



**LONDON BOROUGH OF ENFIELD**

**AGENDA FOR THE COUNCIL MEETING  
TO BE HELD ON WEDNESDAY, 20TH  
SEPTEMBER, 2006**



**THE WORSHIPFUL THE MAYOR  
AND COUNCILLORS OF THE  
LONDON BOROUGH OF ENFIELD**

**Please  
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**My Ref:** DST/SA

**Date:** 12 September 2006

Dear Councillor,

You are summoned to attend the meeting of the Council of the London Borough of Enfield to be held at the Civic Centre, Silver Street, Enfield on **Wednesday, 20<sup>th</sup> September, 2006 at 7.00 pm** for the purpose of transacting the business set out below.

Yours sincerely

Borough Secretary

- 1. ELECTION (IF REQUIRED) OF THE CHAIRMAN/DEPUTY CHAIRMAN OF THE MEETING**
- 2. MAYOR'S CHAPLAIN TO GIVE A BLESSING**  
The Mayor's Chaplain to give a blessing.
- 3. MAYOR'S ANNOUNCEMENTS (15 MINUTES APPROXIMATELY)**
- 4. MINUTES (Pages 1 - 14)**

To approve, as a correct record, the minutes of the Council meeting held on 28 June 2006.

**5. APOLOGIES**

**6. DECLARATION OF INTERESTS (Pages 15 - 16)**

Members of the Council are invited to identify any personal or prejudicial interests relevant to items on the agenda. Please refer to the guidance note attached to the agenda.

**7. STANDARDS COMMITTEE – APPOINTMENT OF INDEPENDENT MEMBERS (Pages 17 - 20)**

To receive the report of the Director of Finance and Corporate Resources recommending that Mr Geoffrey Mills and Mr Lawrence Greenberg be appointed as the Independent members of the Standards Committee, in accordance with the Council's Constitution.

The report also recommends that the Standards Committee be authorised to elect the Chairman and Vice-Chairman of the Standards Committee from the independent members appointed by full Council at its next meeting in accordance with the Council's Constitution.

**8. SCRUTINY ANNUAL WORK PROGRAMME 2006/07 (Pages 21 - 42)**

To receive the report of the Overview and Scrutiny Committee recommending a work programme for Scrutiny in 2006/07.

The report is to be considered at the Cabinet meeting on 13 September 2006.

**9. AUTHORISATION AND SETTING OF FIXED PENALTY NOTICES; AND COUNCIL POLICY ON SUCH NOTICES FOR YOUNG PERSONS (Pages 43 - 50)**

To receive the report of the Director of Environment, Street Scene and Parks, seeking approval of the delegated powers to authorise officers to issue fixed penalties, the recommended level of fixed penalty and the discounted rate for early payment, and procedures for dealing with enforcement of offences by juveniles.

The report is to be considered at the Cabinet meeting on 13 September 2006.

**10. CAPITAL PROGRAMME AND PRUDENTIAL INDICATOR MONITORING (Pages 51 - 74)**

To receive the report of the Director of Finance and Corporate Resources, informing Council of the current position regarding the Council's 2006 to 2011 capital programme taking into account the latest monitoring information on the progress of schemes and the re-profiling of expenditure from 2005/06.

The recommendations set out in the report were endorsed by Cabinet on 12 July 2006.

**11. THE AGREED SYLLABUS FOR RELIGIOUS EDUCATION (Pages 75 - 78)**

To receive the report of the Director of Education, Children's Services and Leisure seeking approval of the Agreed Syllabus for Religious Education for adoption in Enfield.

The report is to be considered at the Cabinet meeting on 13 September 2006.

**12. MEMBERS ALLOWANCES REVIEW 2006/07 - RECOMMENDATIONS FROM THE MEMBERS SERVICES WORKING PARTY (Pages 79 - 84)**

To receive the report of the Director of Finance and Corporate Resources relating to Members pensions, dependent carers allowances, broadband and phase 2 of the member development programme for 2006/07.

**13. ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2005/06 (Pages 85 - 94)**

To receive the report of the Director of Finance and Corporate Resources reviewing the activities of the Council's Treasury Management function over the financial year ended 31 March 2006.

**14. ADOPTION AND APPLICATION OF THE NEW MODEL BYELAWS FOR PARKS AND OPEN SPACES AND NATIONAL AND COUNTRY PARKS MODEL BYELAWS (Pages 95 - 100)**

To receive the report of the Director of Environment, Street Scene and Parks seeking authority to commence the process of the revocation of the existing byelaws and the adoption of the new byelaws as they apply to the parks and open spaces and countryside parks in the borough.

The recommendations set out in the report were endorsed by Cabinet on 12 July 2006.

**15. COUNCILLORS' QUESTION TIME (TIME ALLOWED - 30 MINUTES) (Pages 101 - 112)**

Urgent Questions (Part 4 - Paragraph 9.2.(b) of Constitution – Page 4-9)

With the permission of the Mayor, questions on urgent issues may be tabled with the proviso of a subsequent written response if the issue requires research or is considered by the Mayor to be minor.

Please note that the Mayor will decide whether a question is urgent or not. The definition of an urgent question is "An issue which could not reasonably have been foreseen or anticipated prior to the deadline for the submission of

questions and which needs to be considered before the next meeting of the Council.”

A supplementary question is not permitted.

Councillors' Questions (Part 4 – Paragraph 9.2(a) of Constitution – Page 4 - 8)

The eleven questions and responses are attached to the agenda.

**16. URGENT ACTION (PART 4.1 – PARAGRAPH 30 – PAGE 4-20)**

Council is asked to note the decision taken and the reasons for urgency. The decision set out below was made in accordance with the Council's Constitution (Paragraph 30 – relating to exercising the powers of the Council in any matter of immediate urgency):

i. Outside Body Appointment - Enfield Primary Care Trust – Patient and Public Engagement Group (PPEG).

Decision:

To appoint Councillor Laban to serve on the Enfield Primary Care Trust – Patient and Public Engagement Group (PPEG).

Reason for Urgency:

To enable the Council to nominate a representative to participate on the group which was due to meet before the next Council meeting on 20 September 2006.

**17. URGENT DECISIONS REQUIRING THE WAIVING OF THE CALL-IN PROCEDURE (PART 4.2 – PARAGRAPH 17.3 – PAGE 4-34)**

Council is asked to note the decisions taken and the reasons for urgency. The decisions set out below were made in accordance with the Council's Constitution and Scrutiny Rules of Procedure (Paragraph 17.3 – relating to the waiving of the requirement to allow a 5-day call-in period):

i. Electricity Contracts for Quarterly Billed Sites

Decision:

To accept a tender and award the contract for the supply of electricity for the quarterly billed sites.

Reason for Urgency:

This contract applies to the supply of electricity at Civic sites which are billed on a quarterly basis. The contract is due to run for 2 years commencing the 1<sup>st</sup> October 2006. The utilities market remains extremely volatile. Unlike traditional tenders, prices may only be available for a number of hours as market conditions shift. It is therefore advantageous for the LBE to be in a position to make a quick decision once our agent recommends we settle. The

anticipated value of the contract is £3,638,000 if placed over two years.

ii. Electricity Contracts for Non Half Hourly supplies

Decision:

To accept a tender and award the contract for the supply of electricity for the monthly billed, non half hourly Civic sites.

Reason for Urgency:

This contract applies to the supply of electricity to non half hourly sites which are billed monthly. The contract is due to run for 2 years commencing the 1<sup>st</sup> October 2006. The utilities market remains extremely volatile. Unlike traditional tenders, prices may only be available for a number of hours as market conditions shift. It is therefore advantageous for the LBE to be in a position to make a quick decision once our agent recommends we settle. The anticipated value of the contract is £350,000 if placed over two years.

iii. Arnos Pool Tender Acceptance

Decision:

To accept the tender of Jerram Falkus Construction Ltd in the sum of £765,746.29 (excluding Professional & Technical costs) to undertake essential repair and maintenance work at Arnos Pool.

Reason for Urgency:

The works programme is critical in order to secure completion and opening of the swimming pool before the commencement of school spring term. The contractor requires a letter of acceptance by 1600 hrs 20 June 2006 if the time schedule is to be met (specialist sub-contractors will need to be commissioned by the main contractor). The five day call-in period between publication and action of the decision will disproportionately affect the project completion date of the scheme.

iv. Local Enterprise Development Initiative Bid to London Development Agency

Decision:

To submit a Local Enterprise Development Initiative bid to the London Development Agency.

Reason for Urgency:

The submission date for the bid to the London Development Agency (LDA) is September 14 – this is non-negotiable. Cabinet is due to consider and endorse the bid on 13 September. Unless the call-in requirement is waived the Council will be unable to, meet the LDA deadline.

v. Provision of Mainframe for Housing Benefit /Council Tax Subsidy Claim Audit

Decision:

Provision of a Mainframe Service for 6 months to cover the auditing of the Housing Benefit/Council Tax Subsidy Claim.

Reason for Urgency:

1. Mainframe cover ceased on 30<sup>th</sup> June 2006.
2. The lead-in time for setting up the data connection links to the proposed mainframe provider is around 10 weeks.
3. The lead-in time for establishing the mainframe extension in Northumberland and the very restricted service availability means that Enfield needs to proceed without delay to protect the £160,000,000 Benefit Subsidy Claim. If the claim cannot be substantiated there are significant financial losses to Enfield.
4. The Audit will take place in several stages. In September-December, 2006 and a response from the DWP to the audited claim or further testing is likely in January-February, 2007. The intention is to have the service available from September 2006 to March 2007.

vi. Enfield Leisure Centres Limited

Decision:

1. That the proposed appointment by Enfield Leisure Centres Limited (ELCL) of Vantis as liquidators is endorsed and authority is given to fund the fees from the Council's contingency.
2. That authority is granted to enter into an agreement with the liquidators regarding the funding of services by the Council from 4<sup>th</sup> September onwards to enable them to run ELCL in liquidation and maintain services, and grant the liquidators an indemnity against personal liability.
3. That the Council agrees to underwrite the current deficit in the finances of ELCL to the extent necessary to allow the Board to enter a solvent liquidation. Based on the most up to date information available, this will be in region of £400k, although the precise sum is still being calculated.

Reason for Urgency:

This decision was not included on the Forward Plan because the optimum way forward for securing the best interest of leisure centre customers and staff has been the subject of intense negotiations with ELCL over recent weeks and could not have been foreseen by 14 July 2006 which was the deadline for publication of decisions to be taken in August.

vii. Aquisition of Freehold of the Gala Bingo Hall, Enfield Town

Decision:

To acquire the Gala Bingo Site, Enfield Town.

Reason for Urgency:

The property is being offered for sale immediately have been out on the market in July 06 with a closing date offers of Monday 17 July 2006. The Council has submitted a bid and the following negotiation agreed a price of

£2.2m plus VAT for purchase of the freehold. There is however an urgent need for the Council to approve the purchase in order to proceed with the acquisition and avoid losing the opportunity provided.

## **18. MOTIONS**

18.1 In the name of Councillor Barker

“This council supports the LGA’s (Local Government Association) campaign – Fair Care – for a fairer and more sustainable system of care for older people and seeks the support of the Borough’s three Members of Parliament.”

18.2 In the name of Councillor Charalambous

“This Council recognises its failure to deliver services to people living in Eastern and Southern Enfield and resolves to improve services in those parts of the Borough.”

## **19. MEMBERSHIPS**

To confirm the following changes to committee memberships:

19.1 Conservation Advisory Group

To appoint Councillor Giladi.

19.2 School Appeal Panel (Parents or Persons Experienced in Education)

To appoint Mr Walsh.

19.3 ALMO Shadow Board

Councillor Taylor to replace Councillor Stafford.

## **20. NOMINATIONS TO OUTSIDE BODIES**

To confirm the following changes to nominations to outside bodies:

20.1 London Arts Board

To appoint Councillors McCannah and Charalambous.

20.2 Racial Incidents Action Group

To appoint Councillor Anolue.

## **21. CALLED IN DECISIONS**

None received.



**22. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 8 November 2006 at 7.00 p.m. at the Civic Centre.

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COUNCIL - 28.6.2006

**MINUTES OF THE MEETING OF THE COUNCIL  
HELD ON WEDNESDAY, 28 JUNE 2006**

**COUNCILLORS****PRESENT**

Pamela Adams, Christopher Andrew, Kate Anolue, Gregory Antoniou, Chaudhury Anwar MBE, Alan Barker, John Boast, Kris Brown, Jayne Buckland, Lee Chamberlain, Bambos Charalambous, Christopher Cole, Andreas Constantinides, Don Delman (Deputy Mayor), Tony Dey (Mayor), Annette Dreblow, Christiana During, Peter Fallart, Norman Ford, Achilleas Georgiou, Vivien Giladi, Jonas Hall, Ahmet Hasan, Elaine Hayward, Robert Hayward, Margaret Holt, Ruth Hones, Ertan Hurer, John Jackson, Chris Joannides, Jon Kaye, Henry Lamprecht, Bernadette Lappage, Michael Lavender, Dino Lemonides, Paul McCannah, Donald McGowan, Kieran McGregor, Chris Murphy, Terence Neville, Ahmet Oykenner, Anne-Marie Pearce, Henry Pipe, Martin Prescott, Geoffrey Robinson, Jeff Rodin, Michael Rye, Eleftherios Savva, George Savva, Toby Simon, Terence Smith, Andrew Stafford, Doug Taylor, Glynis Vince and Kate Wilkinson

**ABSENT**

Chris Bond, Yasemin Brett, Denise Headley, Eric Jukes, Ayfer Orhan and Ann Zinkin

**24****MAYOR'S CHAPLAIN TO GIVE A BLESSING**

The Mayor's Chaplain, the Reverend John Paul gave a blessing on the Council.

**25****MAYOR'S ANNOUNCEMENTS**

The Mayor made the following announcements:

1. July 2005 Bombing – Remembrance

The Deputy Mayor is to lay a wreath at the tree of tolerance at 11.50 a.m. on 7 July to mark the first anniversary of the bombings in London. All members are welcome to attend and further details will be provided on the Members' newsletter

2. Capel Manor Mayor's Day

I would like to thank Capel Manor for hosting my garden party, it was a splendid occasion and I have received many thank you letters from other Mayors and invited guests.

3. Pymmes Park

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I recently attended an event in Pymmes Park, to highlight a conservation project undertaken by pupils of Aylward School with support from an officer involved in Enfield in Bloom to mark the renaming of their school in September. The pupils worked hard on a plot of land in the park and had incorporated the new name, Gladys Aylward in the planting design.

**26  
MINUTES**

RESOLVED that the minutes of the Council meeting held 24 May 2006 be approved and signed by the Mayor as a correct record.

**27  
APOLOGIES**

Apologies for absence were received from Councillors Bond, Brett, Jukes, Headley, Orhan and Zinkin.

**28  
DECLARATION OF INTERESTS**

NOTED

1. That the Borough Solicitor was to make a statement regarding Item 15 – Members Allowances. The statement is set out in full in minute number 40 below.
2. Councillor Taylor declared a personal interest in Item 13 on the agenda.

**29  
CHANGE OF ORDER OF BUSINESS**

Councillor Hurer moved and Councillor Rye seconded a motion 'to change the order of business on the agenda under paragraph 2.2 (page 4-5) of the Council's Procedure Rules to enable the meeting to take agenda item 17.1 as its next item of business. This was agreed by the meeting.

**30  
MOTIONS**

RECEIVED the following motion pursuant to Part 4 – paragraph 10 of the Council's Constitution, Rules of Procedure:-

**In the name of Councillor McGregor**

Councillor McGregor moved and Councillor Lamprecht seconded the following motion:

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“This Council recognises the strength of feeling expressed by the electorate on May 4<sup>th</sup> for maintaining the current level of essential services (in particular A and E, child and maternity services) at Chase Farm Hospital.

The announcement by the Trust on the possible options for the hospital is imminent. Enfield Council reiterates its opposition to any plans to downgrade the hospital. Enfield Council commits to providing the necessary support and resources to ensure the overwhelming arguments in favour of retaining essential services at Chase Farm will be articulated in a robust manner.”

Councillor Lavender moved and Councillor Rye seconded the following amendment:

“And this Council regrets that Joan Ryan MP has failed to acknowledge that strength of feeling in not organising a deputation to the Secretary of State as requested by this Council.”

Following a lengthy debate the amendment was put to the vote with the following result:

In favour of the amendment – 30  
Against the amendment – 25

The motion as amended was then debated further.

During the debate Councillor Lavender asked officers to develop a plan of action for consideration by the Health Scrutiny Panel, with a further report to Cabinet which details the resources and action required to save the hospital.

The substantive motion was put to the vote with the following result:

In favour – 30  
Against – 23  
Abstained - 2

RESOLVED accordingly.

**31  
ENFIELD'S SCRUTINY ANNUAL REPORT 2005/06**

Councillor E Smith moved and Councillor Pearce seconded the report of the Overview and Scrutiny Committee (No.33) setting out the work of the six Scrutiny Panels and the Overview and Scrutiny Committee during 2005/06 for consideration by Council.

RESOLVED

1. to endorse the Scrutiny Annual Report 2005/06 for publication

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2. to note the areas identified as future challenges for Enfield's scrutiny function within the Annual Report.

**32**

**CONSIDERATION OF APPLICATION TO BECOME A FAIRTRADE BOROUGH**

RECEIVED the report of the Environment, Parks and Leisure Scrutiny Panel (No. 9) outlining the Fair Trade Working Group's findings, and offering recommendations to Council.

NOTED

1. that Council on 28 September 2005 agreed that consideration be given to Enfield becoming a 'Fairtrade Borough'. This project was passed to the Environment, Parks & Amenities (EPA) Scrutiny Panel, who in turn set up a Scrutiny Working Group to review the various benefits and disadvantages of such a move.

2. that if Council was minded to approve the recommendations, a Steering Group would work towards Fairtrade Borough accreditation, as awarded by the Fairtrade Foundation.

3. the draft minute of the Environment, Parks and Leisure Scrutiny Panel meeting held on 22 June 2006, tabled at the meeting, setting out the views of Members of the Panel on this issue.

4. the recommendation to Council set out on the agenda agreed by Cabinet at its meeting on 14 June 2006.

5. the procedural debate regarding the most appropriate way for this item of business to be considered by the Council.

At this point, with the agreement of the Council, Councillor Rodin moved and Councillor Charalambous seconded, the motion set out below and listed as item 17.2:

"This Council approves all the recommendations contained in Report No. 9 of Municipal Year 2006/07 (Consideration of Application to become a Fairtrade Borough)."

After a lengthy debate the motion was put to the vote with the following result:

In favour - 27

Against – 28

The motion was therefore not carried.

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Councillor Rye moved and Councillor Lavender seconded the recommendation of Cabinet as set out below. This was put to the vote and approved.

RESOLVED that consideration of the report be deferred for future consideration in the light of the concerns expressed by the Cabinet particularly with regard to the financial implications of the proposals. Cabinet asked that the involvement of the voluntary sector be explored further and that the proposals should not lead to the Council incurring costs.

**33**

**AMENDMENTS TO THE PENSION BOARD TERMS OF REFERENCE**

Councillor Neville moved and Councillor Hall seconded the report of the Director of Finance and Corporate Resources (No.35) proposing changes to the Pension Board terms of reference to reflect the need to maintain a proactive and efficient co-ordinating role over the management of the Pension Fund.

NOTED

1. that the Pension Board had not agreed the schedule of meeting dates set out in the report. These would be reviewed at the next meeting of the Board

2. the amendment to paragraph 2.3.1 of the terms of reference reported at the meeting and set out below:

2.3.1 The Chairman of the Investment Committee shall be the Chairman of the Pension Board.

RESOLVED to approve the new structure and amended terms of reference for the Pension Board.

**34**

**ENFIELD'S FINAL LOCAL IMPLEMENTATION PLAN (LIP)**

Councillor Neville moved and Councillor E Savva seconded the report of the Director of Environment Street Scene and Parks (No. 10) providing details of Enfield's Local Implementation Plan (LIP). Under Section 145 of the Greater London Authority Act 1999 ('the GLA Act'), London local authorities must prepare Local Implementation Plans (LIPs) containing their proposals for the implementation of the Mayor's Transport Strategy (MTS) in their areas.

NOTED

1. the recommendations set out in the report were endorsed by Cabinet on 14 June 2006.

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2. that Councillor G Savva proposed that the Environment, Parks and Leisure Scrutiny Panel should monitor the implementation of the LIP.

RESOLVED

1. to approve Enfield's final Local Implementation Plan for submission to the Mayor of London, Ken Livingstone.

2. that the Environment, Parks and Leisure Scrutiny Panel be requested to monitor the implementation of the LIP.

**35**

**ENFIELD COUNCIL'S IMPROVEMENT AND BEST VALUE PERFORMANCE PLAN 2006-2009**

Councillor Rye moved and Councillor Lamprecht seconded the report of the Chief Executive (No.15) seeking adoption of the updated Enfield Council Improvement and Best Value Performance Plan for 2006-2009.

NOTED that the recommendations set out in the report were endorsed by Cabinet on 14 June 2006.

RESOLVED to adopt the updated Enfield Council Improvement and Best Value Performance Plan for 2006-2009.

**36**

**REVISED LOCAL AUTHORITY "GOLD" RESOLUTION**

Councillor Rye moved and Councillor Hurer seconded the report of the Director of Environment, Street Scene and Parks (No. 20) relating to a request to all London Boroughs from the Association of London Government to adopt a revised Local Authority "Gold" resolution.

NOTED that the recommendations set out in the report were endorsed by Cabinet on 14 June 2006.

RESOLVED

1. that the recommendations below be adopted, whilst the ALG continue to work on two areas of concern:-

i. indemnities for "Gold" Chief Executives in respect of personal liabilities, to the extent that this might not be covered by an authority's existing arrangements;

ii. the exploration of additional arrangements for pooling expenditures.

2. in accordance with section 138 Local Government Act 1972, section 101 Local Government Act 1972, section 19 Local Government Act 2000, Regulations 7 and 10 Local Authorities (Arrangements for the Discharge of



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Functions) (England) Regulations 2000 and all other enabling powers. The resolution has regard to “Emergency Response and Recovery” the non-statutory Guidance issued pursuant to the Civil Contingencies Act 2004.

