



Contact: Jacqui Hurst
Cabinet Secretary
Direct : 020 8379 4096
or Ext:4096

Fax: 020 8379 3177 (DST Office only)
Textphone: 020 8379 4419 (in Civic Centre)
e-mail: jacqui.hurst@enfield.gov.uk

THE CABINET

Wednesday, 13th February, 2013 at 8.15 pm in the Conference Room, Civic Centre, Silver Street, Enfield, EN1 3XA

Membership:

Councillors : Doug Taylor (Leader of the Council), Achilleas Georgiou (Deputy Leader), Chris Bond (Cabinet Member for Environment), Bambos Charalambous (Cabinet Member for Culture, Leisure, Youth and Localism), Del Goddard (Cabinet Member for Business and Regeneration), Christine Hamilton (Cabinet Member for Community Wellbeing and Public Health), Donald McGowan (Cabinet Member for Adult Services, Care and Health), Ayfer Orhan (Cabinet Member for Children & Young People), Ahmet Oykenner (Cabinet Member for Housing) and Andrew Stafford (Cabinet Member for Finance and Property)

NOTE: CONDUCT AT MEETINGS OF THE CABINET

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

AGENDA – PART 1

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF INTERESTS**

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

DECISION ITEMS

3. URGENT ITEMS

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

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

4. DEPUTATIONS AND PETITIONS

To note that no requests for deputations (with or without petitions) have been received for presentation to this Cabinet meeting.

5. ITEMS TO BE REFERRED TO THE COUNCIL

To confirm that the following items be referred to full Council:

1. Report Nos. 151 and 158 – Budget 2013/14 and Medium Term Financial Plan (General Fund)
2. Report No.152 – Housing Revenue Account Estimates 2013/14 and Rent Setting (HRA and Temporary Accommodation)
3. Report No.155 – North Circular Area Action Plan Proposed Submission Stage

In addition, Members are asked to consider whether they wish to refer the following report to Council for noting only:

1. Report No.153 - Fairness for All – Equality and Diversity Annual Report 2012

6. BUDGET 2013/14 AND MEDIUM TERM FINANCIAL PLAN (GENERAL FUND) (Pages 1 - 152)

A report from the Director of Finance, Resources and Customer Services is attached. This seeks approval, for recommendation to full Council, of the Budget 2013/14 and Medium Term Financial Plan (General Fund). (Report No.158, agenda part two also refers). **(Key decision – reference number 3620)**

(Report No.151)
(8.20 – 8.35 pm)

7. HOUSING REVENUE ACCOUNT ESTIMATES 2013/14 AND RENT SETTING (HRA AND TEMPORARY ACCOMMODATION) (Pages 153 - 176)

A report from the Director of Finance, Resources and Customer Services and Director of Health, Housing and Adult Social Care is attached. This seeks approval, for recommendation to full Council, the revenue estimates of the Housing Revenue Account (HRA) for 2013/14 and the updated position on the HRA 30 year business plan . **(Key decision – reference number 3621)**

(Report No.152)
(8.35 – 8.45 pm)

8. FAIRNESS FOR ALL - EQUALITY AND DIVERSITY ANNUAL REPORT 2012 (Pages 177 - 240)

A report from the Director of Finance, Resources and Customer Services is attached. This presents Enfield Council's Equality and Diversity Scheme Annual Report 2012. (Non-key)

(Report No.153)
(8.45 – 8.50 pm)

9. 2012 ENFIELD RESIDENTS' SURVEY - TOPLINE RESULTS (Pages 241 - 258)

A report from the Chief Executive is attached. This highlights the key findings from the 2012 Enfield Residents' Survey. (Non key)

(Report No.154)
(8.50 – 8.55 pm)

10. NORTH CIRCULAR AREA ACTION PLAN PROPOSED SUBMISSION STAGE (Pages 259 - 264)

A report from the Director of Regeneration, Leisure and Culture is attached. This seeks approval, for recommendation to Council, of the proposed submission North Circular Area Action Plan and the subsequent consultation and submission, together with the necessary supporting documents to the Secretary of State for independent examination. **(Key decision – reference number 3609)**

(Report No.155)
(8.55 – 9.00 pm)

Note: Reference copies of the North Circular Area Action Plan will be placed in the Members' Library, Group Offices and on the Council's website.

