacou (Non-Exec Director) left the board. I would like to warmly thank them, along with the current board members, for the commitment and contribution they have given to Housing Gateway. My thanks must also go to the Housing Gateway staff whose hard work has ensured that the company has outperformed its own high expectations in the past year. I am sure that we will build on this and I look forward to working with everyone over the coming year so that we can make further progress.

3.6 Dino Lemonides  
Chairperson.

### **4. BACKGROUND**

4.1 Enfield currently has 3244 households living in temporary accommodation – the 2nd highest number of any local authority area in England. This has been a growing problem for several years, with London's housing crisis and changing demographics in the borough exacerbating the housing challenges faced by our communities. The

lack of suitable available accommodation has resulted in the Council placing increasing numbers of families in nightly paid accommodation. This is not only an unsatisfactory solution for families, but creates a huge budgetary pressure on the Council - £3.3m in 2014/15, estimated to rise to £7.8m if nothing was done.

- 4.2 Management action was therefore required to increase the supply of more cost-effective accommodation and reduce demand for the service. In February 2014 Enfield Council's Cabinet agreed to establish a wholly owned local authority company to acquire and manage properties in the private rented sector that the Council could use to discharge its statutory homeless duties. It was agreed that the properties purchased by the company would be made available to those residents at risk of homelessness. The creation of a local authority company to purchase properties that the Council can use to discharge its statutory homeless duties was part of a wider strategy to reduce temporary accommodation budget pressures and secure local properties for local people.
- 4.3 Cabinet agreed that the company should initially focus on acquiring existing properties due to the immediate budget pressures but did permit the use of funding for new build developments over time if deemed to be financially viable. Cabinet also agreed a loan between the Council and the company to enable the acquisition of properties to be repaid by the company on an annual basis. It was accepted that the number of properties purchased would be determined by the local housing market but it was agreed that a phased approach to the acquisition of properties over a number of years would be adopted, to manage the risk and enable the Council to test the effectiveness of the model.
- 4.4 Housing Gateway Limited was established in March 2014. Housing Gateway Limited's remit is to identify suitable properties, complete the acquisition process, undertake any necessary renovation to bring the properties up to the required lettings standard and then provide ongoing property management.

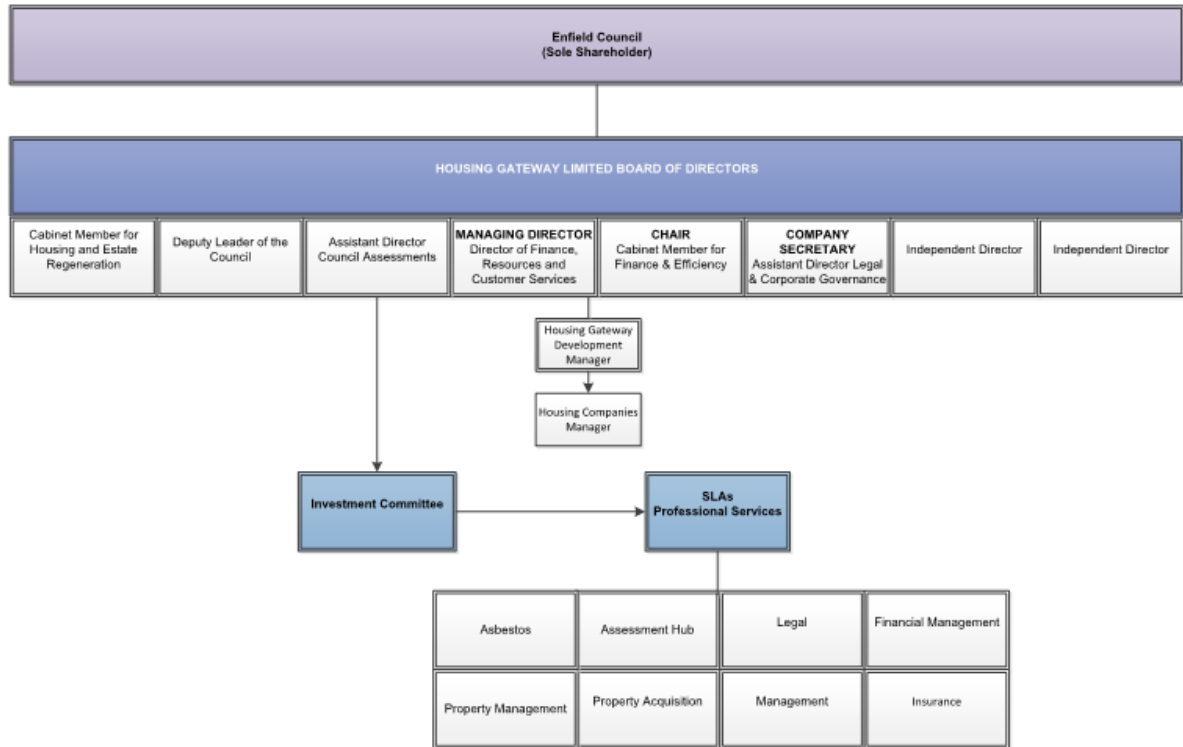
## **5. YEAR 3 – COMPANY PROGRESS.**

- 5.1 The Board of Directors continue to meet on a monthly basis to provide strategic direction to the company and oversee performance. Two independent directors sit on the Board of Directors and provide experience in the commercial sector and independent challenge to the company's operation, giving scrutiny to the performance statistics.
- 5.2 The Board of Directors continue to delegate decisions on the acquisition of individual properties to an Investment Committee, with input from Property, Finance and Housing. The Investment Committee considers properties that have been viewed by a surveyor and makes a

decision about whether to make an offer on the basis of the individual property business case. If the properties are deemed to be suitable and financially viable, the Investment Committee will agree a target and maximum price, to provide scope for negotiation by the officers in liaison with the agents. The Investment Committee is responsible for governing decisions on individual property purchases, to manage the financial interests of Housing Gateway Limited and the Council as sole shareholder.