3. As from the date of this resolution the Council’s functions under section 138(1) Local Government Act 1972 (Powers of principal councils with respect to emergencies or disasters) are delegated to the Council which has appointed the Head of Paid Service as defined in paragraph 3 below in the circumstances set out in paragraphs 4-7 below.

4. The Head of Paid Service is the person appointed by one of the Councils under section 4 Local Government and Housing Act 1989 who, following the convening of the Strategic Co-ordinating Group (“Gold Command”) to respond to an incident requiring a “Level 2” response (as defined in paragraph 4 below) has agreed to discharge the functions under section 138(1) Local Government Act 1972 (“the functions”) on behalf of the Councils.

5. An emergency requiring a Level 2 response is a single site or wide-area disruptive challenge which requires a co-ordinated response by relevant agencies.

6. The functions hereby delegated shall not be exercised until resolutions delegating the functions have been made by all the Councils.

7. The powers hereby delegated to the Council which has appointed the Head of Paid Service shall not include any power to incur expenditure or to make grants or loans to any person unless either:

i. the Head of Paid Service has received confirmation from the Minister that expenditure reasonably incurred by the Head of Paid Service in taking immediate action to safeguard life or property or to prevent suffering or severe inconvenience will be reimbursed by HM Government; or

ii. the Head of Paid Service has received confirmation on behalf of the Council(s) in whose area(s) the incident has occurred that expenditure reasonably incurred by the Head of Paid Service in taking immediate action to safeguard life or property; to prevent suffering or severe inconvenience and to promote community cohesion and a return to normality, will be met by the Council (or the Councils in proportions to be agreed by them).

8. In the event the Minister has confirmed that expenditure will be reimbursed by HM Government, the Head of Paid Service shall, insofar as reasonably practicable, consult with and inform the Council(s) in whose area(s) the incident has occurred regarding any action proposed to be taken.

**37**

**FOOD SAFETY: SUBMISSION OF FOOD SERVICE PLAN 2006/7**

Councillor Neville moved and Councillor E Savva seconded the report of the Director of Environment Street Scene and Parks (No. 36) setting out in abridged form at Appendix 1 the Food Safety Service Plan for approval in accordance with the Food Standards Agency Framework Agreement on Local Authority Food Law enforcement, made under the Food Standards Act 1999.

NOTED

1. that a copy of the full report has been placed in the Members library, both group offices and on the Council's website.
2. the amendment to the recommendations proposed by Councillor Taylor and seconded by Councillor Simon that the Scores on the Doors initiative be supported in principle.

RESOLVED

1. that the Food Safety Service Plan 2006/07 be agreed by the Council, as required by the Framework Agreement on Local Authority Food Law Enforcement;
2. that Officers investigate the implications of the Scores on the Doors initiative.

**38**

**STANDING ORDER 8 - DURATION OF COUNCIL MEETING**

NOTED

1. That in accordance with Council Procedure, Rule 8 (page 4-7 – part 4), the Mayor advised the Council that the time available for the meeting had elapsed and the remaining items of business would be dealt with in accordance with the expedited procedure.
2. That the remaining items of business would be put to the vote without debate.
3. That the Council will be deemed to have agreed the changes to memberships of council bodies and nominations to outside organisations.

**39**

**STATEMENT OF COMMUNITY INVOLVEMENT**

RECEIVED the report of the Director of Environment Street Scene and Parks (No. 348) seeking endorsement of Enfield's Statement of Community Involvement (SCI).

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NOTED

1. that the recommendations set out in the report were endorsed by Cabinet on 26 April 2006.
2. that the SCI set out how the community would be involved in the preparation and revision of the Local Development Documents, that will form the Local Development Framework (LDF) and in the consideration of planning applications.

RESOLVED to adopt the Statement of Community Involvement.

**40**

**TO REVIEW THE COUNCIL'S MEMBERS ALLOWANCES SCHEME FOR 2006/07**

RECEIVED the report of the Director of Finance and Corporate Resources, (No. 37) containing recommendations from the Members Services Working Party held on 19 June 2006.

NOTED

1. that the Borough Solicitor advised the Council that the Standards Board for England had recently given guidance as to the position of Members in relation to allowances and conflicts of interest. Paragraph 10 (2) of the Members' Code of Conduct allows an exemption from a prejudicial interest to Councillors to enable them to determine the levels of their allowances.
2. the advice from the Standards Board, in the interests of openness and transparency, is that all Members should declare personal interests. Notwithstanding this advice, declarations of interest are members responsibility, he therefore asked any Member who did not wish to declare a personal interest to indicate by raising their hand and their name would not be recorded in the minutes. No hands were raised.
3. in accordance with 2 above it was deemed that all members present at the meeting and listed at the start of these minutes, declared a personal interest.

RESOLVED

1. to Increase the basic allowance for all councillors from £6,750 to £9,500 per year (paragraph 4)
2. to approve the levels of Special Responsibility Allowances as set out in Appendix A (paragraph 5) with the proviso that, if a member occupies more than one eligible position, they will be paid the higher SRA only.
3. that consideration of whether to admit all councillors who wish to join to the Local Government Pension Scheme on the criteria set out by the ALG's

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Independent Remuneration Panel (paragraph 6) be deferred until September 2006 to allow the Working Party to consider a more detailed report.

4. that consideration of whether the Council should pay dependent carers allowance (paragraph 7) be deferred until September 2006 to allow the Working Party to consider a more detailed report.

5. to increase automatically the rates for travel and subsistence each year in line with inflation (paragraph 8).

6. to limit the payment to co-opted members to the Chairman of the Standards Committee (paragraph 9)

7. that the allowances be increased annually in line with the national index for average earnings rather than 1% plus the retail price index as agreed by Council previously (paragraphs 3.4 and 10).

8. that the above changes be operative from 5 May 2006.

**41**

**COUNCILLORS' QUESTION TIME**

1. Urgent Questions

NOTED the receipt of an urgent question and the decision of the Mayor that it did not meet the urgency test set out in the constitution.

2. Questions by Councillors

NOTED the 8 questions, on the Council's agenda, which received a written reply by the relevant Cabinet Member.

**42**

**MOTIONS**

NOTED that the following motion was lost because of insufficient time:

i. In the name of Councillor Rodin

"This Council recognises its failure to deliver services to people living in Eastern and Southern Enfield and resolves to improve services in those parts of the Borough."

**43**

**MEMBERSHIPS**

RESOLVED to confirm the following changes to committee memberships:

1. Adult Social Services Scrutiny Panel – Councillor Anwar becomes Labour Lead.

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2. ALMO Steering Group - Councillor Stafford to replace Councillor Giladi.
3. ALMO Shadow Board – Councillor Fallart, Councillor Lamprecht, Councillor Kaye, Councillor Oykenner, Councillor Stafford and Councillor Buckland.
4. Complaints Against Curriculum Panel - Councillor McGowan to replace Councillor Goddard.
5. Conservation Advisory Group – To appoint Councillor Kate Wilkinson.  
2 Labour vacancies.
6. Corporate Parenting Group - Councillor Goddard to fill vacancy.
7. Eastern District Community Housing Partnership - Councillor Orhan to replace Councillor Taylor.
8. Edmonton District Community Housing Partnership - Councillor Headley to replace Councillor Buckland.
9. Electoral Review Panel - Councillor Charalambous to replace Councillor Taylor. Councillor Simon to fill vacancy
10. Green Belt Forum - Councillor Robinson to fill vacancy.
11. Joint Borough Health Scrutiny Panel – Healthy Hospitals – Councillor Adams and Councillor Pearce to fill vacancies.
12. Joint Consultative Group for Teachers and Staff Forum - Councillor Brown to replace Councillor Goddard.
13. Local Joint Group – Councillor McCannah, Councillor Buckland, Councillor Robinson and Councillor Giladi to fill vacancies.
14. Member Governor Forum – Councillor Chamberlain to fill vacancy
15. Parents Forum - Councillor G. Savva to fill vacancy
16. Planning Committee - Councillor Robinson to replace Councillor Oykenner.
17. Public Transport Consultative Group - Councillor Orhan to replace Councillor During
18. Staff Appeals Panel – Councillor Robinson, Councillor Giladi, Councillor Rodin to fill vacancies.
19. Twinning Working Party - Councillor Oykenner to fill vacancy.

**COUNCIL - 28.6.2006**

20. Overview & Scrutiny Committee and Childrens' Services Scrutiny Panel  
To appoint Mrs Valerie Girling as a Parent Governor Representative.

21. Overview & Scrutiny Committee and Childrens' Services Scrutiny Panel  
To appoint Mrs Carmel Tylee (RC), Rabbi E. Levy (Jewish) and Revd. R. Knowling (C of E) as the 3 religious representatives.

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**NOMINATIONS TO OUTSIDE BODIES**

RESOLVED to confirm the following changes to the Council's nominations to outside bodies:

1. Edmonton United Charities – Conservative vacancy
2. Enfield Church Trust for Girls – To reappoint Mrs Anderson for a further 4 years.
3. Enfield Community Police Partnership (ECPP) – To appoint Councillor Adams.
4. Enfield Community Police Partnership-(ECPP) Management Committee – To appoint Councillor Adams.
5. Enfield, Essex & Hertfordshire Border Liaison Group – Broxbourne, Epping Forest, Lee Valley RPA, – Councillor Constantinides and Councillor Bond to fill vacancies.
6. Enfield In Bloom – Councillor Robinson to fill vacancy
7. Enfield Leisure Centre Ltd. Board – Councillor Charalambous to fill vacancy
8. Enfield Partners Panel – Councillor Jackson, Councillor Zinkin and Councillor Stafford.
9. Enfield Racial Equality Council (EREC) – Councillor Brett and Councillor Anwar to fill vacancies.
10. EREC Executive Committee – Councillor Anolue to fill vacancy
11. Enfield Sports Advisory Council – Councillor Charalambous to fill vacancy
12. Enfield Strategic Partnership – Councillor Rodin as representative of the Labour Group
13. Greater London Employment Forum (new ALG forum) – Councillor McCannah and Councillor Prescott (Deputy)

**COUNCIL - 28.6.2006**

14. Health & Social Care Board – Councillor Giladi and Councillor Lappage to fill vacancies
15. Health and Social Partnership Boards:  
  
Physical & Sensory Disabilities & HIV/AIDS – Councillor During to fill vacancy  
Mental Health – Councillor Brett to fill vacancy  
Older People – Councillor During to fill vacancy  
Carers – Councillor Robinson to fill vacancy
16. London Borough of Enfield/Enfield Racial Equality Council – Councillor Charalambous and Councillor Rodin to fill vacancies
17. London Borough of Enfield Mayor’s Charity – Councillor Constantinides to fill vacancy
18. Local Government Association General Assembly – Councillor Rodin to fill vacancy
19. London Housing Unit Executive Sub-Committee – Councillor Hurer and Councillor Fallart (Deputy)
20. Racial Incident Action Group (RIAG) – Labour vacancy
21. Racial Incident Action Group (RIAG) Executive – Councillor Anwar to fill vacancy
22. RELATE – Labour vacancy
23. Sectoral Joint Committee (London Housing Unit committee) – Councillor Rye
24. Safer & Stronger Communities – Councillor McCannah to replace Councillor Hurer Councillor Kaye (Deputy)
25. Southgate Cultural Fund – Councillor Giladi to fill vacancy
26. Southgate Old People’s Welfare Committee – Councillor Cole to fill vacancy
27. 2012 Forum (new ALG forum) – Councillor Jackson and Councillor Vince (Deputy)
28. Upper Lee Valley Local Economic Partnership – Councillor Stafford to fill vacancy
29. Upper Lee Valley Strategic Partnership Board – Councillor Goddard to fill vacancy.
30. Victim Support – Councillor Robinson to fill vacancy.

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**CALLED IN DECISIONS**

None received.

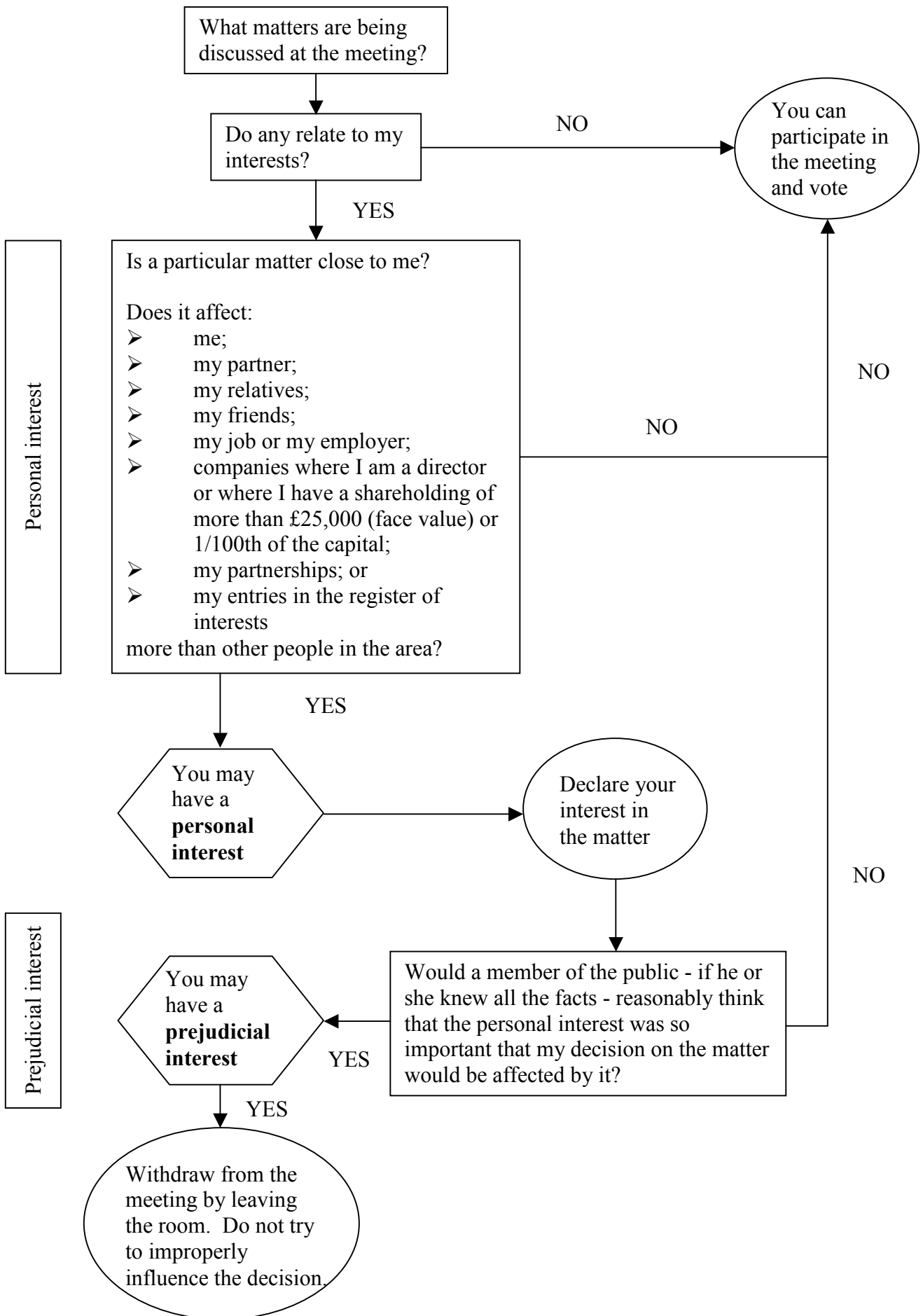
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**DATE OF NEXT MEETING**

NOTED that the next meeting of the Council was to be held on Wednesday 20 September 2006 at 7.00 p.m. at the Civic Centre.



**DECLARING INTERESTS FLOWCHART - QUESTIONS TO ASK YOURSELF**



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## MUNICIPAL YEAR 2006/2007 REPORT NO. **107**

### MEETING TITLE AND DATE:

Council – 20 September 2006

### REPORT OF:

Director of Director of Finance  
and Corporate Resources

Contact officers and telephone  
numbers:

John Austin (Borough Secretary)

Tel: 020 8379 4094

E-mail: [John.Austin@enfield.gov.uk](mailto:John.Austin@enfield.gov.uk)

Jayne Bott, Democratic Services Team

Tel: 020 8379 4042

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

<b>Agenda – Part:1</b>	<b>Item: 7</b>
<b>Subject:</b> Standards Committee – Appointment of Independent Members	
<b>Wards: Non Specific</b>	
<b>Cabinet Member consulted:</b> Councillor Rye	

### 1. EXECUTIVE SUMMARY

This report recommends that Mr Geoffrey Mills and Mr Lawrence Greenberg be appointed as the independent members of the Standards Committee, in accordance with the Council's Constitution.

The report also recommends that the Standards Committee be authorised to elect the Chairman and Vice-Chairman of the Standards Committee from the independent members appointed by full Council at its next meeting in accordance with the Council's Constitution.

### 2 RECOMMENDATION

2.1 That the Council endorses the recommendation of the Appointments Panel that Mr Geoffrey Mills and Mr Lawrence Greenberg be appointed as the two independent members of the Standards Committee, in accordance with the Council's Constitution for the duration of the current Council administration (Ending May 2010).

2.2 That the Standards Committee be authorised to elect the Chairman and Vice-Chairman of the Standards Committee from the independent members appointed by full Council at its next meeting, in accordance with the Council's Constitution.

### **3. BACKGROUND**

- 3.1 The Council has established a Standards Committee, whose primary purpose is to advise on and promote good standards of conduct amongst members, including the provision of training and good practice guidance.
- 3.2 The Standards Committee is composed of six members, comprising two members who are not councillors (the independent members) and four members of the Council (who shall not be the Mayor or members of the cabinet). One of the independent members will be the Chairman of the Standards Committee and the other will be the Vice-Chairman, both are entitled to vote at meetings. Full Council appoints both independent members.
- 3.3 The appointment of both independent members will be for the life of the Council administration (ending May 2010).
- 3.4 In order to recruit the independent members of the Standards Committee for the four-year administration term of May 2006 to May 2010 the position was advertised in the Enfield Independent local paper, on 26 April 2006 and on the Council's website. The advert set out the criteria for this position and asked candidates to submit curriculum vitae by 12 May 2006. An information pack setting out further details on the role of the independent members was also available upon request.
- 3.5 Six candidates applied for the position, each submitting letters of support and curriculum vitae as required.
- 3.6 A member level Appointments Panel was set up to undertake the selection process and shortlisting. The short listing took place on 24 July 2006. Of the six applications received four people were short listed for interview. However one of the four short listed candidates later withdrew their application.
- 3.7 The Appointments Panel met on two occasions (23 and 30 August 2006) to consider the three remaining short listed candidates for the two independent member positions.
- 3.8 The Appointments Panel interviewed each candidate and considered the information they had submitted including a presentation. Each candidate was assessed against the criteria for the position of an independent member. Having considered the candidates the Appointments Panel unanimously agreed to recommend to the full Council that Mr Geoffrey Mills and Mr Lawrence Greenberg be appointed as the two independent members of the Standards Committee.

**4. ALTERNATIVE OPTIONS CONSIDERED**

No other options have been considered as the action taken is in accordance with procedure specified in the Council's Constitution.

**5. REASONS FOR RECOMMENDATIONS**

To fill the two Standards Committee independent members vacancies in accordance with the Council's Constitution.

**6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

**6.1 Financial Implications**

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

**6.2 Legal Implications**

The Council is required under section 53 of the Local Government Act 2000 to have a Standards Committee, with at least one member independent of the Council.

Secondary legislation governs more detailed aspects, such as appointments, and the Council's Constitution also covers procedural matters. The appointments process has been undertaken in accordance with the provisions of The Relevant Authorities (Standards Committee) Regulations 2001, subject to the appointments being finalised by Council as requested above. The recommended appointments are required to be approved by a majority of the members of the authority.

**Background Papers**

Advert placed in the Enfield Independent local paper and posted on the Council's website.

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**MUNICIPAL YEAR 2006/2007 REPORT NO.****96A****MEETING TITLE AND DATE:**

Cabinet  
- 13<sup>th</sup> September 2006  
Council  
- 20<sup>th</sup> September 2006

**REPORT OF:**

Overview & Scrutiny Committee

<b>Agenda - Part:</b> 1	<b>Item:</b> 8
<b>Subject:</b>	
SCRUTINY ANNUAL WORK PROGRAMME 2006/07	
WARDS: None Specific	
Cabinet Members consulted: N/A Other Members consulted – Overview & Scrutiny Committee	

Contact officer and telephone number:

John Austin & Mike Ahuja (Corporate Leads on Scrutiny)

Tel: 020 8379 4094/5044

**1. EXECUTIVE SUMMARY**

- 1.1 This report and Appendix 1 sets out the annual work programme for the Council's six Scrutiny Panels and Overview & Scrutiny Committee (OSC).
- 1.2 The Council's Constitution requires that the combined work programmes proposed by each Panel are adopted by Council (as an annual scrutiny work programme), on the recommendation of the Overview & Scrutiny Committee, following consultation with the Cabinet and Corporate Management Board (CMB).
- 1.3 Cabinet is being invited to comment on the Scrutiny Annual work programme recommended by OSC, prior to its consideration by Council.

**2. RECOMMENDATIONS**

- 2.1 Cabinet are requested to consider and comment on the combined Scrutiny Panel Work Programmes.
- 2.2 That Council formally adopt the Annual Scrutiny Work Programme 2006/07 (as detailed in Appendix 1) having considered any comments from CMB & Cabinet.