11. APPROVAL OF TENDERS FOR MEASURED TERM CONTRACT FOR RESPONSIVE MAINTENANCE AND MINOR WORKS - BUILDING (NON-HOUSING) (Pages 265 - 272)

A report from the Director of Environment is attached. This details a procurement process recently undertaken in order to obtain competitive tenders for undertaking responsive maintenance, planned preventative maintenance and minor works to the Council's non housing property portfolio. (Report No.159, agenda part two also refers). **(Key decision – reference number 3604)**

(Report No.156)
(9.00 – 9.05 pm)

12. APPROVAL OF TENDER FOR MEASURED TERM CONTRACT RESPONSIVE MAINTENANCE, PLANNED PREVENTATIVE MAINTENANCE AND MINOR WORKS (NON HOUSING) - MECHANICAL AND ELECTRICAL SERVICES (Pages 273 - 282)

A report from the Director of Environment is attached. This details a procurement process recently undertaken in order to obtain competitive tenders for undertaking responsive maintenance, planned preventative maintenance and minor works to the Council's non housing property portfolio.(Report No.160, agenda part two also refers) **(Key decision – reference number 3605)**

(Report No.157)
(9.05 – 9.10 pm)

13. ISSUES ARISING FROM THE OVERVIEW AND SCRUTINY PANEL/SCRUTINY PANELS

No items have been received for consideration at this meeting.

14. CABINET AGENDA PLANNING - FUTURE ITEMS (Pages 283 - 286)

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

15. NOTICE OF KEY DECISION LIST

Members are asked to consider any forthcoming key decisions for inclusion on the Council's Notice of Key Decision List.

Note: the next Notice of Key Decision List is due to be published on 26 February 2013, this will be effective from 1 April 2013.

16. MINUTES (Pages 287 - 298)

To confirm the minutes of the previous meeting of the Cabinet held on 23 January 2013.

17. MINUTES OF ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15 JANUARY 2013 (Pages 299 - 308)

To receive, for information, the minutes of a meeting of the Enfield Residents' Priority Fund Cabinet Sub-Committee held on 15 January 2013.

INFORMATION ITEMS

18. ENFIELD STRATEGIC PARTNERSHIP FEEDBACK

There are no written updates to be received at this meeting.

19. DATE OF NEXT MEETING

To note that the next meeting of the Cabinet is scheduled to take place on Wednesday 20 March 2013 at 8.15pm.

CONFIDENTIAL ITEMS

20. EXCLUSION OF THE PRESS AND PUBLIC

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting for any items of business listed on part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).
(Members are asked to refer to the part 2 agenda).

This page is intentionally left blank

MUNICIPAL YEAR 2012/13 REPORT NO: 151**MEETING TITLE AND DATE:**

Cabinet: 13 February 2013

Council: 27 February 2013

REPORT OF:Director of Finance, Resources &
Customer Services**Contact Officers:**

James Rolfe Tel: 0208 379 4600

Richard Tyler Tel: 0208 379 4732

Ian Slater Tel: 0208 379 4034

Isabel Brittain Tel: 0208 379 4744

Stan Barker Tel: 0208 379 4213

Agenda – Part: 1	Item: 6
Subject: Budget 2013/14 and Medium Term Financial Plan (General Fund)	
Wards: All	
Cabinet Members consulted: Cllr Doug Taylor Cllr Andrew Stafford	

1. EXECUTIVE SUMMARY

1.1 The Medium Term Financial Plan covers the next 4 years. It sets out firm plans to deliver a zero percentage rise in Council Tax in 2013/14. It also sets out future years' plans which will need to be reviewed and updated as circumstances change over the period of the plan.