5.3 HGL has two dedicated members of staff overseeing all the company's operations. The officers carrying out HGL's day to day business on the ground are Enfield Council employees, sourced by HGL through a series of Service Level Agreements. These include: Property acquisition, financial management, allocations, rent collection, property management, legal, asbestos surveys, company management and insurance.

5.4 Structure chart 2016/17





5.5 At March 2017 the key statistics are as follows:

Measure	2014/15	2015/16	2016/17	Total
Number of properties viewed and considered by the Investment Committee	323	313	321	962
Number of properties approved by the Investment Committee	238	246	262	746
Number of offers made	238	206	263	707
Number of offers accepted	152	151	219	522
Number of contracts exchanged	84	93	242	419
Number of completions	72	102	240	414
Number of properties tenanted	34	109	253	399

*\*On occasions, an offer is accepted and then later withdrawn by the vendor, so the number of offers accepted and progressing reflects the acquisitions proceeding.*

5.6 The 414 properties purchased significantly exceeded the indicative target of 300 purchases by the end of year 3. In fact, it has meant that Housing Gateway has achieved its four-year target one year early. By March 2017 £2.5m had been saved by moving families out of expensive nightly paid accommodation into HGL properties.

## 6. YEAR 3 – BUSINESS CASE.

6.1 Prior to the creation of Housing Gateway, a robust financial model was prepared and an extensive amount of research was undertaken on the local housing market to establish the viability of securing local properties. Research was also undertaken to establish the Council's requirement for properties. This is illustrated by the fact that the number of households in temporary accommodation has risen from 2188 in December 2013 to 3244 households on 31st March 2017. This reflects an increase of 1056 households and over 48%. Enfield Council is currently ranked 2nd highest nationally for the number of households in temporary accommodation.

6.2 In addition, the number of households in expensive nightly paid accommodation has tripled to 1846 (compared to 480 in February 2015) with a further 49 in B & B accommodation at 31<sup>st</sup> March 2017.

- 6.3 These figures demonstrate that the business case for Housing Gateway Limited remains strong and provides a mechanism to secure local properties, whilst also delivering a saving to the Council per property and acquiring an asset.
- 6.4 Housing Gateway Limited is successfully enabling the Council to discharge its statutory homeless duties into the private sector and reducing the temporary accommodation budget pressures. In addition, the model has enabled the Council, via the company, to secure local properties for local people and improve standards by being an exemplar landlord, ensuring that all properties are let at an appropriate standard and well managed.
- 6.5 The company is now fully established and aims to continue the acquisition of properties during its fourth year of operation. The rents remain at a sub market level equivalent to Local Housing Allowance. From 6<sup>th</sup> April 2016, the Local Housing Allowance has been frozen for four years.
- 6.6 Year 2016 / 17 accounts received a clean audit report, and the company made a surplus. Financial management was found to be in good order, with a positive cash flow achieved all year.

## **7. YEAR 3 – STRATEGIC PROGRESS.**

- 7.1 During the third year of operation Housing Gateway Limited has faced several challenges brought about by external factors. House prices have continued to rise. In addition, the freeze on the LHA rate has meant that the rent received by the company has not increased in line with other costs. Both of these factors have necessitated further innovative solutions to be examined.
- 7.2 In the last 12 months the property market within Enfield has changed dramatically causing a significant increase in house prices. According to Land Registry, house prices in Enfield increased by an average of 5.7% from March 2016 to March 2017 and the average price of a property in Enfield in March 2017 was £393,414. In comparison, the average property in London in March 2017 was £471,742. This market increase puts even more pressure on outer London Borough's such as Enfield where house prices are relatively cheap compared to the rest of London. Whilst demand for higher end properties has dropped, the market for the types of properties Housing Gateway purchase, at the lower end of the market, is very buoyant. Demand has increased in this sector, especially amongst investors. As a result, house prices have continued to increase and the margins within which Housing Gateway operates have significantly reduced.
- 7.3 In 2016/17 Housing Gateway Limited examined wider market options including the acquisition of permitted development sites. Housing Gateway successfully purchased a block of 124 flats in Southbury

Road, Enfield. The purchase of this block allowed LBE to make significant savings and drive down the price of temporary accommodation within the Borough. This will continue to be an area for development in 2017/18.

- 7.4 In year 3 of its operation, Housing Gateway Limited has continued to identify innovative projects which it can apply to its overall business model. As part of a major estate regeneration programme, the Council is decanting tenants from properties prior to their demolition. Seven vacated properties have been brought back into use by HGL on a short-term basis, providing additional rental income to the Council whilst being financially viable for HGL. Further properties will be included in the initiative over the next year.
- 7.5 Housing Gateway has also begun to source suitable accommodation for residents with disabilities that the private sector market could not provide because of their complex needs. HGL has been able to purchase properties that can be tailored to meet individual requirements, providing the Council with a creative solution to a challenging issue. The result has been that service users and their family have suitable accommodation, in the right area. This improves their wellbeing and reduces the pressure on Council budgets.