### 3. BACKGROUND

- 3.1 Enfield Council has an extremely successful scrutiny function with a developing role of community engagement and tangible challenges to the Council's Executive. The CPA Corporate Assessment commented that the Council's scrutiny function was working well overall.
- 3.2 Enfield has adopted a functional scrutiny structure with an Overview & Scrutiny Committee (OSC) established to manage the overall function and six Scrutiny Panels that, following review at the Annual Council meeting in May 2006, now cover the following areas:

<b>Scrutiny Panel</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Overview and Scrutiny	Councillor E.Smith	Councillor Pearce
Adult Social Services	Councillor Adams	Councillor Anwar
Children's Services	Councillor Goddard	Councillor Andrews
Environment, Parks & Leisure	Councillor E.Smith	Councillor G.Savva
Health	Councillor Pearce	Councillor Oykener
Housing	Councillor Georgiou	Councillor Chamberlain
Special Projects	Councillor Hayward	Councillor Stafford

- 3.3 The main role of the OSC is to provide leadership and co-ordination of the Council's scrutiny function. A key function it has, as part of this role is to review the combined annual work programmes produced by each Panel in order to:
- ensure that the Council's scrutiny function is achieving its overall purpose and each Panel's time is being efficiently and effectively used;
  - ensure that the overall work programme is realistic, focussed and well balanced;
  - effectively co-ordinate and manage the allocation of resources between Panels to support the scrutiny function and individual reviews;
  - identify and address any gaps or overlaps between the individual Panel work programmes and any potential for joint working; and
  - approve for adoption by Council, following consultation with CMB & Cabinet, an overall annual scrutiny work programme;
- 3.4 The annual scrutiny work programme had, as in previous years, been based on a combination of the individual work programmes produced by OSC and each Panel for 2006/07. The individual Panel work programmes have been collated and attached as Appendix 1. Cabinet and Council are asked to note that:
- a. as part of an attempt to enhance the planning and development of scrutiny work programmes each Panel had held a workshop to assist in formulating their programmes for 2006/07;
  - b. each of the work programmes will need to be treated with a degree of flexibility as Panels may amend some of the work they have initially identified as their work programmes develop and scopes for each review are finalised;



- c. the individual work programmes will be subject to ongoing development and continuous review by each Scrutiny Panel.

#### **4. REVIEW OF PANEL WORK PROGRAMMES**

- 4.1 OSC (25 July 2006) undertook a detailed review of the combined Panel work programmes and agreed to recommend these as the basis of the 2006/07 annual scrutiny work programme to Council.
- 4.2 Key issues which OSC focussed upon, as part of their work programme review, included:
  - a. the overall size and number of items on the Panel work programmes;
  - b. areas of duplication and potential for joint working between Panels;
  - c. the need identified, as part of the ongoing Scrutiny Best Value Review process:
    - for Panels to continue working to set realistic, focussed and well-balanced work programmes with fewer items allowing more detailed review;
    - to continue developing the process for effectively managing and monitoring the allocation of member/officer resources between Panels to support the scrutiny function and individual reviews
- 4.3 As a result of issues identified by OSC, as part of their scrutiny work programme review:
  - a. the Children's Services Scrutiny Panel has been requested to undertake a further prioritisation of its work programme with a view to staggering the current number of detailed reviews identified over a two year programme, which the Panel Chairman and Lead Support Officer have been asked to progress;
  - b. OSC noted that a key issue identified for review by the Health Scrutiny Panel during 2006/07 involved the reconfiguration of services at Chase Farm Hospital and the Panel has recognised that some re-prioritisation of their work programme may therefore be required as these proposals are developed for consultation over the year;
  - c. concerns raised in relation to the ambitious nature of the Environment, Parks & Leisure Scrutiny Panel work programme have led to further review of the programme by the Panel Chairman & Lead Support Officer in order to re-clarify and prioritise the reviews identified;
  - d. lead responsibility for a planned review of the Community Halls Strategy has been allocated to Housing Scrutiny Panel, with input welcomed from Special Projects Scrutiny Panel (who had also included the issue on their work programme). This was in order to ensure a co-ordinated approach to the review and avoid any potential duplication of work between both Panels. The Panel Chairmen & Lead Support Officers have been asked to liaise in more detail in order to co-ordinate this process and consider how best to manage the input required from each Panel;
  - e. lead responsibility for co-ordination of the reviews on provision of youth facilities planned by the Children's Services, Special Projects, Housing and Environment, Parks & Leisure Scrutiny Panel has been allocated to the Head of Corporate Transformation & Scrutiny Services. This was to

ensure a co-ordinated approach was adopted towards the information being sought and engagement of the youth sector across each review and in order to avoid any potential duplication of work. It was noted that lead responsibility for youth provision and services would remain under the remit of the Children's Services Scrutiny Panel;

- f. responsibility for monitoring the progress being made on the Action Plan from the Audit Commission inspection of the Transporting People Service has been included within the remit for OSC with a progress update scheduled to be provided for the Committee in March/April 2007;
- g. consideration is being given to the establishment of a Joint Scrutiny Commission aimed at reviewing the operation of Care in the Community and its impact locally. An outline scope for the potential review is currently being prepared for consideration at the next OSC meeting in September 2006 when a final decision will be taken on whether to proceed. The scope will include an assessment of the associated member and officer resource required to support such a review and input required from other relevant stakeholders.

4.4 OSC felt that whilst the overall the scrutiny work programme for 2006/07 provided a challenging and heavy workload for the year, it would be achievable provided each Panel clearly prioritised their programmes to ensure that the necessary member & officer support capacity was maintained.

4.5 OSC has continued to recognise the importance of the scrutiny function's ongoing role in relation to performance management. The intention during 2006/07 is to develop this role around the Council's updated Improvement & Best Value Performance Plan and in monitoring the progress being made with delivery of Enfield's Local Area Agreement (LAA).

4.6 As part of its management and co-ordination role for the scrutiny function, OSC will continue to be provided with regular 6 monthly monitoring updates on the progress being made against the annual scrutiny work programme and any associated resource or support capacity issues.

## **5. COMMENTS FROM CORPORATE MANAGEMENT BOARD & CABINET**

5.1 CMB considered and approved the combined Panel Work Programmes at their meeting on 5 September 2006 without identifying any specific issues.

5.2 Cabinet (13 September 2006) is also being invited to comment on the combined Panel Work Programmes recommended by OSC, prior to their consideration by Council as the basis of the Annual Scrutiny Work Programme for 2006/07. Any comments made by Cabinet will be reported to Council for consideration on 20 September 2006.

## **6. REASONS FOR RECOMMENDATION**

To comply with the requirements of the Council's Constitution.

## **7. ALTERNATIVE OPTIONS CONSIDERED**

No other options have been considered as the Overview & Scrutiny Committee is required, under the Council's Constitution, to present an annual scrutiny work programme to Council for adoption.

## **8. DIRECTOR OF FINANCE AND CORPORATE RESOURCES COMMENTS**

### **8.1 Finance**

Any cost implications of undertaking the Scrutiny Panel work programmes, that cannot be met from within the existing budget allocated to scrutiny, will need to be addressed through the financial monitoring process and review of the medium term financial plan.

### **8.2 Legal**

Section 21 of the Local Government Act 2000 requires principal local authorities to have at least one overview and scrutiny committee.

Its functions are to:

- review or scrutinise decisions or actions taken by the cabinet or any non-executive part of the council;
- make reports or recommendations to the Council or the Cabinet on any issue to do with the Council's functions; and
- recommend that any decision be re-considered

Any member of the Overview & Scrutiny Committee is entitled to place any matter within the terms of reference of the Overview & Scrutiny Committee on the agenda of the committee.

The Council's Constitution requires the reporting of the Annual Work Programme for approval.

## **9. PERFORMANCE MANAGEMENT IMPLICATIONS**

9.1 The key aims for the Council's scrutiny function include:

- to review & assess the delivery and performance of services provided by the Council (along with the health service);
- to assist in the monitoring & development of Council policies and strategies;

The work programmes produced by each Panel are designed to reflect these aims and as such the work undertaken by the Council's scrutiny function has a significant role to play in the Council's performance management framework.

## **10. PUTTING ENFIELD FIRST**

The work undertaken by Enfield's Scrutiny Panels can be seen to have an impact on all of the aims within Putting Enfield First:

- Aim 1 – A Cleaner Greener Enfield
- Aim 2 – High Quality Education and Lifelong Learning
- Aim 3 – A Safer Enfield to Live, Work, Study and do Business
- Aim 4 – Quality Health and Care Services for Vulnerable People in Enfield;
- Aim 5 – Supporting the Delivery of Excellent Services
- Aim 6 – Economically Successful and Socially Inclusive;

Background Papers:

Report to Overview & Scrutiny Committee – 25 July 2006: Review of Scrutiny Panel Work Programmes 2006/07

**APPENDIX A**

**SCRUTINY PANEL WORK PROGRAMMES 2006/07**

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Version Updated on 24.8.06

**ADULT SOCIAL SERVICES SCRUTINY PANELWORK PROGRAMME 2006/2007**

Work Programme	Lead Officer	6 July 2006	5 September 2006	14 November 2006	10 January 2007	6 March 2007	24 April 2007
<b>Work Programme Items</b>							
Setting Annual Work Programme 2006/7	John Austin/ Matt Clack/ Jayne Bott	Agreed Work Programme & 2 Draft Scoping Documents					
Scrutiny Annual Report 2006/07	John Austin/ Matt Clack/ Jayne Bott					Outline Draft Report	Agree Draft Report
<b>Fixed Items</b>							
Budget Consultation Proposals	Mark McLaughlin				Consultation Document		
Rolled Forward Items from 2005/06 Municipal Year							
Recruitment & Retention of Qualified Social Workers & Managers (Monitoring Item)	Ray James						Update Expected
Social Services Income Collection and Debt Write – Offs (Monitoring Item)	Stephen Lowndes	Update Received	Update Expected	Update Expected		Update Expected	
Home Care (Monitoring Item)	Steve Tall			Update Expected			
Peer Review of Adults & Older People (Monitoring Item)	Ray James		Report to be considered				
CSCI Inspection Outcome (Monitoring Item)	Ray James				Report to be considered		

## Version Updated on 24.8.06

WORK	Lead Officer	6 July 2006	5 September 2006	14 November 2006	10 January 2007	6 March 2007	24 April 2007
Supporting People (Monitoring Item)	Sally McTernan/ Pauline Kettless		Update Expected				
Working Groups Continuing in 2006/07							
Fairer Charging including Impact of Fee Increases on Vulnerable People	Stephen Lowndes	Working Group to be Re-Established					
Home Meals Provision	Steve Tall	Working Group Re-Established					
New Scrutiny Reviews							
Adult Respite Care & Carers	John Austin/ Matt Clack	Draft Scoping Document Approved					
Implementation of recommendations from the Disability Discrimination Act Review (DDA)	John Austin/ Matt Clack	Draft Scoping Document Approved	Working Group to be established & Scrutiny Review to start				
Modernisation of Care & Support for People with Dementia	John Austin/ Matt Clack/ Ray James			Report Expected & Possible Draft Scope			
Possible Future Reviews in 2007/08							
Continuing Care							
Possible Joint Panel Involvement in 2006/07							
Improving Care Through Integration – Joint with Health Scrutiny Panel	Ray James						



**CHILDREN'S SERVICES SCRUTINY PANEL**  
**WORK PROGRAMME 2006/2007**

WORK	Support Officer & Panel Department Lead	27 June 06	19 Oct 06	19 Dec 06	1 Feb 07	14 March 07	19 April 07
Annual Work Programme	Phil Glascoe	Agree work programme	Formally agree all review scopes				
Budget Consultation	Sheila Dawson Penelope Williams			Consultation			Report
Annual Report and Consideration of Work Programme for 2007/8							
Main Themes and Working Groups							
Pupil Mobility – Impact on Attainment	Phil Glascoe Neil Rousell				Report to Panel		
Looked After Children	Marie Janaway Andrew Fraser			Interim Report			
Exclusions	Jacqueline Martyr Karen Fletcher- Wright						
Consistency between Schools and Attendance	Andy Ellis Neil Rousell Andrew Fraser		Report to Panel			Report	
School Playing Fields	Phil Glascoe Neil Rousell				Report		
Substance Abuse and Vulnerable Children	Mike Ahuja Andrew Fraser						Report
Children and Young Carers	John Austin Karen Fletcher Wright and Andrew Fraser		Report on Policy and Scope for future work				
Youth Engagement	Andy Ellis Claire Lewis	Initial Report		Interim Report			

<b>WORK - Monitoring Reports</b>	<b>Support Officer &amp; Panel Department Lead</b>	<b>27 June 06</b>	<b>19 Oct 06</b>	<b>19 Dec 06</b>	<b>1 Feb 07</b>	<b>14 March 07</b>	<b>19 April 07</b>
<b>Adoption Performance</b>	Andrew Fraser						
<b>Fostering Performance</b>	Andrew Fraser						
<b>Joint Area Review (JAR) of Children's Services Action Plan</b>	Marie Janaway		<b>Monitoring Report</b>		<b>Monitoring Report</b>		
<b>LAA Stretch Targets</b>	Marie Janaway						
<b>Children's Social Care Complaints - Annual Report</b>	Lesley Morton		<b>Monitoring Report</b>				
<b>Recruitment and Retention of Children's Social Workers</b>	Andrew Fraser		<b>Monitoring Report</b>		<b>Monitoring Report</b>		
<b>LSCB Annual Business Plan</b>	Carla Acket					<b>Monitoring Report</b>	
<b>Progress Reports Implementation of Youth Matters</b>	Claire Lewis			<b>Monitoring Report</b>			

## ENVIRONMENT PARKS &amp; LEISURE SCRUTINY PANEL - 2006/07

WORK	LEAD/ COUNCILLORS	22nd June	7th Sept	16th Nov	14th Dec	20th Feb 07	25th April
Fair Trade		Report		Council Update			
Libraries Strategy							
Budget Consultation							
LAA Targets							
Performance Monitoring Statements	John Pryor						
Annual Report							
M25 Updates							
Footway & Carriageway Investment							
Envirocrime Unit							
Licensing/Drinking Control Zones							
PFI Street Lighting							
Parks	Cllrs Dreblow, Ford, Andrew, T Smith & Simon						
Traffic Management	Cllrs Bond, Ford & E Smith						
Leisure Provision for Young People	Cllrs Andrew and Simon						
Shopmobility	Glyn Jones						
Waste Management			Site Visit 04-Sep				



# HEALTH SCRUTINY PANEL DRAFT WORK PROGRAMME 2006-2007

Lead Officer - Mike Ahuja/Claire Johnson  
 Support Officer - Sue Cripps/Linda Leith  
 Panel Secretary - Jayne Bott

WORK	NOTES	24th July 06	12th Sept 06	31st Oct 06	7th Dec 06	6th Feb 07	17th April 07
Setting work programme	Agree programme, scopes & working groups						
LPSA/LAA	Update						
Budget	Annual item						
Annual Report	Annual item						
Sexual Health move of Town Clinic	Consultation (substantial variation)						
Immunisation	Detailed Review						
Stroke Services	Working Group to follow-up report recommendations						
Smoking Cessation for Turkish/Turkish Cypriot & Kurdish communities.	Small review and monitoring		Update	Update	Update	Update	Update
Alcohol	Update from Alcohol Harm reduction Group						
Healthy Hospitals	Detailed Review						

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**HOUSING SCRUTINY PANEL**  
**WORK PROGRAMME 2006/2007**

<b>WORK</b>	<b>Lead Officer in Dept</b>	<b>19 July 06</b>	<b>14 Sept 06</b>	<b>29 Nov 06</b>	<b>11 Jan 07</b>	<b>7 Mar 07</b>	<b>1 May 07</b>
Setting the Work Programme	John Austin/Colin Pullen	Agree work programme	Review	Review	Review	Review	Review
Arms Length Management Organisation (ALMO)	Mike Culligan				Report from Working Group		Report from Working Group
Decent Homes in the Private Sector	David Legg			Report from working Group			
Estate Facilities including Community Halls	Hilton Armand		Initial report			Update on Community Halls Strategy	
Repairs and Maintenance	Mike Culligan				Report to Full Panel		
Allocations and Housing Needs	Sally McTernan/ Ann Dade		Initial Report to Panel				
Update on Tenant Participation and Involvement Review						Update Report	
Budget Consultation	Sheila Dawson			Consultation			
Annual Report	Penelope Williams Colin Pullen John Austin						Draft for Approval

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## OVERVIEW & SCRUTINY COMMITTEE: WORK PROGRAMME 2006/2007

WORK Programme	Lead Officer	25July06	21Sept06	9Nov06	16Jan07	1Mar07	12Apr07
<b>Work Programme</b>							
(a) Setting Overview & Scrutiny Annual Work Programme 2006/07	John Austin/James Kinsella	Agree OSC work programme					
(b) Scrutiny Annual Work Programme 2006/07	Mike Ahuja/James Kinsella	Review & approve work programme					
<b>Scrutiny involvement in budget consultation process 2006/07</b>	John Austin/Mike Ahuja		Process review		Co-ordinate scrutiny response		
<b>Performance Management</b>							
(a) <b>Council Improvement Plan</b> – review & co-ordinate scrutiny involvement in process.	Mike Ahuja/Ann Pennell		Update				
(b) <b>Local Area Agreement (LAA)</b>	Mike Ahuja	Review of targets within LAA				Progress Update	
<ul style="list-style-type: none"> <li>• co-ordinate scrutiny involvement in monitoring process;</li> <li>• review corporate LAA Risk Assessment</li> </ul>							
<b>Corporate Policy/Strategy</b>							
(a) <b>customer focussed services &amp; equality issues</b>	Ann Pennell/John Austin			Update			

WORK (continued)	Lead Officer	25July06	21Sept06	9Nov06	16Jan07	1Mar07	12Apr07
<b>(b) HR Strategy &amp; Action Plan</b>	Tim Strong/Mike Ahuja			Progress update			
<ul style="list-style-type: none"> <li>• monitor development and use of HR Performance Indicators matrix</li> <li>• development of programme for work experience opportunities within Council</li> </ul>							
<b>Joint Scrutiny Reviews</b>							
<b>(a) Asylum Seekers</b> – monitor implementation of recommendations from Scrutiny Commission.	Mike Ahuja			Progress update on outcomes from review			
<b>(b) Disability Discrimination Act (DDA)</b> – monitor implementation of recommendations from Scrutiny Commission.	John Austin			Progress update			
<b>(c) Care in the Community</b> – potential review 06/07	Mike Ahuja		Outline scope				
<b>Scrutiny Best Value Review</b>							
<b>(a) Development of Options Appraisals &amp; Action Plan</b> – review & development of the Option Appraisal & BVR Action Plan	Mike Ahuja/John Austin/Martin Keay	Review of Perf Appraisal Report (PAR)					
<b>(b) Implementation of Action Plan</b> – to co-ordinate implementation of the key actions from the BVR process	Mike Ahuja/John Austin						
<b>(c) Scrutiny Evaluation Process</b> –develop and implement an evaluation framework for scrutiny	Mike Ahuja						
<b>Monitoring use of Urgency Procedures</b>	John Austin/James Kinsella	6 monthly monitoring update			6 monthly monitoring update		
<b>Scrutiny Annual Report 2006/07</b>	Mike Ahuja/James Kinsella				Agree format & timetable		

## MUNICIPAL YEAR 2006/2007 REPORT NO. **97**

**MEETING TITLE AND DATE:**
**Cabinet 13<sup>th</sup> September 2006**
**Council 20<sup>th</sup> September 2006**
**REPORT OF:**

 Director of Environment, Street  
Scene and Parks

<b>Agenda – Part: 1</b>	<b>Item: 9</b>
<b>Subject: Authorisation and setting of Fixed Penalty Notices; and Council Policy on such notices for Young Persons</b> <b>Wards: ALL WARDS</b>	
<b>Cabinet Member consulted: Cllr Terence Neville</b>	

 Contact officer: Bob Griffiths, 0208-379-2177: or-e mail: [bob.griffiths@enfield.gov.uk](mailto:bob.griffiths@enfield.gov.uk)

### 1. EXECUTIVE SUMMARY

The Clean Neighbourhoods and Environment Act 2005 creates powers for Local Authorities to set fixed penalty levels and to impose fixed penalties for certain offences. This report sets out the recommended levels of fixed penalty, which may be applied by duly authorised Council Enforcement Officers as a means of disposal for certain environmental crimes. It also recommends policy and procedures, which are to be followed for dealing with juvenile offenders.

### 2. RECOMMENDATIONS

- 2.1 To approve the delegated powers to authorise officers to issue fixed penalties as at paragraph 4;
- 2.2 The recommended level of fixed penalty and the discounted rate for early payment as at appendix 1.
- 2.3 Procedures for dealing with enforcement of offences by juveniles as at paragraphs 5 – 8.

### 3. BACKGROUND

- 3.1 The Clean Neighbourhoods and Environment Act 2005, which came into force on 6<sup>th</sup> April 2006 introduced significant changes to the fixed penalty notice regime. It widens the scope of persons or bodies that may issue fixed penalties. It also allows, in some cases, for the fixed penalty amount to be specified at the local level. Furthermore, discounts may also be offered for early payment of fixed penalties.
- 3.2 Fixed penalties should be part of a wider enforcement strategy, designed to address all aspects of environmental crime. Their use is aimed to ensure that resources are focused on priority areas and that an appropriate balance is struck between resources devoted to fixed penalties and those spent on prosecutions, both for non-payment of fixed penalties and for more serious incidents.
- 3.3 Fixed penalty notices may be issued when an enforcing officer believes that an offence has been committed, and give the putative offender an opportunity to avoid prosecution by payment of the penalty. It is essential, therefore, that they are only issued where there is adequate evidence to support a prosecution if a notice is not paid, and that unpaid notices are followed up.
- 3.4 The availability and level of fixed penalties for environmental crimes reflect the severity of the offences, and it is important that the correct fixed penalty is used for an offence. In particular litter fixed penalties should not normally be used to deal with illegal waste or flytipping offences; due to the severity and impact on the environment those responsible should normally be prosecuted (and upon conviction, punished) in the courts.
- 3.5 In all cases, consideration will be given to proceeding by way of summons where it is considered that the fixed penalty is an insufficient penalty for the offence which has been committed, having regard to all of the circumstances.
- 3.6 Existing powers to deal with offences of litter and dog fouling by way of a fixed penalty have been utilised by the Environmental Crime Unit. These fixed penalties are currently set at £75 and in 2005 / 2006, 267 fixed penalties were issued for litter (mainly domestic bagging out) and 2 for dog fouling. This report recommends a change in fixed penalty for litter to increase the level to £80.