1.2 This report is the culmination of the 2013/14 budget planning process and provides:

- Information on the outcome of the recent budget consultation;
- Details of the local government financial settlement;
- Proposals regarding the level of the 2013/14 Council Tax;
- The Council Tax requirement for 2013/14;
- The Council Tax to be levied for the year ahead including the Greater London Authority precept for 2013/14.
- A summary of the Council's Medium Term Financial Plan over the next four years and the financial outlook for the Council and its services;
- The advice of the Director of Finance, Resources & Customer Services regarding the recommended levels of contingencies, balances and earmarked reserves.

1.3 The report makes recommendations regarding future investment in the Capital Programme.

1.4 In accordance with the Prudential Code, the report recommends that the Council agrees the Treasury Management Strategy as well as the setting and monitoring of Prudential Indicators.

1.5 The report includes recommendations for the Council's contingencies and balances undertaken in the context of the risks and uncertainties associated with the budget and Medium Term Financial Plan.

1.6 The report is structured as follows:

	Section
Recommendations	2
Background to the budget process	3
Budget Consultation	4
Local Government Finance Settlement	5
The Tax Base and the Collection Fund	6
Revenue budget proposals	7
Summary of budget proposals and Council Tax impact	8
The Prudential Code and Capital Programme	9
Medium Term Financial Plan	10
Budget risks and uncertainties	11
Contingencies and general balances	12
Comments of the Director of Finance, Resources & Customer Services	13
Alternative Options, Reasons for recommendations, Key Risks, Impact on Council Priorities, Equalities Impact implications, Performance Management , Health & Safety implications, Human Resources and Public Health implications,	14-22

Budget & Council Tax Report Tables

No.	Title	Section
1	Government control totals 2013/14 to 2014/15	5
2	Enfield's start up funding	5
3	London floor authorities	5
4	Council Taxbase analysis	6
5	Pressures (cost increases) 2013/14	7
6	2013/14 savings by department	7
7	Budget Position and Council Tax 2013/14	8
8	Band D Charge 2013/14	8
9	Transport for London Capital Grant	9
10	Capital Programme Summary	9
11	Medium Term Financial Plan 2013-17	10
12	Sensitivity Indicators	10

2. RECOMMENDATIONS

2.1 The attention of Members is drawn to the comments in paragraph 2.12 regarding S106 of the Local Government Finance Act 1992 which requires any Member who is two months or more in arrears on their Council Tax to declare their position and not to vote on any issue that could affect the calculation of the budget or Council Tax.

2.2 With regard to the revenue budget for 2013/14 it is recommended that Council:

- (i) Set the council tax requirement for Enfield at £96.343m in 2013/14
- (ii) Subject to final pupil count data, approve expenditure of £292.156m in

- 2013/14 for the schools' budget, funded from the Dedicated Schools' Grant.
- (iii) Set the Council Tax at Band D for Enfield's services for 2013/14 at £1,100.34 (para 8.1), there being no increase over the 2012/13 Council Tax.
 - (iv) The statutory calculations and resolutions set out in Appendix 10 are approved.
- 2.3 With regard to the Prudential Code and the Capital Programme it is recommended that Council:
- (i) notes the information regarding the requirements of the Prudential Code (section 9);
 - (ii) agrees the proposals for allocating resources to capital projects 2012/15 and notes the indicative 2015/17 capital programme as set out in Section 9 and Appendix 5;
 - (iii) agrees the Prudential Indicators, the Treasury Management Strategy, the Minimum Revenue Provision statement and the criteria for investments, set out in section 9 and Appendix 4.
- 2.4 With regard to the Medium Term Financial Plan it is recommended that Council notes the forecast for the medium term as set out in section 10 and adopts the key principles set out in paragraph 10.10.
- 2.5 With regard to the robustness of the 2013/14 budget and the adequacy of the Council's earmarked reserves and balances it is recommended that Council:
- (i) notes the risks and uncertainties inherent in the 2013/14 budget and the Medium Term Financial Plan (sections 10 & 11)
 - (ii) notes the advice of the Director of Finance, Resources & Customer Services regarding the recommended levels of contingencies, balances and earmarked reserves (section 12) and has regard to the Director's statement (section 13) when making final decisions on the 2013/14 budget;
 - (iii) agrees the recommended levels of central contingency and general balances;
- 2.6 Agree that the authority to enter into public health contracts transferring from the NHS is delegated to the Director of Housing, Health & Adult Social care (in conjunction with the Director of Public Health) & the Director of Finance, Resources and Customer Services. A separate Public health report providing detailed information on each contract will be presented to Cabinet in March (Section 5.6).
- 2.7 It is recommended that the Cabinet Members for Children and Young People and Finance & Property take the decision on the schools budget for 2013/14 taking into account the comments of the Schools Forum on February 13th 2013 and any relevant decisions which the Forum make under the DfE regulations (Section 5.7).
- 2.8 It is recommended that Council agrees to set up a Hardship Fund of £0.67m in 2013/14 plus associated costs to be funded from the estimated Collection Fund Surplus at 31st March 2013 (Section 5.8).
- 2.9 It is recommended that Council agrees the Fees and Charges for Environmental