## **8. YEAR 3 – OPERATIONAL PROGRESS.**

- 8.1 During the third year of operation, Housing Gateway Limited has purchased a block of 124 flats in the Borough. The block had been newly refurbished to a high standard and is been leased to the Council for use as temporary accommodation. The block purchase was a significant boost to HGL's business model and demonstrated HGL's ability to be versatile, reacting to market conditions, whilst still providing cost avoidance to the Council.
- 8.2 The management of the block is a change to HGL's standard business model and has required adaptations to HGL's operational processes. The block was fully let within two months of purchase and proves to be a success for both HGL and the Council.
- 8.3 In order to rationalise Housing Gateway Limited's portfolio two properties were disposed of at auction. These properties had previously been identified for development, however a commercial decision was taken to sell the sites once planning permission had been obtained.
- 8.4 Housing Gateway Limited continues to develop one site. This involves the creation of additional units via the conversion of the existing building and construction of new buildings to echo the housing stock in the vicinity.

- 8.5 Data is presented at monthly Board meetings to analyse the property portfolio and business activity. The Board of Directors provide scrutiny ensuring an appropriate balance of stock is maintained within the portfolio.
- 8.6 Processes and procedures continue to be refined and developed to ensure they are fit for purpose. In the past year several operational changes have been implemented including the introduction of a Finance Committee. The Board of Directors has agreed broad principles of borrowing for HGL and delegated the detailed decision-making process to a Finance Committee. The Finance Committee meets on a monthly basis and has been established to govern decisions on the interest rate and loan length for individual loans taken by HGL. The Finance Committee will also manage the financial interests of Housing Gateway Limited, scrutinising the company's management accounts, financial model, budget and audit process. Updates will be provided to the Housing Gateway Board of Directors, at the monthly Board meetings.

## **9. YEAR 3 - RECOGNITION**

- 9.1 Housing Gateway Limited was featured in a practical guide for local authorities setting up housing companies. The publication, called "How to set up a Local Housing Company" offers case studies and templates for Councils looking to develop housing in this way. Housing Gateway Limited was featured as one of the five case studies included in the publication.
- 9.2 The guide was launched at a central London event featuring a panel of experts, one of which was the Council's Head of Housing Companies. The publication and launch have generated additional interest in Housing Gateway Limited with other local authorities looking at Housing Gateway Limited as an example of best practice. The publication can be found here:  
<http://housinginnovations.org/news/post/local-housing-company-set-up-guide-launched>

## **10. ALTERNATIVE OPTIONS CONSIDERED**

- 10.1 Alternative options are not available. Housing Gateway Ltd is required to report to the sole shareholder via an Annual Report.

## **11. REASONS FOR RECOMMENDATIONS**

- 11.1 The Council is the sole shareholder of Housing Gateway Limited and it was agreed that an Annual Report would be presented to update the Council on the progress made by the company.

- 9.2 The information held in the Annual Report (part 1) will also be used to inform the annual Chairpersons Report which is published on the company's website.

## **12. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS**

### **12.1 Financial Implications**

12.1.1 Housing Gateway is required to produce an Annual Report to inform the sole shareholder of its activity.

12.1.2 Properties have been purchased and are owned by Housing Gateway Limited, a separate local authority company, in accordance with the initial Cabinet decision. The Council is providing a loan to cover the capital investment of properties and the renovation and there is a facility for the company to take out an additional working capital loan, should it be required.

12.1.3 The ongoing financial monitoring demonstrates that the company remains financially viable and the business case is undiminished, as the demand for, and cost of, temporary accommodation in Enfield continues to increase.

12.1.4 Monthly Profit and Loss, Balance Sheet and Cash Flow statements are being prepared for the Housing Gateway Limited Board of Directors to ensure that appropriate scrutiny can be given to the company.

12.1.5 By utilising Housing Gateway Limited properties to discharge statutory homeless duties into the private rented sector, the Council has successfully prevented a greater increase in the temporary accommodation budget.

### **12.2 Legal Implications**

12.2.1 The establishment of Housing Gateway Limited has been undertaken in accordance with Section 95 of the Local Government Act 2003 and Section 1 of the Localism Act 2011 (the general power of competence). Full legal implications covering statutory powers and other legal matters in connection with the establishment of Housing Gateway and its activities were reported to Cabinet in February 2014 (KD3782).

12.2.2 This Annual Report is provided in order to inform the Council as sole shareholder of Housing Gateway Limited's activity.

### **12.3 Property Implications**

12.3.1 Housing Gateway is provided to produce an Annual Report to inform the sole shareholder of its activity.

12.3.2 Housing Gateway Limited is reviewing properties advertised by local estate agents, investigating direct referrals via the website or other contacts and paying consideration to properties being sold at auction.

12.3.2 An Investment Committee has been established to review the toolkits of all properties viewed. There is input from Housing, Property and Finance so this provides a check and balance process and provides a forum to review the individual property business cases against the financial model and guiding principles for acquisitions

12.3.3 All properties are viewed prior to purchase and this includes an estimate of the renovation work required so all costs can be factored into the individual property business case. Thorough due diligence checks are also undertaken for all properties.

## **13. KEY RISKS**

13.1 None - the Annual Report is produced to report back to the sole shareholder.

## **14. IMPACT ON COUNCIL PRIORITIES**

### **14.1 Fairness for All**

None - the Annual Report is produced to report back to the sole shareholder.

### **14.2 Growth and Sustainability**

None - the Annual Report is produced to report back to the sole shareholder.

### **14.3 Strong Communities**

None - the Annual Report is produced to report back to the sole shareholder.