#### **4. Authorisation**

- 4.1 The Assistant Director (Environmental Health & Regulation), Head of Environmental Crime, Head of Trading Standards & Licensing and the Head of Environmental Health have delegated powers to;
  - authorise employees of the London Borough of Enfield to issue Fixed Penalty Notices set out in Tables 1 .

- to make agreements with the Metropolitan Police that Police Community Support Officers and persons accredited under Community Safety Accreditation Schemes under the Police Reform Act 2002 may issue Fixed Penalty Notices on behalf of the London Borough of Enfield in respect of litter under section 88 of the Environmental Protection Act 1990.

4.2 Table 1 in Appendix 1 sets out the list of offences for which Fixed Penalty Notices may be issued and indicates where the Council has the power to set the amount (within a given range) and offer a discount for early payment.

## **FIXED PENALTY NOTICES – JUVENILES**

### **5. Background**

- 5.1 In law, a fixed penalty notice can be issued to anyone over the age of 10. However, authorities issuing fixed penalty notices are recommended to adopt special procedures for issuing notices to young offenders. This will ensure that they are acting in accordance with their duty under the Children Act 2004; which requires children's service authorities, including local authorities and police, to discharge their functions having regard to the need to safeguard and uphold the welfare of children.
- 5.2 The Home Office have issued guidelines for police officers to follow when issuing Penalty Notices for Disorder under the Criminal Justice and Police Act 2001 for young people aged 10 – 15 and supplementary operational guidelines for issuing such notices to young people aged 16 and 17. The guidelines issued by DEFRA for issuing fixed penalties to juveniles recommends following these procedures.
- 5.3 Different procedures are recommended for 16 and 17 year olds, and for children between 10 and 15. Authorities are strongly advised to include an age-specific policy in both their operational and enforcement strategies, or other fixed penalty notice related documents, in order to ensure that the welfare needs, legal issues and other concerns relevant to children and young people are adequately highlighted and observed.
- 5.4 Local authorities are strongly recommended to develop, with the Youth Offending Team and police for their area, procedures and protocols for issuing fixed penalty notices to young offenders, and to produce specific guidance, based on this document, for their officers.
- 5.5 Authorities should also bear in mind the following considerations in developing their policies on issuing Fixed Penalty Notices to young offenders:
- parents and guardians are not responsible in law for paying fixed penalties issued to young offenders (in this respect fixed penalty notices differ from

the penalty notices for disorder being piloted for 10-15 year olds in some areas;

- under the youth justice system prosecution is a measure of last resort, after other interventions have failed, so it is likely to be difficult to prosecute a young offender if a fixed penalty is not paid.

5.6 The Council has therefore developed, in co-operation with the Youth Offending Team a policy for dealing with persistent young offenders and with young offenders who fail to pay fixed penalty notices.

## **6. Council Policy – Issuing Fixed Penalty Notices to Juveniles**

6.1 Fixed penalty notices can be issued to juveniles using the same procedure as for adults. If there are doubts as to whether the offender is 16 or 17, the procedures for 10 to 15 year olds should be followed.

6.2 However, Council policy is that fixed penalty notices will not be issued to children under sixteen except in extreme circumstances.

6.3 A fixed penalty notice will also not be appropriate where the young person is suffering from a mental handicap, from a mental disorder; where a young person appears to be mentally distressed or confused, or from another vulnerability that impairs his or her understanding of what goes on (including substance and alcohol abuse).

## **7. Procedure for issuing Fixed Penalty Notices to Juveniles**

7.1 Officers dealing with enforcement of offences against juveniles must follow the Home Office Guidelines and any part of relevant codes of practice, which deal with these circumstances

7.2 A fixed penalty notice should not be routinely issued. The officer should obtain the child's details, the name of their parents or legal guardian and their school, to whom the incident should be reported in writing.

7.3 Documentary evidence as to age, identity and place of residence will be sought. Where there is doubt about identity officers should make reasonable enquiries locally to establish the child or young person's true identity.

7.4 Where identity is refused or believed to be false, police assistance will be requested.

7.5 Subsequent or continuing offending or disregard will result in consideration of issuing either a written warning: offering an acceptable behaviour contract or a decision to issue a fixed penalty notice. Any fixed penalty notice will be issued to the offender personally with a parent or legal guardian present.

7.6 In deciding whether a fixed penalty notice is appropriate, the Council will consider previous character, whether a reprimand, warning or acceptable



behaviour contract should be used, the child's family circumstances, whether the child suffers from other vulnerabilities and any other relevant factor.

- 7.7 Where an offence, which may attract a fixed penalty is considered appropriate to be issued to a young person between the ages of 10 & 15, officers should only consider the use of such a notice in extreme circumstances of serial offending where alternative remedies have failed.
- 7.8 The decision to issue a fixed penalty notice to a person between the ages of 10&15 may only be taken at Head of Service level or above and following consultation with the Youth Offending service.
- 7.9 In the event of non payment, a prosecution will be considered only in circumstances where this action is one of last resort.

## **8. ALTERNATIVE OPTIONS CONSIDERED**

- 8.1 None

## **9. REASONS FOR RECOMMENDATIONS**

- 9.1 The Clean Neighbourhoods and Environment Act 2005 enables the Council to use a range of new powers to combat environmental crime and use fixed penalty notices as an option to deal with certain offences by way of a fixed penalty notice.
- 9.2 The use of fixed penalty notices can be a swift way of dealing with some offenders and provide a practical deterrent to certain type of anti-social behaviour. Use of such notices in appropriate circumstances will reduce officer time spent on preparing case files and in making court appearances.
- 9.3 A policy for the use of fixed penalty notices for juvenile offending is recommended by the Home Office.

## **10. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

### **10.1 Financial Implications**

The Council will be able to retain any income from issuing fixed penalty notices. It is anticipated that up to some £5,000 per annum could be received in receipts from this source although this can only be a tentative estimate. This income will be used to offset costs associated with issuing the fixed penalty notices which will be met from existing budgets.

## **10.2 Legal Implications**

The Clean Neighbourhoods and Environment Act 2005 (the Act) received royal assent on 7 April 2005. The Act makes provision for a variety of enforcement powers to improve the environment, such as the gating of certain minor roads, vehicles parked on roads for sale or being repaired, abandoned vehicles, provisions relating to litter and refuse, graffiti, fly – posting and the display of advertisements etc. The Act also enables local authorities to issue fixed penalty notices in relation to the above offences and allows the levels of those penalties to be fixed locally (within certain limits and guidelines laid down by regulations).

The recommendations within the report are in line with the Powers provided under the Act.

## **11. PERFORMANCE MANAGEMENT IMPLICATIONS**

- 11.1 The introduction of fixed penalty notices will enable the Council to increase the number of enforcement actions against those individuals who disregard the environment.

## **12. PUTTING ENFIELD FIRST**

- 12.1 The statutory powers within this report are essential for the Services to contribute towards the Council's vision by promoting Aim 1, A Cleaner Greener Enfield and Aim 3, A Safer Enfield To Live, Work, Study and Do Business, objective 3A To Reduce Crime and Fear of Crime by contributing to the Crime and Disorder Reduction Strategy.

### **Background Papers**

None

## APPENDIX 1

Table 1

In all cases, consideration will be given to proceeding by way of summons where it is considered that the fixed penalty is an insufficient penalty for the offence which has been committed, having regard to all of the circumstances

<b>Section &amp; Legislation</b>	<b>Description of Offence</b>	<b>Amount of Fixed Penalty</b>	<b>Recommended local</b>	<b>-</b>
Section 6(1) Clean Neighbourhoods and Environment Act 2005	Exposing vehicles for sale on a road. Repairing vehicles in the course of a business on a road.	£100	N/A	-
Section 2A(1) refuse Disposal (Amenity) Act 1978	Abandoning a vehicle	£200	N/A	-
Section 88(1) Environmental Protection Act 1990	Litter	Can be set between £50 and £80	£80	-
Section 94A(2) Environmental Protection Act 1990	Street Litter Control Notices and Litter Clearing Notices	Can be set between £75 and £110	£110	-
Schedule 3A, para 7(2) Environmental Protection Act 1990	Unauthorised distribution of literature on designated land	Can be set between £50 and £80	£80	-
Section 43 Anti-social Behaviour Act 2003	Graffiti involving juvenile offenders	Can be set between £50 and £80	£80	-
Section 58(2) Control of Pollution (Amendment) Act 1989	Failure to produce authority (waste transfer notes)	£300	N/A	-
Section 34A(2) Environmental Protection Act 1990	Failure to furnish documentation (waste carrier's licence)	£300	N/A	-
Section 47ZA(2)	Offences in relation to waste receptacles	Can be set between £75 and £110	£110	-
Section 59(2) Clean Neighbourhoods and Environment Act 2005	Offences under Dog Control Orders	Can be set between £50 and £80	£80	-
Section 73(2) Clean Neighbourhoods and Environment Act 2005	Failure to nominate key-holder (within an alarm notification area) or to notify local authority in writing of nominated key-	Can be set between £50 and £80	£80	-

	holder's details.			
Section 8 Noise Act 1996	Noise from private dwellings	Can be set between £75 and £110	£110	-
Section 8 Noise Act 1996	Noise from Licensed Premises	£500	N/A	---

**MUNICIPAL YEAR 2006/2007 REPORT NO. 44****MEETING TITLE AND DATE:**

Cabinet 12<sup>th</sup> July 2006  
Council 20<sup>th</sup> September 2006

**REPORT OF:**

Director of Finance and Corporate  
Resources

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<b>Agenda – Part: 1</b>	<b>Item: 10</b>
<b>Subject: Capital Programme and Prudential Indicator Monitoring First Quarter 2006/07</b>	
<b>Cabinet Member consulted: Cllr. Michael Lavender</b>	

**1. EXECUTIVE SUMMARY**

- 1.1** The purpose of this report is to inform Members of the current position regarding the Council's 2006 to 2011 capital programme taking into account the latest monitoring information on the progress of schemes and the re-profiling of expenditure from 2005/06. It also reports the current position in respect of the prudential indicators approved by Council on the 22nd February 2006.
- 1.2** The report shows that overall expenditure is projected to be £263.9m compared with the approved programme (after re-profiling) of £261.4m, an increase of £2.5m. In the main the increase is due to additional funding received for highways projects from Transport for London (+£0.9m) and additional spend on Wilbury School (+£1.1m). The report will be forwarded to Council for formal approval to add these variations to the programme. The report also provides details of physical progress and service implications for major schemes in the programme (see appendix B).
- 1.3** The report also provides information on the resources available as a result of the 2005/06 outturn, the latest capital disposals position, and the potential commitments.
- 1.4** The revised capital expenditure forecast impacts on a number of the prudential indicator estimates over the period of the programme and these are reported in Section 7. There are no changes recommended to the indicators at this stage.
- 1.5** Finally the report advises upon the Council's borrowing and investment activity in the previous quarter compared to the approved prudential indicator limits.

## **2. RECOMMENDATIONS**

**2.1** It is recommended that Cabinet notes:

- (i) the outcome of the first quarter's capital monitoring and review exercise for the current year; and
- (ii) the position regarding the Council's prudential indicators and that no revisions to the indicators are required at this stage.

**2.2** Cabinet asks Council to confirm that the following variations to projects funded from earmarked resources (identified in paragraph 4.4) be included in the capital programme:

Additional Transport for London funded expenditure on transport schemes £941k.

Additional spend on Wilbury School project £1,057k.

**2.3** That Education Children's Services and Leisure be asked to fund the potential overspend of £142k from within their own programme budget. (See paragraph 4.5)

## **3. BACKGROUND**

**3.1** The Council's capital programme is reviewed and monitored monthly and monitoring reports are submitted to Cabinet quarterly. This is the first quarterly report for 2006/07. The Prudential Code for Capital Finance requires that the forward-looking prudential indicators, set by the authority, be regularly monitored during the year, these are included in section 7 of the report. The position in relation to borrowing and investments is monitored on a daily basis in accordance with best practice.

## **4. LATEST FORECAST OF CAPITAL SPENDING**

**4.1** Following a detailed review of the programme, a number of changes to the total level and profiling of planned expenditure have been identified. These are set out in Table 1.

TABLE 1

	Planned Spend 2006/07 £'000	Planned Spend 2007/08 £'000	Planned Spend 2008/09 £'000	Planned Spend 2009/10 £'000	Planned Spend 2010/11 £'000	Total Spend £'000
<b>Capital programme</b>						
Expenditure: Earmarked resources	50,827	40,176	31,971	15,108	14,326	152,408
Expenditure: General resources	53,751	26,636	12,198	8,222	8,172	108,979
<b>Total planned spending</b>	<b>104,578</b>	<b>66,812</b>	<b>44,169</b>	<b>23,330</b>	<b>22,498</b>	<b>261,387</b>
<b>Variations in planned spend:</b>						
<i>a) Earmarked Resources</i>						
Community, Housing & Adult Social Services	-3,384	-4,541	-3,972	7,613	5,017	733
Education, Children's Services & Leisure	322	699	0	0	0	1,021
Environment, Street Scene & Parks	941	0	0	0	0	941
Finance & Corporate Resources	172	0	0	0	0	172
Vehicle replacement fund	0	0	0	0	0	0
	<b>-1,949</b>	<b>-3,842</b>	<b>-3,972</b>	<b>7,613</b>	<b>5,017</b>	<b>2,867</b>
<i>b) General Resources</i>						
Community, Housing & Adult Social Services	-1,304	722	109	-15	-15	-503
Education, Children's Services & Leisure	-4,575	5,333	-771	155	0	142
Environment, Street Scene & Parks	-5,250	250	5,000	0	0	0
Finance & Corporate Resources	-5,642	5,089	539	0	0	-14
	<b>-16,771</b>	<b>11,394</b>	<b>4,877</b>	<b>140</b>	<b>-15</b>	<b>-375</b>
Total Earmarked Resources	48,878	36,334	27,999	22,721	19,343	155,275
Total General Resources	36,980	38,030	17,075	8,362	8,157	108,604
<b>Total Projected Expenditure</b>	<b>85,858</b>	<b>74,364</b>	<b>45,074</b>	<b>31,083</b>	<b>27,500</b>	<b>263,879</b>

#### 4.2 Key issues to note:

- The first quarter monitor shows a decrease in the use of general resources of -£375k due mainly to the increase in Government support for Disabled Facilities Grants (-£443k).
- There is an increase in planned expenditure funded from earmarked resources (+£2,867k) due mainly to additional funding being secured from Transport for London (+£941k): additional spending on Wilbury School project (+£1,057k); increased grant funding for disabled facilities grants (+£443k) and increased

spend on other projects of (+£426k). These variations are explained in more detail below.

#### **4.3 Physical progress and service implications**

As well as the financial aspects of a scheme it is important to look at the effects that any delays or changes have on the completion of schemes and the service implications of any changes to completion dates. Appendix B shows the progress on major schemes and is flagged with Red (risk of not achieving objective), Amber (possible difficulties) and Green (on target) ratings for both finance and physical progress to highlight any areas of concern. There is only one scheme indicated as red, which relates to the Children's Centre Programme, where there are delays at Garfield and Raynham Centres. (See appendix for details).

#### **4.4 Community, Housing and Adult Social Services**

*Increased use of earmarked funding +£733k and an decrease in the use of general resources -£503k:*

There is increased spending (+£215k) on the Revenues and Benefits IT system and I world IT system due to the later implementation dates.

Additional grant has been received for the Grants and Nominations Scheme (+£64k) and increased use of Section 106 monies is planned for the Enabling programme of (+£11k).

Additional grant allocation has been notified for the Disabled facilities grant programme his increases the use of earmarked resources by +£443k and reduces the demand on general resources by the same amount.

There are minor underspends on welfare adaptations (-£43k); Park Avenue Day Centre project (-£7k) and Brimsdown regeneration project (-£10K).

It is recommended that these underspends totalling (-£503k) are added to the general resources available to fund the capital programme.

#### **4.5 Education, Children's Services and Leisure**

*Increase in the use of earmarked resources +£1,021k and increase in the use of general resources of +£142k:*

The tender received for Wilbury Primary School Targeted Capital Fund project exceeded approved capital resources by £1,057k. The overall cost of the scheme is now £5,892k. This exceeds by £1,057k the financial provision of £4,835k included in the approved Capital Programme.

The cost increase to some extent reflects the decision to include within the scheme improvements to the playing field and the provision of changing rooms as an enhanced community facility for which the Football Foundation approved a capital grant of £655k. However in taking on this additional commitment it was necessary for the Council to provide match funding of at least 20% which was over and above the Capital Programme scheme provision for this project.



The additional costs can also be attributed to the delayed start on the scheme which was originally due to commence in July 2005. Because of the project cost the scheme was subject to an OJEU notice which led to a longer than average design and tendering period. Additionally, as part of the site is Metropolitan Open Space, the planning application for the scheme had to be approved by the Greater London Authority. All of these factors meant that progress on the project took far longer than expected and caused inflation on the project costs when tenders were received,

The opportunity was also taken to include within the tender planned maintenance items to a value of £111k (plus professional and technical costs of £14k) for replacing heating pipes and a heating boiler which would otherwise have had to be undertaken as part of the Condition Programme

As stated previously the Football Foundation has agreed to contribute grant of £655k towards the cost of the Wilbury School project. It was possible to fund the balance of expenditure required over and above the budget provision of £4,835k (£402k) from the approved Capital Programme, firstly from an uncommitted balance within the Schools' Modernisation budget (£277k) and secondly by forward funding various items of major repair to the value of £125k which would otherwise have had to be included in the Condition Programme 2007/08.

The tender and the funding decisions were subject to a key decision and portfolio report approved by the Cabinet Member for Education, Children's Services and Leisure on 25 May 2006.

The tender acceptance was approved under delegated powers but without appropriate approval to the increase in cost and funding arrangements. Significant changes to capital projects require the approval of either Cabinet or Council, depending on the sum involved.

Additional grant has been received for two City Learning Centres £300k.

Additional costs of the Suffolks School Dining Hall project (£194k) have been partially met from use of Section 106 monies £66k. A separate report will be prepared to explain the reasons for the increase.

This leaves an increase in the use of general resources of £142k made up of balance of the overspend at Suffolks School £128k and other minor overspends of £14k.

It is recommended that Education Children's Services and Leisure be asked to meet the additional general resources (£142k) required from within their own programme.

Cabinet received a report (14<sup>th</sup> June 2006) on the increased funding required for the Salisbury School Turin Road project (£2.8m). It was recommended that the additional cost be funded by deferring the Nightingale site development until

further resources become available. However, this report has been subject to the Council's call in procedures and a final decision is awaited.

#### **4.6 Environment, Street Scene & Parks**

*Increased use of earmarked funding +£941k*

Additional funding of (+£941k) provided by Transport for London to undertake an enhanced programme of work including Local Safety Schemes and School Travel Plans.

There has been an adjustment to the phasing of the £20m works to improve the condition of the roads and footways. Instead of £10m in 2006/07 and 2007/08, the programme has now being re-phased to £5m in 2006/07; £10m in 2007/08 and £5m in 2008/09. The re-phasing is to take account of the time required to develop an effective programme of work which takes account of the highway condition surveys, coordinating with planned works by statutory undertakers and the need to keep Enfield's road network functioning throughout the programme.

#### **4.7 Finance & Corporate Resources**

*Increased use of earmarked funding +£172k and a reduction in the use of general resources of -£14k*

Additional funding has been received from Christian Action Housing towards fibre optic cabling and ducting for the Bounces Road CCTV project (+£48k).

Additional Building Safer Cities grant has been received for CCTV at Ponders End and Southbury Road sites (+£55k).

The increased spend on Supplier Relationship Management software will be funded from revenue (+£55k).

The application of additional grant funding for Snells Park and Fore Street CCTV of (+£14k) gives a saving in the use of general resources of the same amount.

### **5. CAPITAL RESOURCES**

- 5.1** Capital resources that were not utilised in 2005/06 have been carried forward to 2006/07 to fund the re-profiled expenditure. These are shown in table 2 below and have been incorporated in the revised budget figures detailed above (table 1) and in Appendix A. In addition the re-profiling of expenditure reported in the last quarter has also been included.

**TABLE 2**

Service	2006/07 Original budget £'000	2005/06 re-profiling 3 <sup>rd</sup> qtr. £'000	2005/06 Resources c/fwd £'000	2006/07 Revised budget £'000
Community, Housing & Adult Social Services	25,560	1,306	1,571	28,437
Education, Children's Services and Leisure	29,197	1,405	2,764	33,366
Environment, Street Scene & Parks	17,069	904	2,007	19,980
Finance & Corporate Resources	15,023	2,636	3,694	21,353
Vehicles	1,412	-28	58	1,442
<b>Total</b>	<b>88,261</b>	<b>6,223</b>	<b>10,094</b>	<b>104,578</b>

Other issues affecting the capital resources available are as follows:

- There was an underspend on completed capital projects in 2005/06 amounting to £157k (as reported to elsewhere on the agenda) that increases the resources now available for the capital programme
- The capital programme assumes that the Council will generate receipts of £8.5m from disposals of dwellings under the 'right to buy' legislation over the five years of the programme. Although useable 'Right To Buy' receipts received in 2005/06 totalled £1.8m and a similar figure is forecast for the current year, indications are that disposals from this area will slow down even further. Unless there is a revival in the current market trend it is unlikely that the target included in the MTCP will be met. Although this is not an immediate cause for concern, it could limit the scope for future new capital projects. It is suggested that the position is monitored closely and reviewed again later in the year.
- A report on the Council's disposals programme (elsewhere on this agenda) shows that with the inclusion of new disposals there is a potential increase in resources of £1.1m. However in view of the difficulties involved in the completion of some of the disposals in the programme it would be unwise to count on these before they are actually achieved.
- A sum of £1m has been set aside from revenue as a reserve against any potential shortfall in both the right to buy and mainstream disposals programmes. (See Revenue Outturn report elsewhere on the agenda).