**15. EQUALITIES IMPACT IMPLICATIONS**

15.1 None - the Annual Report is produced to report back to the sole shareholder.

**16. PERFORMANCE MANAGEMENT IMPLICATIONS**

16.1 None - the Annual Report is produced to report back to the sole shareholder.

**17. HEALTH AND SAFETY IMPLICATIONS**

17.1 None - the Annual Report is produced to report back to the sole shareholder.

**18. HR IMPLICATIONS**

18.1 None - the Annual Report is produced to report back to the sole shareholder.

**19. PUBLIC HEALTH IMPLICATIONS**

19.1 None - the Annual Report is produced to report back to the sole shareholder.

**Background Papers**

None.

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## THE CABINET

### List of Items for Future Cabinet Meetings (NOTE: The items listed below are subject to change.)

<b>MUNICIPAL YEAR 2017/2018</b>
---------------------------------

<b>FEBRUARY 2018</b>
----------------------

- 1. December 2017 Revenue Monitoring Report** James Rolfe

This will report on the projected variance to the 2017/18 Revenue Budget as at the end of December 2017. **(Key decision – reference number 4549)**
- 2. Housing Revenue Account – Budget 2018/19 Rent Setting and Service Charges** James Rolfe

This will outline, for recommendation to full Council, the Housing Revenue Account – Budget 2018/19 Rent Setting and Service Charges. **(Key decision – reference number 4586)**
- 3. Budget 2018/19 and Medium Term Financial Plan 2018/19 to 2021/22** James Rolfe

This will set out the Council's 2018/19 budget and council tax levels. Consideration will also be given to the updated four year Medium Term Financial Plan. **(Key decision – reference number 4597)**
- 4. Meridian Water: Programme Update and Four Year Capital Budget** Gary Barnes

This will update Cabinet on all aspects of Meridian Water and scoping of work to be undertaken and projects delivered within the next four year period. Approval is required to recommend four year capital programme budget to Full Council on 21 February 2018 for approval. **(Key decision – reference number 4469)**
- 5. Meridian Water: Developer Agreement with PCPD** Gary Barnes

This will seek approval to the proposed terms. **(Key decision – reference number 4649)**
- 6. Older People's Housing and Care Village Project** Bindi Nagra/James Rolfe

This will seek approval of the local consideration and development of an Older People's Housing and Care Village Project. **(Key decision – reference number 4624)**

7. **Governance of Enfield's Trading Companies** James Rolfe

This will consider the governance arrangements for Enfield's Trading Companies. (Non key)

**MARCH 2018**

1. **Heritage Strategy** Gary Barnes

This will review the existing Heritage Strategy. **(Key decision – reference number 4428)**

2. **January 2018 Revenue Monitoring Report** James Rolfe

This will report on the projected variance to the 2017/18 Revenue Budget as at the end of January 2018. **(Key decision – reference number 4550)**

3. **Invest to Save in Solar Photovoltaics** Gary Barnes

This will seek consideration of the commercial investment opportunities for Enfield Council in solar photovoltaics. **(Key decision – reference number 4604)**

4. **Public Health 0-19 Services; Health Visiting and School Nursing** Tessa Lindfield

This will ask Cabinet to decide which service delivery option for School Nursing, Health Visiting, Family Nurse Partnership and Immunizations is best suited to the needs of Children and Families in Enfield. Public Health offers discussion of the options in the decision paper and offers a recommended service delivery model. **(Key decision – reference number 4623)**

5. **Redevelopment of the Arnos Pool and Bowes Library Site** James Rolfe

This will seek approval to extend the sport and leisure facilities at the site, whilst also ensuring that library provision is included within the future provision. **(Key decision – reference number 4492)**

6. **Capital Programme Monitor – Third Quarter (December) 2017: Budget Year 2017-18** James Rolfe

This will present the capital programme monitor – third quarter 2017. **(Key decision – reference number tbc)**

7. **Electric Quarter – Disposal of Land at 230 High Street and Revised Phase B Scheme** Gary Barnes

This will seek authority for disposal of land as specified above. **(Key decision – reference number 4560)**

8. **Claverings Industrial Estate** James Rolfe  
**(Key decision – reference number 4381)**
9. **Bury Street West - Development** James Rolfe/Gary Barnes  
This will outline the proposed way forward for approval. **(Key decision – reference number 4008)**
10. **Civic Centre Phase II** James Rolfe  
This will consider the refurbishment and remodelling of the Civic Centre. **(Key decision – reference number 4617)**
11. **Disposal of Land at Montagu Industrial Estate** James Rolfe  
This will consider the first phase of land disposal. **(Key decision – reference number 4616)**
12. **Edmonton Futures Housing Zone – Progress Report** Gary Barnes  
This will update on progress with potential housing schemes in the Housing Zone Edmonton Futures. **(Key decision – reference number 4590)**
13. **Custom Build Programme in Enfield – Sites Disposal On a Long Lease** Gary Barnes  
This will seek Cabinet approval for the disposal of sites to a Custom Build Developer. **(Key decision – reference number 4613)**
14. **Budget Update – Small Sites Phase 1 and 2 Feasibility Works** Gary Barnes  
This will update Cabinet on the above works. **(Key decision – reference number 4630)**
15. **Update Strategy and Approach to Delivering Pupil Places** Tony Theodoulou  
This will present an updated strategy for providing school places. **(Key decision – reference number 4594)**
16. **Disposal of Council Assets to Red Lion Homes** Gary Barnes  
This will set out proposals for the disposal of HRA assets to support the Council sponsored Registered Provider, Red Lion Homes, in its provision of affordable rented housing. **(Key decision – reference number 4591)**

**APRIL 2018**

**1. Enfield 2017 Scrutiny Work Stream**

To receive, a report from the Enfield 2017 Scrutiny Work Stream. (Non key)

**NEW MUNICIPAL YEAR 2018/2019**

**1. Broomfield House**

Gary Barnes

The report will refer to the Broomfield Conservation Management Plan and Options Appraisal and will set out options for the next steps. **(Key decision – reference number 4419)**

**2. Tranche 2 Draw Down for Energetik**

Gary Barnes

This will seek approval to draw down the Tranche 2 funding for Energetik's business case. Energetik's business case was approved in January 2017, with Tranche 2 funding added to the Council's indicative capital programme. **(Key decision – reference number 4642)**

## CABINET - 20.12.2017

**MINUTES OF THE MEETING OF THE CABINET  
HELD ON WEDNESDAY, 20 DECEMBER 2017****COUNCILLORS****PRESENT**

Doug Taylor (Leader of the Council), Achilleas Georgiou (Deputy Leader), Daniel Anderson (Cabinet Member for Environment), Yasemin Brett (Cabinet Member for Community, Arts and Culture), Alev Cazimoglu (Cabinet Member for Health and Social Care), Krystle Fonyonga (Cabinet Member for Community Safety and Public Health), Dino Lemonides (Cabinet Member for Finance and Efficiency), Ahmet Oykenar (Cabinet Member for Housing and Housing Regeneration) and Alan Sitkin (Cabinet Member for Economic Regeneration and Business Development)

**Associate Cabinet Members (Non-Executive and Non-Voting):** Dinah Barry (Enfield West), Vicki Pite (Enfield North) and George Savva (Enfield South East)

**ABSENT**

Ayfer Orhan (Cabinet Member for Education, Children's Services and Protection)

**OFFICERS:**

Ian Davis (Chief Executive), James Rolfe (Executive Director of Finance, Resources and Customer Services), Tony Theodoulou (Executive Director of Children's Services), Gary Barnes (Acting Executive Director of Regeneration and Environment), Jeremy Chambers (Director of Law and Governance), Mohammed Lais (Senior Asset Management Surveyor), Doug Wilson (Head of Strategy and Service Development (Health, Housing and Adult Social Care)), Jeremy Pilgrim (Strategic Property Services) and Andrea De Lucy (Press and New Media Officer) Jacqui Hurst (Secretary)

**Also Attending:** Councillor Nesil Cazimoglu and Councillor Edward Smith

**1****APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ayfer Orhan (Cabinet Member for Education, Children's Services and Protection) and Bindi Nagra (Assistant Director Strategy and Resources, Health, Housing and Adult Social Care).

**2****DECLARATION OF INTERESTS**

There were no declarations of interest in respect of any item listed on the agenda.

**3**

**URGENT ITEMS**

NOTED, that the reports listed on the agenda had been circulated in accordance with the requirements of the Council's Constitution and the Local Authorities (Executive Arrangements) (Access to Information and Meetings) (England) Regulations 2012 with the exception of Report No.114 – Revenue Monitoring Report – October 2017 (Minute No.8 below refers). These requirements state that agendas and reports should be circulated at least 5 clear days in advance of meetings.

**AGREED**, that this report be considered at this meeting.

**4**

**DEPUTATIONS**

NOTED, that no requests for deputations had been received for presentation to this Cabinet meeting.

**5**

**ITEMS TO BE REFERRED TO THE COUNCIL**

**AGREED**, that the following report be referred to full Council:

1. Report No.112 – Enfield Safeguarding Children Board Annual Report 2016/17 (for noting and information only)

At this point in the meeting, Councillor Taylor varied the order of the agenda and considered Report No.119 – Disposal of Southgate House. The minutes follow the order of the published agenda, Minute No.13 below refers.

**6**

**ENFIELD SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2016/17**

Councillor Doug Taylor (Leader of the Council) introduced the report of the Executive Director of Children's Services (No.112) presenting the Enfield Safeguarding Children Board Annual Report 2016-17.

Councillor Taylor welcomed Geraldine Gavin, Independent Chair of the Enfield Safeguarding Children's Board, to the meeting and invited her to present the Annual report to the Cabinet. Members received a comprehensive and informative presentation on the Annual Report and the work of the Board including the following points:

**CABINET - 20.12.2017**

- 2016/17 had been a positive year with the Board working within a well-established partnership.
- 2017/18 would bring new and increased challenges with the implementation of new legislation which would abolish Children's Safeguarding Boards. Work was being undertaken on the transitional arrangements and plans for the future arrangements. Dialogue would continue with all of the agencies involved.
- The work undertaken by the Board was highlighted, as detailed in the Annual report.
- The extreme budget pressures being experienced were recognised.
- The importance of early intervention in cases was noted.

Councillor Taylor thanked Geraldine Gavin for her informative introduction to the work of the Board. Following the presentation, comments and questions were invited from Cabinet Members.