**5.3** The only increase in resources available are therefore the £157k underspends from 2005/06 and the underspends identified in paragraph 4 above £517k a total of £674k. The original capital programme approved by Council in February 2006 was under resources by £2.8m to allow for slippage. Further allocations are therefore not recommended at this stage.

**5.4** Section 106 monies currently available but not allocated are as follows:

Unapplied at 31/3/2006	£1,917k
Received 2006/07 to date	£93k

Members will be aware that the use of these receipts will be constrained by the terms of the S106 agreement. All new Section 106 capital receipts are referred to the Capital Programme Group to agree the allocation to projects.

## 6. FINANCIAL OVERVIEW

In view of the uncertainty over the ability to meet the existing disposals targets for RTBs and risks on other disposals it would be unsafe to allow for any additional resources to be committed until a more certain outlook is available on the capital receipts available. This should be reviewed as part of the MTCP proposals later in the year.

## 7. PRUDENTIAL INDICATORS

### 7.1 Capital Expenditure Indicators

The latest forecasts of General Fund and HRA capital expenditure, compared to the prudential indicators, are set out in Tables 3 and 4 below.

**Table 3- Capital Expenditure Indicator General Fund**

	2006/07 Estimate	2007/08 Estimate	2008/9 Estimate	2009/10 Estimate	2010/11 Estimate	Total
	£000	£000	£000	£000	£000	£000
Latest Forecast	71,357	59,244	28,974	13,833	12,878	186,286
Prudential Indicator	70,464	44,517	23,816	13,578	12,778	165,153
Variance	893	14,727	5,158	255	100	21,133

The variations can be analysed as follows:

	2006/07 Estimate	2007/08 Estimate	2008/9 Estimate	2009/10 Estimate	2010/11 Estimate	Total
	£000	£000	£000	£000	£000	£000
Slippage from 3 <sup>rd</sup> Qtr	6,007	2,378	210	0	0	8,595
C/F from 2005/6	10,098					10,098
Variations & slippage above Para 4	-15,212	12,349	4,948	255	100	2,240
	893	14,727	5,158	255	100	21,133

The slippage from 3<sup>rd</sup> Quarter represent movements reported to Cabinet in the March 2006 monitoring report.

**Table 4- Capital Expenditure Indicator HRA**

	<b>2006/07 Estimate</b>	<b>2007/08 Estimate</b>	<b>2008/9 Estimate</b>	<b>2009/10 Estimate</b>	<b>2010/11 Estimate</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Latest Forecast	14,501	15,120	16,100	17,250	14,622	77,593
Prudential Indicator	17,797	19,917	19,348	9,752	9,720	76,534
Variance	-3,296	-4,797	-3,248	7,498	4,902	1,059

The variations can be analysed as follows:

	<b>2006/07 Estimate</b>	<b>2007/08 Estimate</b>	<b>2008/9 Estimate</b>	<b>2009/10 Estimate</b>	<b>2010/11 Estimate</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Slippage from 3 <sup>rd</sup> Qtr	216		795			1,011
C/F 2005/6	-4					-4
Slippage and variations analysed in Para.4	-3,508	-4,797	-4,043	7,498	4,902	52
Variance	-3,296	-4,797	-3,248	7,498	4,902	1,059

The slippage from 3<sup>rd</sup> Quarter represent movements reported to Cabinet in the March 2006 monitoring report.

## **7.2 Capital Financing Requirement and Capital Financing Costs Indicators**

The latest forecast of the capital financing requirement and ratio of financing costs to net revenue stream for the relevant years are set out in Tables 5, 6 and 7.

**Table 5 – Current forecast of Capital Financing Requirement**

	<b>31/03/2007 Estimate</b>	<b>31/03/2008 Estimate</b>	<b>31/03/2009 Estimate</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
General Fund	191,542	199,591	191,190
HRA	41,188	47,105	48,205
Total CFR	232,730	246,696	239,395
Prudential Indicator	243,560	258,161	251,633
Variance	10,830	11,465	12,238

The decrease is due to an accounting adjustment made in the 2005/06 accounts to reflect the latest guidance on the treatment of PFI projects. It relates to the notional value of assets transferred to the PFI operator and subsequent adjustments to the annual payments made under the contract.

**Table 6 – General Fund Ratio of Financing Costs**

	<b>2006/07 Estimate</b>	<b>2007/08 Estimate</b>	<b>2008/09 Estimate</b>
Forecast	7.79	8.12	8.25
Prudential Indicator	7.79	8.12	8.25
Variance	0	0	0

**Table 7 – HRA Ratio of Financing Costs**

	<b>2006/07 Estimate</b>	<b>2007/08 Estimate</b>	<b>2008/09 Estimate</b>
Forecast	22.07	21.36	20.87
Prudential Indicator	22.07	21.36	20.87
Variance	0	0	0

There are no significant changes in the ratios of financing costs to the revenue stream.

### **7.3 Prudential Borrowing Indicators**

- a) Authorised limit: The Council is prohibited from borrowing more than its authorised limit. The Council's authorised limit for 2006/07 is £320m, comprising borrowing of £300m and other long-term liabilities of £20m. Borrowing during the first quarter was well within the Council's authorised borrowing limit. The highest level of borrowing during the period was £63m. No new long or short term borrowing was undertaken during the quarter.
- b) Operational boundary: The operational boundary is based on the most likely level of borrowing for the year. The Council's operational boundary for 2006/07 is £268.5m, comprising borrowing of £250m and other long-term liabilities of £18.5m. Occasional breaches of the operational boundary are unlikely to be significant however a sustained or regular trend above the operational boundary would be significant. During the past quarter the Council's gross borrowing was within the operational boundary.
- c) Net borrowing (i.e. long term borrowing less investments): In the medium term net borrowing should only be used for a capital purpose. Specifically net external borrowing in 2006/07 should not exceed the estimated Capital Financing Requirement for 2008/09; for Enfield this limit is £251.6m. During the last quarter net borrowing was within this estimate. The highest level of net borrowing was £74m on the 1<sup>st</sup> April.

## 7.4 Treasury Management Indicators

The Council has set a number of treasury management prudential indicators for 2006/07 that place limits on variable and fixed interest rate exposure, maturity structures of borrowing and investments of 1 year or more. Table 8 below sets out these indicators. Throughout the past quarter treasury management activities have been carried out within these limits.

**Table 8 - Treasury Management Prudential Indicators 2006/07**

<b>2006/07 Indicator</b>	<b>Prudential Indicator</b>
<b>Max. Interest Rate Exposure on total debt</b>	
a) Fixed rate as % of total debt	100%
b) Variable rate as a % of total debt	25%
c) Fixed Rate as % of investments	100%
d) Variable rate as % of investments	100%
<b>Max. Interest Rate Exposure on variable debt*</b>	
Fixed rate as % of net debt	200%
Variable rate as % of net debt	50%
<b>Maturity structure of fixed borrowing:</b>	
a) Under 12 months:	0% - 20%
b) 12 months to 2 years:	0% - 20%
c) 2 years to 5 years:	0% - 50%
d) 5 years to 10 years:	0% - 75%
e) 10 years and above:	25% - 100%
<b>Maximum principal sums invested (364+ days)</b>	£50m

\*This is the upper limit for fixed & variable interest rate exposures calculated as a percentage of net outstanding principal sums (borrowing and investments).

## 8. REASONS FOR RECOMMENDATIONS

To maintain a prudent view of capital resources available and allow time to review the best possible use of them in the light of Council objectives to finance future capital developments.

## 9. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES

### 9.1 Financial Implications

These are contained in the body of the report.

## **9.2 Legal Implications**

Under the Local Government Act 2003 all Council's have a statutory duty to arrange for proper administration of its financial affairs and a fiduciary duty to taxpayers with regards to its use of and accounting for public monies. This report assists in the discharge of those duties.

## **10. PUTTING ENFIELD FIRST**

**10.1** The allocation of resources in the current capital programme reflects the Council's aims and objectives as set out in "Putting Enfield First".

**10.2** The report contributes to objective (5b) – To deliver sound financial management, efficient use of resources, promotion of income generation and adherence to Best Value and good performance management through the organisation.

### **Background Papers:**

Budget 2006/07 and Medium Term Financial Plan- Report to Council 22/2/2006

CIPFA Prudential Code for Capital Finance

Monitoring returns from Departments



## Appendix A

### Capital Programme Resourcing Position

	2006/07		2007/08		2008/09		2009/10		2010/2011		TOTAL	
	Revised Resources £'000	Current Projection £'000	Revised Resources £'000	Current Projection £'000	Revised Resources £'000	Current Projection £'000	Revised Resources £'000	Current Projection £'000	Revised Resources £'000	Current Projection £'000	Revised Resources £'000	Current Projection £'000
<b>Current Funded Programme</b>												
Community, Housing & Social Services	28,437	23,749	24,037	20,218	24,263	20,400	14,022	21,620	13,990	18,992	104,749	104,979
Education, Children's Services & Leisure	33,366	29,113	22,671	28,703	9,932	9,161	431	586	0	0	66,400	67,563
Environment, Street Scene & Parks	19,980	15,671	16,624	16,874	6,424	11,424	6,194	6,194	6,194	6,194	55,416	56,357
Finance & Corporate Resources	21,353	15,883	2,230	7,319	1,900	2,439	1,050	1,050	1,000	1,000	27,533	27,691
Leasing	1,442	1,442	1,250	1,250	1,650	1,650	1,633	1,633	1,314	1,314	7,289	7,289
<b>Total Expenditure (see HRA/GF split below)</b>	<b>104,578</b>	<b>85,858</b>	<b>66,812</b>	<b>74,364</b>	<b>44,169</b>	<b>45,074</b>	<b>23,330</b>	<b>31,083</b>	<b>22,498</b>	<b>27,500</b>	<b>261,387</b>	<b>263,879</b>
<b>Less: Earmarked Resources</b>	<b>50,827</b>	<b>48,878</b>	<b>40,176</b>	<b>36,334</b>	<b>31,971</b>	<b>27,999</b>	<b>15,108</b>	<b>22,721</b>	<b>14,326</b>	<b>19,343</b>	<b>152,408</b>	<b>155,275</b>
<b>Expenditure met from general resources</b>	<b>53,751</b>	<b>36,980</b>	<b>26,636</b>	<b>38,030</b>	<b>12,198</b>	<b>17,075</b>	<b>8,222</b>	<b>8,362</b>	<b>8,172</b>	<b>8,157</b>	<b>108,979</b>	<b>108,604</b>
<b>Memorandum Items</b>												
<b>HRA</b>	18,009	14,501	19,917	15,120	20,143	16,100	9,752	17,250	9,720	14,622	77,541	77,593
<b>GF</b>	86,569	71,357	46,895	59,244	24,026	28,974	13,578	13,833	12,778	12,878	183,846	186,286

## SCHEME PROGRESS MONITORING REPORT – COMMUNITY, HOUSING &amp; ADULT SOCIAL SERVICES

## Quarter 1

Project (Original Budget)	Revised Budget (If diff)	Budget Status (RAG)	Start & Completion Dates	Project Details	Progress / Outcome	Service Priority	Progress Status (RAG)
Enabling Programme 2006/07 (£1,740k)	N/A	Green	S: Apr 06 C: Mar 07	Development of new affordable housing & move-on accommodation	Pelipar Close (Hanover) due to complete October. Move-on programme (CHA) successfully completed. Next phase of "Home Buy" programme underway	To increase the availability of affordable homes and promote independent living	Green
Environmental Improvements to Housing Estates (£1,000k)	N/A	Green	S: Mar 06 C: Mar 07	Various footway, street lighting and door entry improvements on four Housing Estates (totalling 29 blocks)	Footway and street lighting improvements complete. Tanners End door entry system on site, with Cherry/Bouvier starting August and St Mary's starting September. Ladderswood subject to final consultation	To improve the condition of housing estates	Green
Four Hills Balconies (£3,400k)	N/A	Green	S: Jan 06 C: Jun 08	Replacement of balcony panels & associated works	Works progressing satisfactorily on site	To improve the condition of housing stock	Green
Dorset & Keys Phase 1 External works (£3,600k)	N/A	Green	S: Nov 06 C: Jan 08	Painting / window renewal / concrete & structural repair works	Lowest tenderer has withdrawn. Second lowest has agreed to hold price. Leaseholder re-consultation in progress	To improve the condition of housing stock	Green
Lift Modernisation Programme (£6,000k)	N/A	Green	S: Apr 06 C: Mar 09	Upgrading of lifts to meet current day standards of performance and reliability	Contract let for Phase 1. Wadham & Gilpin on site. Constable starting in September with Bonnington & Gainsborough following in October	To improve the condition of housing stock	Green
Window Replacement Programme 2006/07 (£1,720k)	N/A	Green	S: Apr 06 C: Mar 07	Windows Improvement at various Estates to meet Decent Homes Standard	Potters Bar houses complete. PB flats consultation in progress. Borough-wide contract (houses) on site. Elising estate on site	To improve the condition of housing stock	Green
Revenues & Benefits IT System Upgrade (£3.2m)	£3.3m Nov 2006	Green	S: Dec 04 C: June 06	Replacement of existing NNDR, Council Tax and Benefits computer systems	NNDR and Council Tax now live. Benefits go-live anticipated 19 June 2006	To remove vulnerability to software obsolescence & provide modern systems as a sound basis for future operations	NNDR and C/Tax – Green
					Budget increase reflects additional DWP grant funding to meet additional expenditure in 2006-07		Benefits – Green

**Appendix B cont.**

**SCHEME PROGRESS MONITORING REPORT – EDUCATION, CHILDREN'S SERVICES & LEISURE**

**Quarter 1**

Project/ Original Budget	Revised Budget (if diff.) & date agreed	Budget Status - RAG	Start / Finish dates	Project Details	Progress / Outcome	Service Priority	Progress Status - RAG
TCF Chace Community School £7,500k		Green	Summer 2007/Autumn 2009	New building to provide Art, Drama, Music, kitchen/dining and staff accommodation. Remodelling to meet other curriculum needs and suiting of subject areas in main building.	White Young Green, external consultants from the new Framework Agreement, appointed May 2006. and progressing project design.	Asset Management Plan-Modernisation	Amber
Chesterfield Infants School £2,335k	£1,977k	Green	November 2005/Autumn 2006	Major extension to provide Early Years Unit and remodelling of Infants Building including works to facilitate amalgamation with Junior School from September 2006 (new office, combined staffroom etc).	Work to construct Early Years Unit progressing and due for completion in September 2006. Remodelling works negotiated with resident contractor. Internal works programme to be extended into Autumn Term.	Asset Management Plan-Modernisation	Green
Children's Centre Programme £3,754k	£3,972k	Red		Major programme to provide 330 childcare places through five new Children's Centres across the Borough at Bowes, Galliard, Garfield, Raynham and Tottenham Schools.	New centre completed at Garfield School in May 2006.  Raynham School project expected to complete in July 2006. Works progressing on Centre at Bowes School – scheduled for completion by October 2006.  Overall completion of Galliard School project not expected until February 2007.	Capital Needs arising from Early Years and Child Care Development	Red

Project/ Original Budget	Revised Budget (if diff.) & date agreed	Budget Status - RAG	Start / Finish dates	Project Details	Progress / Outcome	Service Priority	Progress Status - RAG
General Sure Start Programme 2006/07 onwards £6,119k		Green		Major programme to provide 11 new Children's Centres across the Borough by March 2008 together with capital funding to increase the number of schools able to provide facilities for pupils and community outside normal hours.	Work progressing on a number of schemes with the possibility of using a prefabricated standard design module as used for the Garfield School Children's Centre.	Capital Needs arising from Early Years and Child Care Development	Amber
Edmonton Youth and Play Centre £100k net.		Green		Refurbishment of Green Towers building to provide facility for youth and play centre.	Feasibility study being outsourced.	Delivery of capital priorities of Leisure and Culture.	Green
Prudential Borrowing – Additional places at Durants and Oaktree Special Schools £4,000k		Green	December 2006/November 2007*	Project to provide additional special needs places in Borough through extensions to Durants and Oaktree Special Schools.	External consultants appointed for both projects. Timeline produced for Oaktree School scheme indicates completion by November 2007. Consultants currently undertaking site survey of Durants after which a programme will be issued.	Asset Management Plan-Additional special school places.	Green
Kingsmead School Textiles/Food Technology £820k		Green	April 2006/August 2006	Remodelling of former Craft Block to facilitate delivery of National Curriculum in Textiles and Food Technology.	Scheme on schedule for September 2006 completion.	Asset Management Plan-Additional pupil places.	Green
Oakthorpe Road Playing Field	£478k	Green	June2005/November 2005	New changing pavilion and upgrading of playing fields	Changing rooms not yet handed over. Seeding to playing field to	Asset Management Plan-Modernisation	Amber

Project/ Original Budget	Revised Budget (if diff.) & date agreed	Budget Status - RAG	Start / Finish dates	Project Details	Progress / Outcome	Service Priority	Progress Status - RAG
£447k				for use by Hazelwood Infants & Junior School and St Anne's Catholic High School.	be undertaken. Not expected to be ready for School use until September 2006.		
Salisbury School – Turin Road £6,000k	£8,800k	Amber	Sept 2006/August 2007.	Development to accommodate consolidation of Salisbury School as all through 6 form entry on Turin Road site.	Project cost considerably over budget. Approval being sought from Cabinet on strategy to address the funding gap.	Asset Management Plan-Additional pupil places. (Linked to opening of City Academy).	Amber
Suffolks Primary School Dining Hall £1,109k	£1,303k	Amber	January 2007/August 2007	New multi purpose dining hall and kitchen.	Priority to be given to provision of temporary dining facilities (revenue funded) for Suffolks School following closure and demolition of Bishop Stopford's School kitchen in Summer 2006.	Asset Management Plan-Modernisation	Amber
Wilbury School – Targeted Capital £4,835k	£5,903k	Green	June 2006/October 2007	Major extension to provide Early Years Unit and new classrooms to replace hitted classrooms together with major improvements to the playing field and the provision of changing rooms for use by the school and the local community.	Tender approved and capital grant of £654k secured from Football Foundation.	Asset Management Plan-Modernisation	Amber
TCF Winchmore School £7,500k		Green	Summer 2007/Autumn 2009	New building to provide accommodation for Science, ICT and Drama. New administration area at	Detailed design process started on agreed scheme.	Asset Management Plan-Modernisation	Green

Project/ Original Budget	Revised Budget (If diff.) & date agreed	Budget Status - RAG	Start / Finish dates	Project Details	Progress / Outcome	Service Priority	Progress Status - RAG
				school entrance. Remodelling to meet further curriculum needs and suiting of subject areas.			

## Appendix B cont.

SCHEME PROGRESS MONITORING REPORT - ENVIRONMENT, STREET SCENE & PARKS**Quarter 1**

Project/ Original Budget	Revised Budget (If diff.) & date agreed	Budget Status – Red/ Amber/ Green	Start / Finish dates	Project Details	Progress /Outcome	Service Priority	Contact	Progress Status – Red/ Amber/ Green
Principal Roads Structural Maintenance (£1,503,000)		Green	April '06 – March '07	Retention payment for 05/06 Ridgeway Reconstruction.  Reconstruction of Ridgeway (East Lodge Lane towards Oak Avenue).  Resurfacing of Bourne Hill (St Georges Road to Oak Avenue).	Maintenance period ends December 06.  Scheme cancelled due to conflict with Holmesdale Tunnel. Funds for Ridgeway to be reallocated, awaiting approval from TFL.  Scheme designed, on site June 06.	Upgrade & Improve the Condition of Enfield's Roads & Pavements & Safer Travel	Stephen Skinner	Green
Street Scene Improvements (£2,750,000)		Green	April '06 – June '07	<ul style="list-style-type: none"> <li>• Carriageway</li> <li>• Footways</li> <li>• Verge and shrub beds</li> <li>• Partial Resurfacing</li> </ul>	<ul style="list-style-type: none"> <li>• In progress. Approved programme 40% complete.</li> <li>• In progress. Approved programme 40% complete.</li> <li>• Feasibility stage. Programme being developed.</li> <li>• Awaiting schemes so programme can be developed.</li> </ul>	Upgrade & Improve the Condition of Enfield's Roads & Pavements & Safer Travel	Stephen Skinner	Green

Project/ Original Budget	Revised Budget (If diff.) & date agreed	Budget Status – Red/ Amber/ Green	Start / Finish dates	Project Details	Progress /Outcome	Service Priority	Contact	Progress Status – Red/ Amber/ Green
				<ul style="list-style-type: none"> <li>Highway Structures</li> <li>Watercourses</li> <li>Safety Fencing</li> <li>Minor Improvements and Traffic Schemes</li> <li>Rights of Way</li> </ul>	<ul style="list-style-type: none"> <li>Little Bury Street Bridge in design stage.</li> <li>Turkey Brook bank stabilisation in design stage.</li> <li>Stag Hill and Meridian Way in feasibility stage.</li> <li>Worlds End Lane, London Road and Kingsway schemes in feasibility stage.</li> <li>Awaiting schemes so programme can be developed.</li> </ul>			
Highways Improvements (£5,000,000)		Green	April '06 – March'07	Carriageway and Footway Resurfacing and Reconstruction 2006/7 programme	Awaiting road condition survey information. Programme to be developed with network co-ordination consideration.	Upgrade & Improve the Condition of Enfield's Roads & Pavements & Safer Travel	Stephen Skinner	Green
Highways Improvements (£10,000,000)		Green	April '07 – March'08	Carriageway and Footway Resurfacing and Reconstruction 2007/8 programme	Programme to be developed Jan - March 07 based on road condition survey information and network co-ordination consideration.	Upgrade & Improve the Condition of Enfield's Roads & Pavements & Safer Travel	Stephen Skinner	Green
Broomfield Bridge repair		Green	April 2004 / March	Reconstruction of footbridge over railway lines at	Works substantially complete. 25k carried forward to 2006/07	Improve the condition of	Stephen Skinner	Green