**NOTED**

1. That the new legislation would set out the shared responsibilities of the three statutory agencies: the local authority, police service, and clinical commissioning group. The potential risks and complications were acknowledged. Considerable work was being undertaken to prepare for the changes in arrangements. Consultation was currently taking place. Whilst it was acknowledged that some of the changes were viewed positively there was still a considerable amount of work to do. It would be important to avoid duplication in moving forward and to ensure that resources were used as effectively as possible.
2. Members suggested that a Shadow Board be established to test the new relationships between the agencies and to minimise any risks in moving forward. The complexity of the work was acknowledged together with the changes and pressures being experienced within the three key agencies.
3. The work being undertaken to monitor and mitigate risks, particularly during the transitional period, were outlined to Members. It would be important to continue to review and provide effective challenge in moving forward.
4. The content of the Annual report and summary of the activities undertaken during 2016/17. Whilst the report did not include specific statistics, it highlighted current themes and identified potential areas of risk. The work which had been undertaken was acknowledged and discussed.
5. In moving forward, it was suggested that an effectiveness matrix be established particularly in the light of the new arrangements. It would be important to establish appropriate mechanisms to measure performance. However, it was acknowledged that performance indicators should not be solely relied upon. Other measures were also

**CABINET - 20.12.2017**

important including effective audit and review work and thorough Ofsted inspections. This was a complex and broad area of work.

6. In response to questions raised, it was noted that a wide range of awareness raising sessions would be provided on the new arrangements including various forums and groups within the voluntary sector and supplementary schools.

**Alternative Options Considered:** None, the report was for information only.

**RECOMMENDED TO COUNCIL** to note, for information only, the progress being made to safeguard children and young people and specifically note this report and the Draft Enfield Safeguarding Children Board Annual Report.

**Reason:** Enfield Safeguarding Children Board required the commitment and support from multiple partners and from colleagues across the Council in order to continue to focus on improvements with the clear aim of reducing harm.

(Non key)

**7**

**ISSUES ARISING FROM THE OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Doug Taylor (Leader of the Council) invited Councillor Nesil Cazimoglu, as Vice Chair of the Scrutiny Work Stream, to present the report (No.113) to the Cabinet.

Councillor Nesil Cazimoglu presented the report and the following issues arose.

**NOTED**

1. That the Government's Children and Young People's Mental Health and Wellbeing Taskforce had found that around 75% of mental health problems in adult life (not including dementia) start by the age of 18. Early help stops young people falling into crisis and avoids expensive and longer-term treatment in adulthood. One in ten children needed support or treatment for mental health problems.
2. That the Scrutiny work stream had acknowledged the current difficult financial climate. A number of recommendations had been made and agreed by the Cabinet Member and Executive Director as set out in Appendix A of the report. The specific recommendations were highlighted to Cabinet and the implications in moving forward including maximum waiting times; public health funding; and, future procurement support.
3. That the Care Quality Commission had recently completed an initial review of mental health services for children and young people. The



**CABINET - 20.12.2017**

Government had issued a Green Paper setting out a number of recommendations which officers were currently reviewing.

4. Members welcomed the report. It was an important area of work and the current budget restrictions were acknowledged. The Council would continue to work closely with its partners to achieve the best outcomes possible and to fully utilise all of the services available.
5. The positive impact of the fluoride programme, as detailed in paragraph 11.6 of the report.
6. That the Government had recently commissioned a national review of Child and Adolescent Mental Health Services; ten local authorities had been inspected, including Enfield. It had been concluded that the services provided had been effective but that more were required. It was anticipated that the review would conclude next year.
7. That whilst it was the intention to provide care as close to home as possible for children in crisis (section 9.2 of the report referred), all cases were considered on an individual basis and the most appropriate care provided.
8. The statements made with regard to public health funding, as set out in paragraphs 11.10 and 11.11 of the report. It was noted that the funding available had to meet a number of legally prescribed functions and therefore the discretionary element of funding available was limited. The increasing pressure on available funding was acknowledged together with the need for continual review to ensure that the resources available were being allocated effectively.
9. The importance of awareness raising of the services available to children and young people.

Councillor Nesil Cazimoglu expressed her thanks to the Chair of the Scrutiny work stream and the officers who had supported the work undertaken.

**Alternative Options Considered: None**

**DECISION:** The Cabinet noted, for information, the following recommendations and the actions agreed by the Cabinet Member and Executive Director as set out in Appendix A of the report and listed below:

1. Members were concerned that by their last meeting the Future in Mind Resubmitted plan had still not been assured by NHS England and that the CAMHS service was currently breaching on waiting times for some clients. The work stream had recommended that the CCG ensure that the CAMHS service had sufficient staff in place to deliver the service including a maximum waiting time of 13 weeks in line with the national target. (Sections 10, 12.3 and 12.4 of the report referred).

**CABINET - 20.12.2017**

2. The work stream had felt that public health funding assisted in the make-up of the fabric of mental health support for children and young people in the community. The work stream had recommended that the Council continued to ensure that the Public Health Budget in Enfield was allocated to services that were most needed and made the most impact on health needs in the borough and that interventions had elements supporting good mental health. (Paragraphs 11.1 – 11.11, and 12.7 of the report referred).
3. That representation from the work stream (letter from the Chair) would be made to National Government regarding Public Health allocated funding to ensure equitable funding was based on local need and with greater flexibility how the funding was spent. (Paragraphs 11.11 – 11.14 and 12.8 of the report referred).
4. That the Council and CAMHS explore and optimise all opportunities for further joint working between Public Health and CAMHS including Tier 2 services. (Paragraphs 11.7, 11.8 and 12.9 of the report referred).
5. That the Council review the proposed reduction in support from the Procurement Hub towards contract management for Children's Services to ensure appropriate action was taken to mitigate against this potential risk and any gap was filled. (Sections 10.14 – 10.16 and 12.10 of the report referred).
6. Noted that the work stream supported the development of quality standards for mental health services for schools. (Paragraphs 5.4 – 5.6 and 12.5 of the report referred).