Project/ Original Budget	Revised Budget (If diff.) & date agreed	Budget Status – Red/ Amber/ Green	Start / Finish dates	Project Details	Progress /Outcome	Service Priority	Contact	Progress Status – Red/ Amber/ Green
(£333,000)			2007	Broomfield Lane.	to cover retention payment and purchase of land at bridge site.	the borough roads and safer travel.		
Pymmes Park Lottery Project (£3,124,000)		Green	May 2002 - June 2007	to undertake the restoration of Pymmes Park	restoration of lake completed restoration of footpath system completed restoration of bridge completed restoration of railings and gates completed provision of new park furniture completed provision of landscaping completed  * design and installation of new gate in walled garden – in progress * design and construction of new wall in walled garden – in progress * production of 10 year management plan – in progress * installation of new public toilets – in progress – deadline extended to 31/10/06.	Improving the quality of life in Enfield	Bob Jennings	Amber
Parks Playgrounds (£826,000)		Green	November 2004 - October 2006	to undertake the refurbishment of children's playgrounds and associated toilets	Refurbishment of children's playgrounds completed at:- <ul style="list-style-type: none"> <li>• Boundary Playing Fields</li> <li>• Craig Park</li> <li>• Jubilee Park</li> <li>• Albany Park</li> <li>• Grovelands Park</li> <li>• Tatem Park</li> </ul> Refurbishment of associated	Improving the quality of life in Enfield	Bob Jennings	Green

Project/ Original Budget	Revised Budget (if diff.) & date agreed	Budget Status – Red/ Amber/ Green	Start / Finish dates	Project Details	Progress /Outcome	Service Priority	Contact	Progress Status – Red/ Amber/ Green
					<p>public toilets:</p> <ul style="list-style-type: none"> <li>* Albany Park, Craig Park and Jubilee Park toilets out to tender</li> <li>* Boundary Playing Fields, Grovelands Park and Tatem Park toilets to be tendered in July 2006</li> <li>* works scheduled for completion 30/10/06.</li> </ul>			

**Appendix B cont.**  
**SCHEME PROGRESS MONITORING REPORT – FINANCE & CORPORATE RESOURCES**

**Quarter 1**

Project/ Original Budget	Revised Budget (If diff.) & date agreed	Budget Status - RAG	Start / Finish dates	Project Details	Progress / Outcome	Service Priority	Progress Status - RAG
Capitalised R& M (schemes in excess of £ 100k)						Maintenance of the Council's Assets	
Arnos Pool £750 k		Green	Summer 06 / Winter 07	Refurbishment of swimming pool / leisure facilities / library	Scheme out to tender		Green
Forty Hall £ 120 k		Green	Summer 06 / Winter 07	Repairs including internal and external redecoration.	Specification in preparation.		Green
Civic Centre £ 400 k		Green	Autumn 06 / Spring 07	Installation of fire doors and screens A Block	Specification in preparation.		Green
Civic Centre £ 100 k		Green	Winter 06/ Spring 07	Renew isolating valves in A Block	Specification in preparation.		Green
Civic Centre £ 100 k		Green	Winter 06/ Spring 07	Fire Resisting works to document elevator.	Specification in preparation.		Green
Enfield Business Centre £ 150 k		Green	Summer 06/ Autumn 06	Replacement air conditioning	Tender documents prepared.		Green
58-60 Silver St £ 100 k		Green	Autumn 06 / Spring 07	Repairs to structural frame	Specification in preparation.		Green
Civic Centre £ 300 k		Green	Autumn 06 / Spring 07	Stainless Steel panels re-pointed A Block	Specification in preparation.		Green
Property Strategy		Green	Autumn 06	Customer Service Access Point	Scheme Design Stage.	To meet the	Green

<b>- Access Centre</b> £1.559m			/ Spring 07			Consultant appointed	Council's accommodation strategy	
Industrial Estates - <b>14 Centre Way Claverings</b> £1.842m	Green		Mar 06 / Aug 06	Improvements to exterior of Claverings Industrial Estate. Creation of small workspaces at 14 Centre Way.	Exterior improvements completed. Works at 14 Centre Way to complete mid August.	To meet the Council's accommodation strategy	Green	
Industrial Estates - <b>Montague</b> £490k	Green		To programme	Improvements to the exterior of Montague Industrial Estate	Scheme details under preparation	To meet the Council's accommodation strategy	Green	
IT Workplan – <b>EBP Upgrade</b> £768k	Green		April 06 / October 06	Replace Enterprise Buyer 3.0 with Supplier Relationship Management (SRM)	Project Manager appointed. Project underway	Contractual Requirement to upgrade	Green	
IT Workplan – <b>SRM Upgrade</b> £744k	A		June 06 / Dec 06	Strategic sourcing and supplier enablement for SRM	Project Manager appointed. Project underway	To comply with the Council's Efficiency Agenda	Green	
Discretionary – <b>Enfield Town Cultural Centre</b> £3.405m	Green		Winter 06 / Summer 07	Redevelopment of Enfield Town Centre Palace Exchange Civic Facility	Scheme design for fit out of cultural centre. Consultant appointed.	To meet the Council's accommodation strategy	Green	
Discretionary – <b>Enfield Town Library</b> £ 2.139m	Green		Autumn 07 /Jan 09	Refurbishment of Central Library	Consultant appointed. Outline scheme in preparation.	To meet the Council's accommodation strategy	Green	

**MUNICIPAL YEAR 2006/2007 REPORT NO. 101**

**MEETING TITLE AND DATE:**

Cabinet 13 September 2006  
Council 20 September 2006

**REPORT OF:**

Director of Education, Children's  
Services and Leisure

<b>Agenda – Part: 1</b>	<b>Item: 11</b>
<b>Subject: Agreed Syllabus for Religious Education</b>	
<b>Wards: All</b>	
<b>Cabinet Member consulted: Glynis Vince</b>	

Contact officer and telephone number:

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**1. EXECUTIVE SUMMARY**

The Local Authority (LA) is required to adopt an Agreed Syllabus for Religious Education to be taught in all its community schools. Enfield Agreed Syllabus Conference unanimously agreed a new Syllabus on 28<sup>th</sup> June 2006 and recommend it to the Council for adoption. Once adopted by the LA the Agreed Syllabus will be implemented in Enfield community schools during the academic year 2006-2007.

**2. RECOMMENDATIONS**

The Enfield Agreed Syllabus Conference recommends that the Agreed Syllabus be approved by the Council for adoption in Enfield.

**3. BACKGROUND**

3.1 Every five years the Local Authority (LA) is required to convene an occasional body, called an Agreed Syllabus Conference (ASC), to produce and recommend a locally agreed syllabus for religious education (RE). The current Enfield RE syllabus was introduced in the autumn term 1997.

3.2 The LA convened a statutory Agreed Syllabus Conference in spring 2003 and good progress was made. However at the advice of the Principal RE Officer for the Qualifications and Curriculum Authority (QCA), the review was halted in expectation of national guidance for ASCs. A Non-Statutory National Framework for Religious Education (NSNFRE) was published by the Department for Education and Skills (DfES) and the QCA in 2004. The Agreed Syllabus Conference resumed its work immediately, taking full

account of the NSNFRE as well as the latest advice from HMI/Ofsted and contemporary best practice in religious education.

- 3.3 Enfield Agreed Syllabus Conference has, like Enfield SACRE, been meeting under the aegis of, and supported by, the School Improvement Service. The Chair of the Conference is Muhammad Ibrahim, Head of Religious Education at Southgate School. The membership, purpose and authority of the Agreed Syllabus Conference are established by the Education Reform Act 1988 and the Education (Schools) Act 1996. The Conference is made up of four committees: The Church of England; Religious traditions and Christian churches; Teachers associations; and representatives of the Local Authority.
- 3.4 The syllabus was drafted by a working group with representatives from the four committees, all of whom were teachers. The Religious Education Adviser consulted extensively with local stakeholders including subject leaders, headteachers, and representatives of local religious communities and with national RE officers at the Department for Education and Skills (DfES) and the QCA. The process of syllabus development and consultation, and the resultant syllabus has been welcomed by the Standing Advisory Council on Religious Education (SACRE) and other stakeholders for its contribution to religious and racial harmony and social cohesion.
- 3.5 The four committees of the ASC voted unanimously to agree a new Syllabus (Appendix A – available from the report author, Members' Library and Group Offices) at its meeting on 21<sup>st</sup> June 2006. Membership of the ASC is listed on the inside cover of the Agreed Syllabus.
- 3.6 Once adopted by the LA, the Agreed Syllabus will be implemented in Enfield community schools during the academic year 2006-2007. The Agreed Syllabus Conference and SACRE recommends that the Syllabus be adopted by the Oasis Academy in Enfield.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

Schedule 19 of the 2002 Education Act provides that provision for religious education should be in accordance with an agreed syllabus adopted for the school and its pupils. The syllabus has been agreed by the relevant bodies and, therefore, no alternative options have been considered.

#### **5. REASONS FOR RECOMMENDATIONS**

The Local Authority (LA) is required to adopt an Agreed Syllabus for Religious Education to be taught in all its community schools. Only an Agreed Syllabus Conference may recommend an Agreed Syllabus and the recommendation must be unanimously agreed by the four committees constituting the Conference.

#### **6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

## **6.1 Financial Implications**

The Agreed Syllabus Conference advises the Local Authority to make appropriate resources available to SACRE to enable it to launch, publish and support the implementation of the Agreed Syllabus.

Costs will be met from the School Effectiveness & Inclusion budget.

## **6.2 Legal Implications**

6.2.1 The actions outlined above have been carried out in order to comply with the requirements of the Education Reform Act 1988 and the Education (Schools) Act 1996 namely:

6.2.2 Section 69 of the School Standards and Framework Act 1998 require local authorities and governing bodies to exercise their function with a view to securing that religious education is given in accordance with the provisions of such education included in the school's basic curriculum. This was updated by Section 80 of the Education Act 2002 which also re-enacted Section 352 of the Education Act 1996;

6.2.3 Section 80 of the 2002 Act provides that the curriculum for every maintained school shall comprise a basic curriculum which includes provision for religious education for all registered pupils at the school in accordance with the provisions of schedule 19 of the School Standards and Framework Act 1998 as shall apply to that school. Schedule 19 provides that provision for religious education should be in accordance with an agreed syllabus adopted for the school and its pupils;

6.2.4 Schedule 375 of 391 of the Education Act 1996 provides for the Constitution of a Standing Advisory Committee on Religious Education which has the function of advising the local authority upon religious education to be given in accordance with an agreed syllabus and with Schedule 19 of the School Standards and Framework Act 1998;

6.2.5 The process outlined in this report has followed the statutory framework and the circular guidance in arriving at this recommendation of an agreed syllabus. Cabinet may make comments to Council on the Agreed Syllabus but the final decision rests with Council on whether to accept or reject the agreed syllabus.

## **7. PUTTING ENFIELD FIRST**

Aim 2: High Quality Education and Lifelong Learning

- 2a Work with schools and colleges to deliver high quality education and raise educational achievement to and above national standards
- 2b Work with partners to fully include underachieving and challenging pupils

### Background Papers

Description of document	Location	Date
Religious Education and Collective Worship Circular number1/94 (DFE)	All available from: Rachel Bowerman, Learning Consultant RE, School Improvement Service	1994
The non-statutory national framework for religious education (QCA / DfES)		2004
Ofsted/QCA Self-evaluation for SACREs: a Guide		2005



## MUNICIPAL YEAR 2006/2007 REPORT NO. **108**

**MEETING TITLE AND DATE:**

Council – 20<sup>th</sup> September 2006

**REPORT OF:**

Director of Finance and  
Corporate Resources

<b>Agenda – Part:1</b>	<b>Item: 12</b>
<b>Subject:</b>	
<b>Members' Allowances Review 2006/07</b>	
<b>Cabinet Member consulted: N/A</b>	

Contact officer and telephone number:

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### **1. EXECUTIVE SUMMARY**

1.1. This report contains recommendations from the Members' Services Working Party held on Wednesday 6<sup>th</sup> September 2006 on the following matters:

- (a) the option of members joining the Local Authority pension scheme;
- (b) whether the Council should pay dependent carers' allowance; and
- (c) the level of reimbursement for members to reclaim for the costs of maintaining a broadband internet connection at home.

1.2. This report also sets out for information the member development programme up until the spring of 2007 as endorsed by the Working Party.

### **2. RECOMMENDATIONS**

The Members' Services Working Party recommends to Council as follows:

- 2.1. Asks Council to decide whether vice-chairmen of Scrutiny Panels, and Licensing and Planning Committees should receive special responsibility allowances (SRAs) (paragraph 4);
- 2.2. Asks the Council to decide whether to admit all councillors who wish to join to the Local Government Pension Scheme on the criteria set out by the Association of London Government's Independent Remuneration Panel (paragraph 5);

- 2.3. That the Council should not adopt a dependent carers' allowance scheme at this time, but that the situation should be regularly reviewed by the Working Party (paragraph 6);
- 2.4. That each Councillor household be authorised to claim a monthly contribution of £10 for the costs of maintaining a broadband internet connection at home, and that the contribution rate be regularly reviewed by the Working Party (paragraph 7); and
- 2.5. That the Council notes the member development programme for the Autumn 2006/Spring 2007 period as endorsed by the Working Party (paragraph 8).

### **3. BACKGROUND**

- 3.1. The Working Party presented to Council its recommendations on the review of members' allowances at its meeting on 28<sup>th</sup> June 2006. In accordance with procedure rule 8 (duration of Council meetings) of part 4 of the Council's Constitution, the report was approved due to the business on the agenda not being completed.
- 3.2. As a result of that decision, the working party was asked to consider in greater detail whether to recommend the admittance to the Local Government Pension Scheme of those eligible councillors who wished to join the scheme on the criteria set out by the Association for London Government's Independent Remuneration Panel (IRP), and whether the Council should pay dependent carers' allowance to members under agreed circumstances.
- 3.3. However, within that report, Council was also asked to consider whether special responsibility allowances should be paid to vice-chairmen of Scrutiny Panels and Licensing and Planning Committees, but as a result of procedure rule 8, Council did not have an opportunity to discuss this matter.

### **4. SRA's FOR VICE-CHAIRMEN OF SCRUTINY PANELS AND LICENSING AND PLANNING COMMITTEES**

- 4.1. Vice-Chairmen of Scrutiny Panels, plus the Licensing and Planning Committees do not currently receive SRAs. They fulfil a role in covering for the chairman in his/her absence and some lead on particular scrutiny reviews. The question has been asked as to whether such posts warrant an SRA. This would increase the number of posts in receipt of SRAs to 34 taking the Council over the 50% threshold recommended by the ALG (53.9%).
- 4.2. The Working Party were divided in their opinion as to whether such posts should receive an SRA. Council is therefore asked to take a view.

## **5. PENSIONS**

- 5.1. The IRP recommends that “all Members under the age of 70 should in principle be entitled to apply for inclusion in a pensions scheme, without satisfying any period of qualification”. When it last considered the situation (on 3 December 2003), the Council resolved not to accept this recommendation.
- 5.2. If the Council resolves to accept the IRP’s recommendations, individual councillors will need to positively elect to become a member of the scheme. Other key points to note are that pension benefits will be based on average allowances over the period of inclusion in the scheme (not final sums), the scheme will only be open to councillors under 70 years of age, and membership will not count towards calculating any other periods of local government employment/pension scheme membership.
- 5.3. Examples of the potential costs to both individual councillors and to the Council are as follows:

Councillors would contribute 6% of their Basic Allowance (Annual cost of £570 each) and 6% of the SRA Allowances, which vary but would cost an average of £620 each per annum (for the 25 Councillors who receive SRAs).

The cost to the Council will be 14.6% of these allowances, which if all 63 Councillors were to join would cost in the region of £124,600 although there would be a small National Insurance saving arising.

- 5.4. If the Council resolves to accept the IRP’s recommendations, the date of entry into the scheme for those councillors who elect to join will commence with the date of the Council decision.
- 5.5. The Working Party were divided in their opinion as to whether pensions should be applicable to members, and suggested that a free vote at full Council be undertaken.

## **6. DEPENDENT CARERS’ ALLOWANCE**

- 6.1. The IRP recommends that “dependants’ carers’ allowances should be payable and recommend a flexible approach”. When it last considered the situation (on 3 December 2003), the Council resolved not to pay such an allowance.
- 6.2. The Working Party agreed to recommend that dependant carers’ allowances should not be paid to members at this time, but that the situation be kept under review.

## **7. BROADBAND CONNECTION COSTS**

- 7.1. The Working Party considered a proposal to introduce a financial contribution to members towards the cost of a broadband connection to be used for council business with effect from 5 May 2006, or when the connection is installed, whichever the later. The payment would be made to each councillor household, not each councillor.
- 7.2. The Working Party agreed to recommend a contribution of £10 per month per each councillor household, a payment that will be subject to the same statutory deductions as other member allowances. To provide a £10 per month contribution to each councillor household would cost the Council in the region of £7,500 per annum.

## **8. PROPOSED MEMBER DEVELOPMENT PROGRAMME**

- 8.1. The Working Party agreed the following member development sessions for the Autumn/Spring periods, and wished to emphasise the value of the one to one personal development interviews available to members:
- Risk Management
  - Finance, Value for Money, Performance Management
  - Partnership Working – Local Area Agreements, Enfield Strategic Partnership, Community Engagement
  - Personal Safety
  - Personal Development Interviews – to identify particular individual needs e.g. Chairing, Presentation, Public Speaking Skills etc. These interviews will be conducted with HR.
  - Freedom of Information, Access to Information, Data Protection Act and Human Rights – written guidance will be issued.
  - Further IT Training – a combination of written guidance notes, CD roms and one to one tuition, if required.
  - Tour of the Customer Services Centre
  - Tour of the CCTV Centre

## **9. REASONS FOR RECOMMENDATIONS**

To review the Council's members allowances scheme in keeping with current legislation.

## **10. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

### **a. Financial Implications**

The full year costs of the proposals made in this report (at 2006-07 prices) are as follows:

### Pensions

The cost to the Council would be 14.6% of the Councillors Basic and SRA Allowances, which if all 63 Councillors were to join, would cost in the region of £124,600 although there would be a small National Insurance saving arising. The contribution percentage of 14.6% will be increasing for 2007-08 by 1% and therefore the cost in 2007-08 would be £133,200. A further increase is due in 2008-09.

### Dependent Carers Allowance

Before the financial implications of this allowance can be estimated further information would be needed in respect of:

- The number of Councillors with dependents
- The number of Councillors who would take up the allowance
- Which meetings would entitle payment of the allowance
- The likely frequency of claims

Should this allowance be approved in principle a separate report detailing costs would be needed.

### Broadband Connection Allowance

A £10 per month per Councillor household contribution would cost the Council in the region of £7,500 assuming all members took up the allowance at this rate.

There are insufficient resources within the members' allowances budget to cover any of the above costs, which would need to be met from contingent items.

#### **b. Legal Implications**

The recommendations contained within this report are within the statutory framework provided by the Local Government Act 2000 and the relevant regulations.

#### **11. ENFIELD FIRST**

The proposals are designed to improve the Council's ability to attract and retain effective members to help develop and deliver the Council's corporate priorities.

#### **Background Papers**

ALG Independent Remuneration Panel Report - 2003  
Report to Members Services Working Party – 19<sup>th</sup> June 2006  
Report to Council – 28<sup>th</sup> June 2006  
Report to Members Services Working Party – 6<sup>th</sup> September 2006

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## MUNICIPAL YEAR 2006/2007 REPORT NO. **109**

**MEETING TITLE AND DATE:**

Council  
20 September 2006

**REPORT OF:**

Director of Finance and  
Corporate Resources

**Contact officer and telephone no:**

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<b>Agenda – Part: 1</b>	<b>Item: 13</b>
<b>Subject:</b> <b>ANNUAL TREASURY MANAGEMENT OUTTURN REPORT 2005/06</b>	
<b>Wards: All</b>	
<b>Cabinet Member consulted: Cllr. M. Lavender</b>	

**1. EXECUTIVE SUMMARY**

1.1 This report reviews the activities of the Council's Treasury Management function over the financial year ended 31 March 2006.

1.2 The key points of the report are highlighted below:

		<b>See section:</b>
<b>Debt Outstanding at year end</b>	<ul style="list-style-type: none"> <li>• £227 million</li> </ul>	<b>5</b>
<b>Interest on new borrowing in year</b>	<ul style="list-style-type: none"> <li>• 3.93 % against average Public Works Loans Board Rate (PWLBR) in year of 4.4 %</li> </ul>	<b>5</b>
<b>Average interest on total debt outstanding</b>	<ul style="list-style-type: none"> <li>• Down from 5.87% to 5.62 %</li> </ul>	<b>8</b>
<b>Interest earned on investments</b>	<ul style="list-style-type: none"> <li>• Out-performed benchmark by 0.25% resulting in additional income of £300k for the year.</li> </ul>	<b>10</b>
<b>Net Borrowing</b>	<ul style="list-style-type: none"> <li>• Net borrowing (difference between total debt &amp; investments): £74.6m</li> </ul>	<b>10</b>
<b>External Review:</b>	<ul style="list-style-type: none"> <li>• 2005 Use of resources three stars achieved .2006 Use of Resources assessment to be undertaken later in the year.</li> </ul>	<b>11</b>

## **2. RECOMMENDATIONS**

- 2.1 The Council is recommended to accept the report.

## **3. BACKGROUND**

- 3.1 The Council adopted the CIPFA Revised Treasury Management Code of Practice and approved the annual Treasury Management Policy Statement in February 2003.
- 3.2 The statement requires the Director of Finance & Corporate Resources to report on the preceding year's treasury management activities. In accordance with best practice, the Director's report includes information about borrowing levels and costs, as well as the impact of the cash flow management arrangements on the Council's financial position.