**Reason:** To improve outcomes for children and young people in this very complex and challenging area.  
(Non key)

**8**

**REVENUE MONITORING REPORT - OCTOBER 2017**

Councillor Dino Lemonides (Cabinet Member for Finance and Efficiency) introduced the report of the Executive Director of Finance, Resources and Customer Services (No.114) setting out the Council's revenue budget monitoring position based on information to the end of October 2017.

**NOTED**

1. That the revenue budget forecast remained at an outturn position of £5.6m overspend for 2017/18.
2. The £500k costs that had been incurred to deal with traveller incursions as set out in Appendix A2 of the report.

**CABINET - 20.12.2017**

3. The continued demands on services within Health, Housing and Adult Social Care and Children's Services as set out in Appendices A4 and A5. There had been a slight improvement in the Schools Budget (Dedicated Schools Grant), as detailed in the report, Appendix A6.
4. The Executive Management Team was continuing to take action to mitigate the forecast overspends.

**Alternative Options Considered:** Not applicable to this report.

**DECISION:** The Cabinet agreed to note:

1. The £5.6m overspend revenue outturn projection.
2. That Cabinet Members would continue to work with Executive Directors to implement action plans to reduce the forecast overspend in 2017/18.
3. The mitigating actions proposed to date by Executive Directors of overspending departments as set out in Appendix A to the report.

**Reason:** To ensure that Members were aware of the projected budgetary position, including all major budget pressures and underspends which had contributed to the present monthly position and that were likely to affect the final outturn.

**(Key decision – reference number 4547)**

**9**

**CAPITAL PROGRAMME MONITOR: SECOND QUARTER SEPTEMBER 2017**

Councillor Dino Lemonides (Cabinet Member for Finance and Efficiency) introduced the report of the Executive Director of Finance, Resources and Customer Services (No.115) informing Members of the current position up to the end of September 2017 regarding the Council's Capital Programme (2017-21).

NOTED

1. That the approved capital budget for the current financial year 2017/18 was summarised in Table 1 of the report. This provided the latest position reflecting updated project expenditure profiles.
2. That Table 2 in the report summarised the budget re-profiling, the projects highlighted in section 4 of the report were noted.
3. That Table 3 in the report set out the additions to the Programme and, Table 4 the reductions.

**CABINET - 20.12.2017**

4. The indicative programme set out in section 5 and Appendix A of the report.

**Alternative Options Considered:** Not applicable to this report.

**DECISION:** The Cabinet

1. Agreed the revised four-year approved programme totalling £718.1m and the indicative programme of £57.6m as set out in Appendix A of the report.
2. Noted that the additions to the programme were for information only and either required no additional borrowing as they were grant funded or had already been approved as part of the Council's democratic process as detailed in Table 3 of the report.

**Reason:** To inform Members of the current position regarding the Council's Capital Programme (2017-21).  
(Non-key)

**10**

**BUDGET 2018/19: TRANCHE TWO SAVINGS**

Councillor Dino Lemonides (Cabinet Member for Finance and Efficiency) introduced the report of the Executive Director of Finance, Resources and Customer Services (No.116) updating Cabinet on proposals for the second tranche of savings as part of the budget preparations for 2018/19.

NOTED

1. That the first tranche of savings proposals totalling £5.4m had been reported to Cabinet in July 2017. An update on the second tranche of savings proposals was set out in Appendix 1 to the report.
2. The approach to balancing the budget for 2018/19 and the work streams that had been established as detailed in section 4 of the report.
3. That the provisional Local Government Finance Settlement details had just been announced and would be factored into the final budget report to Cabinet and Council in February.

**Alternative Options Considered:** Not applicable to this report.

**DECISION:** The Cabinet

1. Noted the progress made to date in the preparation of the 2018/19 budget.

**CABINET - 20.12.2017**

2. Agreed the second tranche of savings proposals for 2018/19 and beyond set out in Appendix 1 of the report. These would be included in the Medium Term Financial Plan (MTFP) for 2018/19 and future years.

**Reason:** Cabinet needed to manage the 2018/19 financial planning process having regard to constraints in public spending.

**(Key decision – reference number 4603)**

**11**

**TUC DYING TO WORK CHARTER**

Councillor Dino Lemonides (Cabinet Member for Finance and Efficiency) introduced the report of the Chief Executive (No.117).

**NOTED**

1. That the Charter would confirm the Council's current informal policy. The Charter was voluntary and part of a campaign to protect employees who were diagnosed with a terminal condition.
2. In response to Members' discussion, consideration would be given to assess whether any further improvements to staff conditions could be introduced specifically in relation to women.
3. That over 50 employers had signed the Charter; Members questioned how many of these employers were other local authorities.

**Alternative Options Considered:** The option of not signing the Charter would be illogical, given that the Council adheres to the commitments contained in the Charter.

**DECISION:** The Cabinet agreed

1. To note the work the Council undertakes to support employees who were diagnosed with a terminal condition.
2. That with immediate effect, the Council agrees to adopt the Dying to Work Charter.

**Reason:** As detailed in paragraph 3.3 of the report.  
(Non key)

**12**

**QUARTERLY CORPORATE PERFORMANCE REPORT**

Councillor Achilleas Georgiou (Deputy Leader) introduced the report of the Chief Executive (No.118) providing the latest quarterly report on the Corporate Performance Scorecard.