## **4. NATIONAL CONTEXT**

- 4.1 The Bank of England's Monetary Policy Committee voted in August 2005 to reduce the Bank's rate by 0.25% to 4.5%. This was as a result of economic growth being subdued as household spending and business investment growth slowed. Over the summer and autumn the financial markets factored in a further cut in rates, with some commentators predicting rates would fall to 3.5%.
- 4.2 By the new year however, views had begun to change, with fears that an increase in consumer spending would lead to an increase in interest rates.
- 4.3 In relationship to Enfield, this has been a difficult year to predict interest rate trends due to the factors stated above. In view of the expectation of falling interest rates, the Treasury Management team began the year by lending long term taking advantage of any fall in interest rates by using financial instruments called 'callable investments'. These are market investments with a maturity date of up to three years which are set above the prevailing interest rate but allow the borrower to return the investment on prescribed dates within the period of the investment. This strategy allowed the team to build some certainty into the budget and to capture interest rates that were above our initial estimate. As the year went on, it was prudent to change strategy and keep investments on a short leash, to allow the Council the flexibility to take advantage of any rate increases. This strategy was successful because by the new year the direction of interest rates began to become clearer and the team based its investment strategy on the expectation of rising interest rates.



## 5. 2005/06: NEW BORROWING

5.1 Enfield's external debt increased during the year by £29 million at an average rate of 3.93%.

5.2 This increase was as a result of three key factors-

- £5m was borrowed in April 2005 at 4.25% to finance the Council's 2005/06 capital programme, including investment in the borough's infrastructure and school buildings.
- £10m was borrowed at 4.1% in anticipation of replacing a loan that matures in December 2006. The loan was taken early in order to take advantage of the low interest rates and to build savings into the Council's medium term financial plan (interest rate of the loan to be replaced was 4.8%; it was replaced by a loan at 4.1%). The £10m has been lent out on the money markets until December 2006 at a rate of 4.6%.
- Towards the end of the financial year £14m was borrowed to help finance the 2006/07 capital expenditure programme. In January long term gilt rates dropped dramatically. This provided a 'window of opportunity' to take advantage of this over correction in the gilt market and £14m was borrowed at a interest rate of 3.7%. This £14m is being invested at a rate of approximately 4.7% until it is needed to fund capital expenditure in 2006/07.

5.3 Table 1 sets out the movement in debt over the year.

<b>Table 1: Movement in year</b>	<b>Debt 1 April 2005</b>	<b>New debt Raised</b>	<b>Debt 31 March 2006</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Public Work Loan Board loans (PWLB)	168,043	29,000	<b>197,043</b>
Commercial Loan	30,000	-	<b>30,000</b>
<b>Total Debt Outstanding</b>	<b>198,043</b>	<b>29,000</b>	<b>227,043</b>

## 6. INTEREST ON TOTAL DEBT OUTSTANDING

6.1 The average rate paid on total external debt was 5.62% in 2005/06 (5.87% in 2004/05).

6.2 Table 2 shows the interest paid (i.e. the cost of borrowing) by the Council during the year:

<b>Table 2: Cost of Borrowing</b>	<b>2005/06</b>	<b>2004/05</b>
	<b>£000</b>	<b>£000</b>
Public Work Loan Board loans (PWLB)	9,781	9,427
Commercial Loans	2,143	2,143
<b>Total Interest on Debt</b>	<b>11,924</b>	<b>11,570</b>
Short Term Loans	2	-
<b>Total interest paid</b>	<b>11,926</b>	<b>11,570</b>
Interest Premiums	224	321
<b>Total Cost of Debt</b>	<b>12,140</b>	<b>11,891</b>

6.3 The increased cost of interest charges reflects the additional debt taken to finance the loans set out in section 5. However, these costs will be offset by the interest earned on lending (short-term) out the sums of £10 million and £14 million until they are required.

## **7. Treasury Management Prudential Indicators: 2005/06**

7.1 Throughout 2005/06 total loan debt was kept within the limits approved by the Council at its meeting in February 2005. Against an authorised limit of £275 million and an operating limit of £200 million, the total borrowed started at £198 million and finished the year at £227 million. The authorised limit (as defined by the Prudential Code) was set at £275million high as a precaution against the failure, for whatever reason, to receive a source of income e.g. Council Tax. In the unlikely event of this happening, the Council would need to borrow on a temporary basis to cover the shortfall in cash receipts. In practice it is the operating limit by which the Council monitors its borrowing; any significant breach must be reported to Council. The Authority was in breach of its operational limit due to the £14m borrowed in January for the reasons outlined in section 5 (breaches of the operational limit are permitted under the Prudential Code if it is only for a limited period). The 2006/07 operational limit (approved by Full Council in February 2006) has been adjusted to reflect the additional borrowing and the repayment of the £10 million loan in December 2006.

7.2 Temporary borrowing began the year at nil, peaked at £5.7 million and ended the year at nil. The Council used temporary borrowing to cover short-term cash flow deficits. This occurred for 3 days (over a weekend period) during the year to cover the monthly payroll outflows.

7.3 The Council held no variable interest rate debt during 2005/06. However, the Council's Prudential Code does allow for up to 25% of the debt to be held in variable interest rate debt.

## **8. DEBT MATURITY STRUCTURE**

8.1 The Council has 36 loans spread over 54 years with the average maturity being 31 years. This maturity profile allows the Council to

spread the risk of high interest rates when debt matures in any one year.

- 8.2 Table 3 shows the maturity structure of Enfield's long-term debt and the average prevailing interest rates.

<b>Table 3: Profile Maturing Debt</b>	<b>Debt Outstanding as at 31 March 2006</b>	<b>Average Interest Rate</b>
<b>Years</b>	<b>£000</b>	<b>%</b>
1-5	10,000	4.80
5-10	3,000	4.88
10-15	-	-
20-25	32,188	5.57
25-30	88,097	4.88
Over 30 years	93,758	6.06
	<b>227,043</b>	<b>5.62<sup>1</sup></b>

## 9. DEBT RESTRUCTURING

- 9.1 Debt restructuring normally involves prematurely replacing existing debt (at a premium or discount) with new loans in order to secure net savings in interest payable or a smoother maturity profile. Restructuring can involve the conversion of fixed rate interest loans to variable rate loans and vice versa. The Council did not undertake any major re-structuring of debt in 2005/06.
- 9.3 The Treasury Management team will continue to review opportunities to re-structure debt and ensure a well-managed debt maturity profile.

## 10. Investments

- 10.1 The Council manages its investments arising from cash flow activities in-house and invests within the institutions listed in the Authority's approved lending list. It invests for a range of periods, from overnight to up to five years dependent on the Authority's cash flow, the limits set out in the Prudential Code and the interest rates on offer. The Council also acts as the treasury manager for the 77 Enfield schools within the HSBC banking scheme. The Council produces a three year cash flow model (based on daily transactions) which projects the cash flow movements of the Council which links into the Council's medium term financial plan. This allows the Treasury Management team to make more informed decisions on borrowing and lending decisions.
- 10.2 In 2005/06 the Council received £7.26 million in interest on money lent out to the money markets of which £894k was attributable to the HSBC school-banking scheme.
- 10.3 The Treasury Management team achieved an average interest rate of 4.5%, out-performing the benchmark (Inter-Bank 7-day lending rate) by

<sup>1</sup> This is the calculated on the year ended weighted average basis.

0.25%. This was achieved by adopting an active treasury policy and earned an additional £300,000 in interest receipts.

- 10.4 Table 4 shows the maturity structure of Enfield's investments and the prevailing interest rates.

<b>Table 4: Maturing Investments</b>	<b>Investments as at 31 March 2006</b>	<b>No of Deals</b>	<b>Average Interest Rate</b>
<b>Months</b>	<b>£000</b>		<b>%</b>
Within 1 month	15,000	3	4.84%
Within 3 Months	9,000	2	5.28%
Within 6 Months	35,000	8	4.64%
Within 9 Months	35,000	7	4.57%
Within 12 Months	39,000	8	4.59%
Over 12 Months	15,000	3	4.83%
Call Accounts	4,400	2	4.50%
	<b>152,400</b>	<b>33</b>	<b>4.68%</b>

Table 5 shows how investments are split over specified investments (i.e. investments that have a good credit rating or standing) and non-specified investments (i.e. investments held in building societies or investments over one year).

<b>Table 5: Split of Investments between Specified &amp; Non-specified</b>	<b>Inv'ts as 31/3/05</b>	<b>No of deals</b>	<b>Year end position</b>	<b>Max. Limit</b>
	<b>£000</b>		<b>%</b>	<b>%</b>
<b>Specified Investments:</b>				
Investments under 364 days & a credit rating	51,400	11	34	
<b>Total Specified Investments</b>	<b>51,400</b>	<b>11</b>	<b>34</b>	<b>100.00</b>
<b>Non-specified Investments:</b>				
• Investments with over one year to run with a credit rating <sup>1</sup>	15,000	3		
• Investments held with Building Societies under 364 days	86,000	19		
<b>Total Non-Specified Investments</b>	<b>101,000</b>	<b>22</b>	<b>66</b>	<b>75.00</b>
<b>Total Investments</b>	<b>152,400</b>	<b>33</b>	<b>100%</b>	

- 10.5 Actual interest receipts exceeded the estimated receipts by some £2.4 million at the year-end in line with the monitoring reports presented to the Cabinet throughout the year. The Council's Medium Term Financial Plan was amended to reflect the increased level of income from investments.

<sup>1</sup> The Council only lends to financial institutions with a minimum credit rating of AA-.

- 10.6 This over-achievement of interest receipts arose from a pro-active treasury management approach to secure maximum returns on investment rates and from higher than anticipated cash flow balances. When the 2005/06 budget was set it was anticipated that the Council would hold cash balances of the order of £137 million throughout the year. As a result of improvements in debt collection, adjustments to reserves, additional borrowing for 2006/07 capital commitment and some slippage in the capital programme, the year-end cash balance ended the financial year at £152 million, including schools balances.
- 10.7 The Authority continued to benefit from the attractive interest rates achieved during the previous year because of the maturity profile, which cushioned the Authority from any fall in interest rates. Table 6 demonstrates the performance over the year.

Table 6	Average Short-term Interest Rate (%)	Actual Rate Achieved (%)	Out-performance (%)
April	4.71	4.95	+0.25
May	4.67	4.94	+0.27
June	4.67	4.91	+0.24
July	4.67	4.92	+0.25
August	4.46	4.83	+0.37
September	4.48	4.79	+0.23
October	4.43	4.71	+0.28
November	4.44	4.69	+0.25
December	4.53	4.69	+0.44
January	4.44	4.67	+0.23
February	4.40	4.66	+0.26
March	4.46	4.66	+0.20
<b>Average</b>	<b>4.5</b>	<b>4.75</b>	<b>+0.25</b>

- 10.8 The Council's net borrowing has risen in 2005/06 as table 7 demonstrates. The reasons for the increases in total borrowing are explained in paragraphs 5.2.

Table 7: Trend in Net Borrowing	2002/03	2003/04	2004/05	2005/06
	£000	£000	£000	£000
Total Borrowing	189,115	193,043	198,043	227,043
Total Investments	(53,800)	(93,500)	(137,150)	(152,400)
<b>Net Borrowing</b>	<b>135,315</b>	<b>99,543</b>	<b>60,893</b>	<b>74,643</b>

- 10.9 Through careful cash management control (i.e. the ability to accurately predict the daily out/in flows of cash) the Treasury Management team have limited overdraft costs in the year to less than £800.

## 11. EXTERNAL REVIEW

11.1 In order to meet our aim of continuous improvement, a number of new developments have been added to the Treasury Management improvement plan. These will allow the team to continue to deliver our service efficiencies and improve standards.

11.2 **Appendix A** outlines the improvement programme 2006/07 – 2010/11.

## **12. ALTERNATIVE OPTIONS CONSIDERED**

12.1 This report is required to comply with the Council's Treasury Management Policy statement, agreed by Council in February 2003.

## **13. REASONS FOR RECOMMENDATIONS**

13.1 To inform the Council of Treasury Management performance in the financial year 2005/06.

## **14. COMMENTS OF THE DIRECTOR OF FINANCE & CORPORATE RESOURCES**

### **14.1 Financial Implications**

Financial implications are implicit in the body of the report.

### **14.2 Legal Implications**

The Council has a statutory duty to ensure the proper administration of its financial affairs and a fiduciary duty to tax payers to use and account for public monies in accordance with proper practices.

The Statement has been prepared in accordance with the CIPFA Code of Practice.

## **15. PUTTING ENFIELD FIRST**

15.1 The Treasury Management Service supports Objective 5b: the delivery of sound financial management, efficient use of resources, promotion of income generation and adherence to Best Value and good Performance Management.

Background Papers:

*Treasury Management Strategy & Policy Report 2005/06 & 2006/07;*

## Treasury Management – Improvement Programme 2006/07 – 2010/11

## Appendix A

<u>Treasury Management</u>							
		Status	2006/07	2007/08	2008/09	2009/10	2010/11
1	Continue to review opportunities to reschedule debt	Ongoing	↓				↑
2	Review cash flow monitoring over past year to identify improvements to monitoring processes	Ongoing	↓				↑
3	Refine cash flow and link to bank statement details	Ongoing	↓	↑			
4	Re-tender Treasury Management consultancy support	Ongoing	↕				
5	Improve communication in within the Council to increase the awareness of the importance of TM to the Council.	Ongoing	↓				↑
6	Review & improve the arrangements for monitoring the impact of capital spending on cash flow.	New	↕				

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## MUNICIPAL YEAR 2006/2007 REPORT NO. **46**

**MEETING TITLE AND DATE:**

Cabinet 12<sup>th</sup> July 2006

Council 20<sup>TH</sup> September 2006

**REPORT OF:**

Director of Environment, Street Scene and Parks

<b>Agenda – Part: 1</b>	<b>Item: 14</b>
<b>Subject: Adoption and application of the new model Byelaws for parks and open spaces and National and Country parks Model Byelaws</b>	
<b>Wards: All</b>	
<b>Cabinet Member consulted: Cllr Terence Neville</b>	

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### 1. EXECUTIVE SUMMARY

This report seeks authority to commence the process of the revocation of the existing byelaws and the adoption of the new byelaws as they apply to the parks and open spaces and countryside parks in the borough.

### 2. RECOMMENDATIONS

2.1 That the new byelaws as they apply to parks, open spaces and Country Parks be adopted and sealed.

2.2 Once sealed, the byelaws be advertised as required by the regulations and notification be given to the Department for Communities and Local Government (DCLG) and Department of Environment Foods and Rural Affairs (DEFRA) of the intention to apply for confirmation once the sealed byelaws have been on deposit for one month.

### **3. BACKGROUND**

- 3.1 The Home Office issued new guidance on model byelaws in June 1996 encouraging local authorities to review their own existing byelaws with a view to renewing them with the latest standards.
- 3.2 In 1997 the Council approved the new model byelaws for pleasure grounds, public walks and open spaces and an application was made to the Home Office. Unfortunately the process failed due to errors in the application, and the Home Office was concerned that insufficient consultation had been undertaken as a large number of objections were received from residents near to Broomfield Park. No further application was made to change the byelaws.
- 3.3 In 2005 the park byelaws were reviewed to ensure that the recently formed Safer Neighbourhoods Parks Unit had sufficient powers. It was found that the pleasure ground byelaws had virtually remained unchanged since 1968, with only minor revisions in 1974, 1975 and 1981. Significantly the byelaws only allowed for a maximum fine of £20. With regard to the National and Countryside byelaws relating to Trent Park they dated from 1989 and did not include all offences now committed in parks.
- 3.4 As a result of the review approval is sought for the adoption of both the model byelaws for pleasure grounds, public walks and open spaces as well as the National and Country Parks model byelaws. New byelaws are required to assist in ensuring that all Enfield's parks and open spaces are safe, well used and pleasant areas in which to work, rest and play and are protected by up to date and effective laws.
- 3.5 The changing of the byelaws will also give the opportunity to update all the names and locations of parks and open spaces as a number of locations have been introduced and renamed since 1981.
- 3.6 It is recommended that the pleasure grounds, walks and open spaces byelaws be adopted using the wording of the model byelaws without amendment as it then allows for the byelaws to be fast tracked through the Department for Communities and Local Government (DCLG).
- 3.7 With regard to the National and country park byelaws, which relate to Trent Park only, it is recommended these model byelaws be adopted. Unlike the pleasure ground byelaws there is no system for these byelaws to be fast tracked and it is recommended that a draft set of laws be submitted to DEFRA prior to them being adopted and sealed.
- 3.8 It is to note that the byelaws can only include offences that are not covered by other general legislation, for example such offences as bird protection, camping, damage, dangerous driving in parks, graffiti, litter and public order.
- 3.9 Eight sets of model byelaws are provided by the Department for Communities and Local Government (DCLG) from which the council may take byelaws as they apply to parks and open spaces. In the main Set 2 (Pleasure grounds,

Public walks and Open Spaces) covers all areas dealt with under the previous park and open space byelaws. One set is provided by DEFRA for National and Country Parks.

- 3.10 A set of byelaws as they would apply to parks and open spaces, and the byelaws as they would apply to national and Country parks have been placed in the Members' Library and Group Offices.
- 3.11 The process of application for pleasure grounds, public walks and open spaces byelaws previously was a lengthy and tortuous process. In recognition of the difficulties of the Standard Scheme the 1996 Guidance added changes to the process that is summarised below.
- A Fast Track Scheme for byelaws which exactly follow the model byelaws
  - A proforma to clarify exactly what is required
  - The level of Scrutiny will be reduced
  - Target turnaround times introduced to support Fast Track

The changes should allow the Fast Track application process to be completed within 6 months.

- 3.12 It needs to be noted that if the council moves away from any of the model byelaws and wishes to make any omission or amendment or introduce its own byelaws the fast Track scheme cannot be used and the old Standard Scheme and associated timescale will apply.
- 3.13 The actual procedure for the adoption of the new byelaws is set out in the then ODPM's guidance issued in November 2005 (and replacing Home Office Circular 25/1996). Arrangements for Confirmation of Local Authority Byelaws. It requires local authorities to make, seal and advertise the byelaws it intends to adopt. In addition the local authority should notify the Department for Communities and Local Government (DCLG) of its intention to apply for confirmation after the byelaws have been on deposit for at least one month.
- 3.14 The formal application should be submitted after the period of advertisement has ended complete with any comments made on the byelaws and the local authority's response. The DCLG will consider these and any comments they receive directly before final confirmation.
- 3.15 The process of application for the National and Country Parks model byelaws is slightly different from the pleasure grounds byelaws. Although it is not a statutory requirement, it is strongly recommended that the proposals be submitted to DEFRA for provisional approval before they are formally adopted or published. After they have received provisional approval and the council formally adopts them, they are to be sealed and advertised and then the local authority should notify DEFRA of its intention to apply for confirmation after the byelaws have been on deposit for at least one month.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

##### 4.1 Three alternative options have been considered:

Option 1. Not to adopt the new model byelaws and keep the current byelaws

Option 2. To exclude Broomfield Park from the new pleasure grounds walks and open spaces model byelaws

Option 3. Not to use the fast track scheme but to apply for the pleasure grounds, walks and open spaces byelaws under the standard scheme.

4.2 When the adoption of the model byelaws was attempted in 1997 it attracted a large number of objections from residents living near Broomfield Park. The objections were closely linked to the proposed development of Broomfield House. The objectors did not want the house to be used commercially and outside normal park opening hours and saw the new byelaws possibly being used by the council to keep Broomfield Park open longer so allowing commercial activity to take place.

4.3 As the development of Broomfield House still has not been settled it is expected that the new application will attract exactly the same opposition.

4.4 The current byelaws fix the park opening and closing hours to sunrise and sunset. The new byelaws are much more flexible and only fix the hours to what is indicated at the entrance of each park

4.5 Paragraph 4.2 of the model byelaws states, 'Opening hours' means the days and times during which the ground is open to the public and which are indicated by a notice placed in a conspicuous position at the entrance to the ground.

4.6 The objectors appear to have different views on how to resolve the situation relating to the application.

4.7 One view is as shown at option 1, not to change the byelaws. This is to keep the park opening and closing hours to sunrise and sunset.

4.8 The second view is as shown at option 2, to omit Broomfield Park altogether from the new byelaws. This view recognises the need for new laws for Enfield's parks, but considers restricting the development of Broomfield House to be more important than having new laws to protect the whole park. During the consultation it was stated by a few that should Broomfield Park be included in the new application then rigorous objections would be made.

4.9 The third view is to apply for change of the byelaws under the Standard Scheme and specifically have Broomfield Park opening and closing times restricted to the current times, sunrise to sunset.

- 4.10 Option 1 would no doubt placate the objectors from Broomfield Park, but does nothing to improve the byelaws and their enforcement. The policing of the parks currently relies on powers from other legislation and the use of persuasion. General legislation does not provide protection for lower level offences committed in parks, which attracts complaints from park users.
- 4.11 Option 2 does not have much to recommend it as it does not in fact offer the protection that some objectors believe. Once the current byelaws are revoked there would be no law restricting the opening or closing times on Broomfield Park what so ever. Also the objectors who favour option 1 would fiercely object to this option for that reason. Broomfield Park would then be the only park in the borough without byelaws and to include the park at a later date would require a new application.
- 4.12 Option 3 offers the possibility of amending the paragraph 4.2, the opening and closing clause. This might lessen the objections and also allow for other byelaws to be reworded, but the standard scheme is known to be lengthy and tortuous, taking from 2 to five years depending on the complexity of change.

## **5. REASONS FOR RECOMMENDATIONS**

- 5.1 It is recommended that the Fast Track scheme for the Pleasure grounds, public walks and open spaces byelaws be adopted. The byelaws include all the offences that are currently committed or likely to be committed in Enfield's parks and open spaces. The model byelaws attract a maximum fine of level 2, which is currently £500. All of Enfield's parks and open spaces are included. The Fast Track Scheme will allow the new byelaws to be introduced as soon as it is legally possible.
- 5.2 It is recommend that the National Country Park Model byelaws be adopted for Trent Park. There are no alternatives for Country parks and the model byelaws will introduce byelaws to cover all the type of offences committed or likely to be committed. The maximum fine is set to level 2, currently £500.

## **6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

### **6.1 Financial Implications**

There are material financial implications arising from the proposals.

### **6.2 Legal Implications**

The Council's powers to update the Byelaws are governed by the Local Government Act 1972. Specifically, s.236 sets out the procedural requirements in accordance with which the Byelaws must be made. In essence, under the Fast-Track scheme recommended, these require that they be made under seal, advertised and placed on

deposit for one month. Then an application can be made to DEFRA or the DCLG (as appropriate) for confirmation.

In relation to the Council's internal decision-making process, the Constitution requires that such matters are approved by full Council.

## **7. PERFORMANCE MANAGEMENT IMPLICATIONS**

The introduction of new Pleasure ground byelaws will improve the experience of park users and cause Enfield's parks and open spaces to become more family friendly.

## **8. PUTTING ENFIELD FIRST**

These proposals contribute to the aims of 'A safer Enfield to Live, Work, Study and do Business' – 'Supporting the Delivery of Excellent Services and Improving Quality of Life'.

### **Background Papers**

Home Office Circular 25/1996

Byelaws with respect to Pleasure Grounds 1968,1975 and 1981.

**Council – 20 September 2006****Item 15.2 Councillors' Question Time  
(Part 4 – Paragraph 9.2(a) of Constitution – Page 4 - 8)****Question 1 from Councillor Jukes to Councillor Neville, Cabinet Member for Environment and Street Scene:**

“Would Councillor Neville please report to the council on the recent outcome of Green Flag awards for public open spaces in Enfield?”

**Response from Councillor Neville:**

“Green Flags are awarded nationally by The Civic Trust to individual parks and open spaces judged against a range of criteria including environmental aspects and community engagement.

This year the standard was raised and our Parks and Open Spaces were therefore judged on a higher standard than in previous years.

Pymmes Park, situated in one of our more deprived areas, is taking a well-earned place in this year's roll of honour among the Civic Trust's Green Flag awards.

This is the first Green Flag award for Pymmes Park and I am delighted that it has received this recognition.

It reflects the hard work of the staff, Friends of the Parks Group and the investment that the Council has made over the past few years.

Sadly Enfield's three Green Flag winners last year - Forty Hall, Jubilee Park and Trent Park have not retained their Green Flag status in this year's round of judging.

I am very disappointed that these parks have not retained their awards. While they have continued to be well-maintained over the past year, plainly something was remiss on the day of the inspection and I want to carefully examine the assessors' reports to establish what we need to do to regain these awards next year.

An initial review shows in some cases our parks were very close to the standard. The Judges' comment on Grovelands Park is 'Grovelands Park is so close to Green Flag award standard it is almost painful not to pass it'.

On Town Park they said 'we were impressed with the new water play features and the water recycling facility. By addressing some of the comments Town Park would be in a good position to achieve a Green Flag award in future years'.

We have invested in our Parks and Open Spaces with new Children's Playgrounds, multi-use games areas and the first comprehensive Toilet Improvement Programme. We have also invested in two new Splash Parks in Town Park (favourably commented upon by the Judges) and Durants Park which are proving highly popular and we will look to expand their provision.

Parks and Open Spaces have been going through a process of change and the inspections did take place during this period. The management structure has been changed as has the Parks Operatives terms and conditions to provide for a working rota which includes weekend working. We have established the Safer Neighbourhoods Parks Unit, a new Outreach Team and strengthened the Business Management of Parks. I intend to keep this under review and will ensure that whatever changes are necessary to bring about the improvements that we all want to see, are made.

Whilst this has been a difficult period we are confident that these much needed changes, once they have settled down, will ensure a more efficient and effective Parks and Open Spaces Service. We will also be in a strong position to seek to regain our Green Flags next year.”

**Question 2 from Councillor Brown to Councillor Neville, Cabinet Member for Environment and Street Scene**

“What steps have the Council taken in order to alleviate the potential huge traffic congestion problem on Montagu Road when the proposed Kenninghall recycling site is built?”

**Response from Councillor Neville:**

“The Kenninghall proposal is not for a civic amenity or recycling site. It is for a working depot to consolidate our facilities, replacing facilities at Caterhatch Lane (not the ex civic amenity site), Bury Street and Advent Way. A major element will be vehicle parking; it is proposed to provide replacement open space at Rays Road. Much of the traffic on Montagu Road is related to large vehicles which local residents believe are trying to avoid the North South Road and get to the North Circular Road. If the Council were to open a depot at Kenninghall this would add to heavy vehicle usage in the area and the Council is aware of residents concerns about heavy vehicles using the Montague Road area.

If proposals are brought forward for a major development at Kenninghall Open Space, including a possible Council Depot, planning permission, which is an independent process, will have to be obtained if the development is to take place. A requirement of the Planning Application will be for the submission of Transport Assessment for the proposed development which would set out the current transport and traffic conditions in the area, assess the likely levels of increased movement associated with the proposed development, assess the impact of any increase in movement, including vehicle



movements, and suggest measures to improve access to the development and mitigate any unacceptable impacts in the surrounding area. Until such time as the full extent of any proposals are known, it is not possible to make an assessment of possible increases in traffic congestion and any measures that may be required alleviate the problem if it arises.”

**Question 3 from Councillor Andrew to Councillor Vince, Cabinet Member for Education, Children’s Services and Leisure:**

“Will the Cabinet Member for Education please inform the Council of the GCSE and A Level results for Enfield that were published earlier in August?”

**Response from Councillor Vince:**

“Members will no doubt have seen the reports of the excellent results achieved by Enfield’s pupils at GCSE and A level this year in the local press. The authority continues to improve year on year. I’m pleased to see that the impact of the secondary strategy, the 14-19 strategy and the hard work of our schools is now being seen in these improving results.

Headteachers and their students should be very proud of their achievements as Enfield schools have improved their 5 A\*-C GCSE from 51.7% to 54.0% of pupils achieving 5 or more A\* - C, an increase of 2.3% percentage points on the 2005 result. At the more inclusive 5+A\*-G measure, Enfield improved once again with 91.9% of students achieving 5 GCSEs at grade A\* – G this is an overall improvement of 1.7% on last year. The revised figures, from the information reported in the press release, are due to school's making an amended return to the Local Authority as they received further information from the examination boards.

There were over 3,560 entries for A-Level examinations in 2006, which is greater than the entry for 2005. Half of the schools have improved or equalled their 2005 pass rate. Using a measure called ‘points per entry’ to record the grades – this year’s score of 82.4 is an improvement on last year’s result of 77.2, a 5.2% points increase and the highest ever ‘points per entry’ for pupils in Enfield schools.

The Year 13 A-level pass rate is still provisional but stands at 96.1%; up by just over 0.7% on the 2005 results and 0.5 below the national pass rate of 96.6%. The percentage of A grades awarded to Enfield students, 22.3%, is below the national figure and only 0.3 below last years figure.

Members should note that all results are provisional at this stage and may change as a result of appeals. The final results will be published later in the Spring Term by the DfES.”

**Question 4 from Councillor Headley to Councillor Vince, Cabinet Member for Education, Children’s Services and Leisure:**

“There was an article in the July edition of Enfield Matters which stated “Enfield Council will receive £366k in 2006/7 and a further £366k in 2007/8 from the Government through 2 grants: The Youth Opportunity Fund and the Youth Capital Fund but on one condition, that young people must decide how it is spent.” Could the Cabinet Member tell me what strategy has been put in place, not including the Youth Parliament, to oversee the spending of this money so that there is engagement from all of the Borough's young people?”

**Response from Councillor Vince:**

“Details of the Youth Opportunity Fund and Youth Capital Fund were provided in answer to a Council question in March so I was surprised to receive this question again. By way of information I enclose the extract from the council agenda for March:

“Two new linked funds, the Youth Capital Fund and the Youth Opportunity Fund, have been set up for the benefit of young people, but it is for young people themselves (not the Council) to decide how the funding is used. Notification of our final allocation was received on 8<sup>th</sup> March, along with a detailed Guidance document. Enfield's Youth Capital Fund allocation is £169,313 while our Youth Opportunity Fund allocation is £195,755 (total £365,068 for 06/07). We have been advised to expect the same level of funding for 07/08 provided we are able to satisfy the criteria.

The Guidance places a very strong emphasis on inclusiveness and particularly the need to be able to demonstrate how we have consulted and involved hard to reach groups. In January of this year, the Children's and Young People's Strategic Partnership Board set up a multi-agency working group to deliver the *Youth Matters* agenda: this group has already carried out some consultation with young people but will now need to consider this in more detail. The Council and its partners are in the process of firming up consultation and involvement plans which will be designed to meet the criteria set out in the Guidance.”

By way of update, we have received further guidance from the DfES on the process that they consider acceptable and the reporting back that they require. Enfield's strategy for engaging young people in the spending of this money, which must comply with DfES requirements as they are clarified, is currently being put in place by the Youth Matters Sub-Group.

Applications for funding will be invited using the widest possible range of routes, from working with particular target groups including vulnerable children who may need a great deal of support, through to inviting applications via the Council's website or the local newspapers. Applications from both individual young people and groups will be eligible.

A panel of young people will be recruited to assess applications. They will receive training on all aspects of doing this and will be encouraged to ensure that due weight is given to applications from hard to reach groups. They will also be encouraged to consider feasibility (within the timescales set by the DfES for the spending of the

money), sustainability, health and safety, value for money, geographical spread, likely levels of usage and so on.

This is an excellent opportunity for involving a wide range of young people in gaining a real influence and a real understanding of how services and facilities to meet their needs and aspirations can be developed.”

**Question 5 from Councillor Lamprecht to Councillor Lavender, Deputy Leader of the Council:**

“Will the Deputy Leader inform the Council of the current position with regard to recoument of monies owed to Enfield by other local authorities in respect of Special Educational Needs?”

**Response from Councillor Lavender:**

“Keen readers of the Council’s accounts will have noted that the debt owed to the Council reduced by 21% last year. Part of this reduction involved the end of a lengthy saga on SEN Recoument. This was the issue that came to light almost three years ago. Members may know that local authorities are legally bound to accept pupils from any other local authority area. No money changes hands. The only exception is in relation to Special Educational Needs, where if authorities place students in our schools, then they are legally liable to pay the cost. There is a process of billing and agreement and three years ago the Council’s Internal Audit discovered that there had been a problem, extending over a number of years, with the timing of the bills. The problem was that this meant that the authorities concerned could argue that they did not owe the money. This was not an acceptable situation, and rather than quietly write this debt off, the Leader and myself asked the Directors of Education, Children’s Services & Leisure, and Finance & Corporate Resources to sort it out. Earlier this year I was pleased to be told that it had been sorted out following some excellent work by officers in both departments, and that the sum owed, of almost £2 million, had been fully paid. I was also pleased to be reassured that the procedures used in the Education Division now include regular monthly billing and agreement of the sums owed, and that there is no danger of a debt being able to accumulate in future. Enfield’s special schools are of high quality and are popular with students, parents and carers from neighbouring boroughs. We are pleased to be able to help, just as some of our students with special educational needs attend schools in other authorities. However, it is only fair that the costs are properly met and we now have complete reassurance that this is the case.”

**Question 6 from Councillor Headley to Councillor Neville, Cabinet Member for Environment and Street Scene**

“Could the Cabinet Member give an exact date when the Craig Park paddling pool was closed and what would they agree a reasonable time for a plan of action?”

**Response from Councillor Neville:**

Extensive staff changes mean that I cannot provide the exact date of when the paddling pool was closed, however we understand that it was many years ago and was due to health and safety reasons. I believe that it was closed in the 1970s and was certainly not operative during the 1980s. The paddling pool is not going to be re-instated, however there are discussions to consider a splash park similar to the ones that were opened in Town and Durants park this year.

Notwithstanding the closure of the paddling pool the Council had not invested in Craig Park for many years. This Council identified this and in recognition have spent in excess of £300,000 refurbishing the playground and tennis courts, installing a new Multi Use Games Area (MUGA), paths and fencing.

To date we have spent –

£84k to refurbish the existing children's playground;

£42K to upgrade the footpaths and provide additional park furniture and

£76K to install a new MUGA.

In addition we are spending a further £60K on the refurbishment of the toilets which is programmed to commence this autumn.

We are reviewing management plans for all our parks and Craig Park will be part of that process. This will provide prospective dates for all the planned additional work to the park.

**Question 7 from Councillor Adams to Councillor Terry Neville, Cabinet Member for Environment and Street Scene:**

“Could Councillor Neville comment on awards and shortlisting for awards in Environment Street Scene & Parks in the last 18 months?”

**Response from Councillor Neville:**

“I am pleased to provide the following details on what has been a very noteworthy period of recognition for the Environment Street Scene and Parks Service. It is the culmination of a lot of hard work by the staff in seeking to continue to provide high quality services to the residents of Enfield. It is particularly pleasing when this is externally recognised.

The details are:

- Most Improved Transport Borough London Transport Awards 2006 Winner
- The Liveable City Award 2005 - London Borough of Enfield Winners of the Built Environment Category 2005 and Overall Winners 2005
- Shortlisted for an EnCams 'Innovation' Award in February 2006. We were awarded a runners up plaque.

- Waste Team has been shortlisted for the 'Best Employee & Equality Initiative' at the Association for Public Service Excellence awards on 7th September 2006.
- Shortlisted for the Municipal Journal Achievement Award for Public Protection 2006
- Won Trading Standards Local Authority Press Team of the Year Award
- Best Performing Local Authority in London for its Healthy Schools Status

The following is an extract from the Government Office for London Report in August 2006 on Local Strategic Partnership Performance Assessment and Annual Review with regard to Enfield / Liveability:

*"Strong performance on Liveability (Cleaner and Greener). Significant achievement against the BVPI 199 (street and environment cleanliness) indicator. Good impact and increase in the recycling rate. Some targets within the Liveability theme have already been met and in a relatively short period of time. Plans are in place to maintain momentum and, as above, this gives confidence that performance will be further improved and targets achieved."*

(Note: in the first quarter of 2006/07 Enfield's recycling rate exceeded 30% for the first time)."

**Question 8 from Councillor Rodin to Councillor Vince, Cabinet Member for Education, Children's Services and Leisure:**

"Will Councillor Vince give an assurance that the administration will ensure that there will be no loss of Leisure Services to the residents of the Borough following the Voluntary Liquidation of Enfield Leisure Centres Ltd?"

**Response from Councillor Vince:**

"Being arguably the best example among councillors of the benefits of frequent use of the council's leisure centres, I am happy to confirm that this administration's paramount objective, has been and will be, that appropriate and good quality leisure services are provided in the Borough.

The Council has been aware that Enfield Leisure Centres Limited ('The Trust') has not been in a position to deliver such leisure services for a little while. The previous administration set up the Trust as a means of achieving VAT and business rates savings. Although that objective has been achieved, the contract with the Trust and the constitution of the Trust failed to provide the Trust with the means of raising sufficient finance nor of being able to make some of the more robust decisions which it ought to have made.

Despite ill-informed comments from a director of the Trust and from letters planted in the papers it is not the case that this Council has failed to support the Trust financially. In fact it has supported the Trust more than it was contractually committed to do.

The Council has raised the issue of longer leases and more committed financial support with the Trust. However in order to provide such support we required copies of accounts and a business plan. Since Christmas these were not provided despite repeated requests.

The Council became concerned that the Trust's contractual commitments to other authorities were not ring fenced from its obligations to and financial support from the residents of Enfield. We were not convinced of the accuracy of information provided.

Recently there have been issues surrounding the mismatching of the Trust's contractual obligations with the opening of the Aspire fitness centre.

The frequency and scale of the requests for financial support intensified to the degree that the Council offered to financially support the engagement of external accountants (Vantis) to report upon the financial stability of the Trust.

Neither the Council nor Vantis have received the degree of co-operation we would have expected from the Trust in this matter. The report confirmed the Council's opinion that the Trust was facing insolvency and would shortly be insolvent. Several attempts were made to persuade the Trust of the wisdom of a voluntary solvent liquidation whereby the Council would support the liquidation to ensure that the services were still provided by a vehicle which attracted VAT and business rates savings and which resulted in all services remaining open. The alternative was an insolvent liquidation which would have left employees and creditors unpaid and directors open to scrutiny by the Trustee in Bankruptcy.

The Trust continued to ignore the inevitable while continuing to ask the Council for support. On this last occasion we refused to continue to bail out the Trust. The only reason the staff have been paid and the directors spared an investigation is because this administration has supported the liquidation financially.

This is not the first time we have had to bail out organisations established by the previous administration and run by the previous administration which were failing. The Trust follows the BIC, Millfield Theatre Trust and the Claverings Company as examples of organisations which have served to hinder rather than enhance service provision.

Councillor Charalambous' outburst as printed in the Enfield Independent on 30th August was particularly disappointing as it completely undermined the hard work put in by the Council and the Chair of the Leisure Trust, Phill Sowter. This collaborative hard work, over many months, had allowed us to be able to agree the Members Voluntary Liquidation route and would have culminated in a joint press release, which would have stated what was

happening in a calm and non-judgmental way. Instead we had Councillor Charalambous' hysterical and one-sided outburst. No-one reading it would have thought that he was a Director of this company, someone charged under law with the proper administration of its affairs, someone who was party to the decisions which led the company to bankruptcy.

Now that we have professional business managers in place, the first tasks are to establish the full extent of the financial damage, and the extent to which better operational management could help on both cost and service.

Within a short a time as possible the Council will decide the best way forward for the management of the leisure centres. This could mean that they come under our direct control, or it could mean a partnership with a properly managed not-for-profit provider. I will not pre-judge this decision, but it will be made on the basis of the best professional advice. The Council's Corporate Procurement Team will be closely involved to make sure we fully comply with UK and EU law."

**Question 9 from Councillor Hall to Councillor Neville, Cabinet Member for Environment and Street Scene:**

"Could Councillor Neville please provide details of an incident in Town Park on Sunday 27 August which I believe shows the appropriateness of our new arrangements in Parks and Open Spaces?"

**Response from Councillor Neville:**

"On Sunday the 27th August two PCSOs were on patrol in Enfield Town Park. They were approached by a member of the maintenance staff who told them that some youths were causing problems in the male toilets. The PCSOs went to the toilets and as they did so 4 youths ran out. They were detained by the PCSOs.

A PCSO then went to the male toilet to investigate. The whole toilet area had been damaged by graffiti. The PCSO questioned the youths. They all denied causing the damage. However, the PCSO then noticed that one of the youths was carrying a bag with a TAG on it which matched a TAG in the toilets. The youth was arrested and taken to Edmonton Police Station.

The youth has been bailed for statements to be obtained.

I agree this incident exemplifies the reason why we have implemented new arrangements in the parks. Firstly the PCSOs were approached by a member of the maintenance staff on rota duty on the weekend, which was not formerly the case. The new arrangements were put in place in June. Secondly the PCSOs were on patrol in the parks at a weekend and available for immediate contact. Thirdly the PCSOs had the power to detain and subsequently arrest the suspected parties. All of this would not have been possible or achievable under the previous arrangements for maintenance staff and Rangers.

Whilst we acknowledge we have much work to do on our parks and open spaces I believe this shows we are clearly moving in the right direction.”

**Question 10 from Councillor Georgiou to Councillor Lavender, Deputy Leader of the Council:**

Following your review (25 August) of the interview process into the award of the Highways Works Contract, what is your response to the letter by the trade union representatives that:

- (a) from the first interview, you did not look at the panel's figures for the company that was eventually awarded the contract
- (b) 'One set of papers from a workforce panel member have been lost.'

**Response from Councillor Lavender:**

“I haven't seen the letter but I am disappointed, but to be quite frank not surprised, that the two members of the trade unions who attended the review meeting with the Head of Legal Services, the Acting Head of Highway Services and the Operations Manager (Highway Services) and myself are allegedly raising further issues. They raised further issues and in fact any issue they could lay their hands on throughout the scrutiny and audit process.

I should like to know how it can be alleged that one set of papers was missing from the interview records of each interviewee when it is also alleged at the same time that we did not inspect any of the papers submitted by one of those interviewees. The allegations are mutually inconsistent.

I can assure you that I thoroughly examined all of the papers within the folder given by each interview panel member for the company awarded the contract, as well as for another company the subject of the concerns previously expressed by the unions and this is confirmed by the officers who attended the meeting.

It was me who identified that one set of papers from a workforce panel member was not present in respect of any interview. I was informed that either no notes were taken by that panel member or they were not submitted at the end of the process. I asked and it was confirmed whether the marks recorded as having been awarded by that interview panel member were those stated verbally at the discussions following the interview and each of the union members and the management member present confirmed that to be the case.

In fact one of the union members informed me that that was not the issue in contention and that there was no disagreement about the matter.

At the end of the audit I asked the two trade union members whether they were satisfied with what I had investigated and each of them said yes.”



**Question 11 from Councillor Prescott to Councillor Hurer, Cabinet Member for Housing:**

“Could the Lead Member for Housing please explain the steps that have been taken by the Council to publicise the ALMO and involve residents in its development?”

**Response from Councillor Hurer:**

Since the decision to form the ALMO was taken the Council has made every effort to raise the awareness of residents about the ALMO and to involve them in its development.

- The ALMO Steering Group which included a number of residents was set up to lead the initial stages of the ALMO development. This Group has now been superseded by the ALMO Shadow Board which has six tenant and leaseholder members.
- A CORE Group consisting of residents was formed to feed into the development of the ALMO.
- Fourteen roadshows were held around the borough in March 2006 to provide further information to residents about the ALMO.
- A Saturday workshop was held to discuss the mechanisms for involving residents in the service once the ALMO has formed.
- Newsletters regarding the ALMO have been sent to all tenants and leaseholders on a quarterly basis and a number of articles have appeared in Housing News.
- Presentations have been given to the Community Housing Partnerships, the Leaseholder Panel and to the FECA Management Committee.

A number of other events are planned in order to maintain the momentum of keeping residents informed about the ALMO:

- Four community festivals are planned in September and October to raise awareness about the ALMO. The first took place on 2<sup>nd</sup> September at Snells Park and was attended by approximately 800 residents.
- A tenant / leaseholder conference will be held on 21<sup>st</sup> September 2006 to discuss the resident involvement strategy and in particular to discuss how residents will continue to be involved in the decision-making process once the ALMO forms. The conference is already oversubscribed with over 250 tenants and leaseholders requesting places.
- An abridged version of the ALMO bid is being produced and a copy will shortly be sent to all tenants and leaseholders.

- Newsletters and articles about the ALMO will continue to be produced and sent to residents on a quarterly basis.
- The notice boards on estates have been used to display information about the ALMO.