**CABINET - 20.12.2017**

NOTED

1. That a revised version of the report had been circulated for Members' consideration.
2. For information only, the progress being made towards achieving the identified key priorities for Enfield.
3. That 70 performance indicators were being reported, of which 68 had targets. Of these 37 (54.40%) were at green; 23 (33.80%) were at amber; and, 8 (11.8%) were at red. Members compared these to the 2016/17 figures as detailed in the report. Overall the performance indicators were moving in the right direction. Members' attention was drawn to a number of the specific indicators as set out below:

- **Housing and Homelessness:** the number of households living in temporary accommodation had showed an increase of 194. The positive work in bringing empty homes back into use in private sector housing was highlighted.
- **Adult Social Care:** There had been a slight improvement in the number of clients reviewed in the year (of clients receiving any long term service)
- **Safeguarding Children:** the positive indicator with regard to the number of children looked after per 10,000 population aged under 18 years.
- **Libraries:** the number of visits being made to libraries was noted; and the need to investigate the reasons for a reduction in visits at particular libraries, as set out in the report.
- **Sport and Leisure:** whilst there had been a reduction in the number of young people attending sports development sessions this had been balanced against an increase in the number of visits to the Borough's leisure centres.
- **Income Collection, Debt Recovery and Benefit Processing:** noted the positive indicator regarding the processing of new housing benefit claims.
- **Other Corporate Indicators:** A number of additional interventions had been put in place to manage sickness absence.

**Alternative Options Considered:** Not to report regularly on the Council's performance. This would make it difficult to assess progress made on achieving the Council's main priorities and to demonstrate the value for money being provided by Council services.

**Reason:** To update Cabinet on the progress made against all key priority performance indicators for the Council.

**(Key decision – reference number 4521)**

**CABINET - 20.12.2017**

**13**

**DISPOSAL OF SOUTHGATE HOUSE**

Councillor Dino Lemonides (Cabinet Member for Finance and Efficiency) introduced the report of the Executive Director of Finance, Resources and Customer Services (No.119) seeking approval for the sale of Southgate House, and the associated former caretaker's detached house.

NOTED

1. That it was considered in the Council's overall best interests to sell, subject to the receipt of satisfactory financial offers, given the maintenance and security liabilities and in order to assist in funding capital spending.
2. That these properties had been acquired in 2016 as part of the purchase of the former Minchenden School site for the provision of a new autistic secondary school, as detailed in paragraph 1.2 and section 3 of the report.
3. The planning constraints that would apply to a Grade 2 listed building.

**Alternative Options Considered:** NOTED, that retention of the property would incur an increasing and substantial maintenance and management liability, and significant ongoing security and protection costs. The Council did not require the building for its own purposes or occupation and the disposal could achieve a worthwhile contribution to assist Council finances.

**DECISION:** The Cabinet agreed

1. That approval be given in principle to the disposal of Southgate House, High Street, Southgate, N14.
2. To delegate the method of sale and the approval of agreed terms of sale to the Cabinet Member for Finance and Efficiency in consultation with the Executive Director of Finance, Resources and Customer Services.

**Reason:** Potential disposal of the property was recommended as being in the Council's best financial interests, and to reduce current "holding" costs.

**(Key decision – reference number 4581)**

**14**

**ADDRESSING MEMBER REVIEW OF PREVENTION AND EARLY INTERVENTION CONTRACT AWARDS FOR OUTCOMES 3 AND 6**

NOTED, that this item had been deferred. The existing Adult Social Care Voluntary Sector funding arrangements had recently been the subject of a commissioning and procurement process. At the Cabinet meeting on 18

**CABINET - 20.12.2017**

October 2017, Cabinet had approved the award of lots across 6 outcomes. Subsequently it had been agreed with the Overview and Scrutiny Committee that, in the light of concerns raised by Members, the decision to award Lots 3 and 6 to CommUNITY Barnet would be referred back to Cabinet for further consideration. Officers were continuing to conduct due diligence into CommUNITY Barnet and a more detailed report to Cabinet would follow at a later date. Requests for deputations to Cabinet on this item would be considered by the Chair in the usual way. (Minute No.21 below also referred)

**15**

**CABINET AGENDA PLANNING - FUTURE ITEMS**

NOTED, the provisional list of items scheduled for future Cabinet meetings.

**16**

**MINUTES**

**AGREED**, that the minutes of the previous meeting of the Cabinet held on 15 November 2017 be confirmed and signed by the Chair as a correct record.

**17**

**LOCAL PLAN CABINET SUB-COMMITTEE - MINUTES OF MEETING HELD ON 16 NOVEMBER 2017**

NOTED, for information only, the minutes of a meeting of the Local Plan Cabinet Sub-Committee held on 16 November 2017.

**18**

**ENFIELD STRATEGIC PARTNERSHIP UPDATE**

NOTED, that there were no written updates to be received at this meeting.

**19**

**DATE OF NEXT MEETING**

**AGREED**, that the next meeting of the Cabinet take place on Wednesday 24 January 2018 at 8.15pm.

**20**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**, in accordance with Section 100(A) of the Local Government Act 1972 to exclude the press and the public from the meeting for the items listed on part two of the agenda on the grounds that they involve the likely



**CABINET - 20.12.2017**

disclosure of exempt information as defined in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).

**21**

**ADDRESSING MEMBER REVIEW OF PREVENTION AND EARLY INTERVENTION CONTRACT AWARDS FOR OUTCOMES 3 AND 6**

NOTED, that this item had been deferred (Minute No.14 above also referred).

**22**

**MERIDIAN WATER: PROGRESS UPDATE**

Gary Barnes (Acting Executive Director of Regeneration and Environment) provided a verbal update on the progress of the Meridian Water project, setting out the current position and the proposed timescales for moving forward.

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