Services for 2013/14 (Section 10.13) and Appendix 11.

2.10 It is recommended that Council agrees the Fees and Charges for Adult Social Care Services for 2013/14 (Section 10.14) and Appendix 12.

2.11 It is recommended that the current members' allowances scheme is re-approved, and that the automatic increase in allowances by the average earnings as at March be not implemented for 2012/13 or progressively for the 2013/14 financial year (Section 10.15).

2.12 Section 106 of the Local Government Finance Act 1992 requires any Member who is two months or more in arrears on their Council Tax to declare their position and not to vote on any issue that could affect the calculation of the budget or the Council Tax. Any Member affected by Section 106 who fails to declare this could be subject to prosecution.

3. BACKGROUND TO THE BUDGET PROCESS

3.1 The budget decisions in this report are aligned with the Administration's vision and priorities for Enfield; a better place to live and work by delivering fairness for all, growth and sustainability and strong communities.

3.2 The Council's overall strategy, "A fairer future for all" sets out each of the Council's strategic aims and associated priorities. The Council Strategy is linked to the budget through the Medium Term Financial Plan and the annual budget process. The Budget and Medium Term Financial Plan (2013-17) forecasts funding requirements for the Council's General Fund services.

3.3 The development of the 2013/14 Budget and Medium Term Financial Plan started in the spring of 2012 with a review of the Council's revenue and capital spending needs over the next 4 years. This work was undertaken in the context of the Council's aims and objectives and the priorities set out in the Improvement Plan. This year's budget process has taken into account the potential financial implications of the Government's Local Government Resource Review and Welfare Reforms, especially where they affect Council Tax Benefits. Enfield Council has also responded to the various Government consultations in the interest of local residents and businesses. Cabinet and lead members have received regular updates as to how the proposals will affect the Council.

A report to Cabinet in July 2012 set out this process and timetable for the preparation of the 2013/14 budget and Medium Term Financial Plan. It was recommended that Directors in consultation with their portfolio holders working with the Director of Finance, Resources & Customer Services through the Budget Planning Group draw up proposals for savings and additional income in order to meet the budget gap.

- 3.4 A further update on progress in developing the 2013-14 budget and Medium Term Financial Plan was reported to Cabinet in November 2012, it outlined the progress made to date in the preparation of the 2013/14 budget and the review of the Medium Term Financial Plan. It set out the resources likely to be available and the key issues that influence the plan and proposed efficiency savings totalling £12.4m over the period of the MTFP (£6.048m 2013-14).
- 3.5 The Government's reviews and reforms culminated in the Local Government Finance Act 2012 which received Royal Assent on 1st November 2012. Starting from 2013/14, the Act will:
- Enable local authorities to retain a proportion of business rates generated in their area (50% will still go to the Government but Enfield will keep 30% and 20% will be paid to the Greater London Authority).
 - Provides a framework for localisation of support for council tax in England. This will facilitate the Government's realisation of £500m saving (10%) on its grant funded expenditure of council tax benefits.
 - Make changes to council tax rules to provide further flexibility on the council tax raised on empty properties and other small changes to modernise the system.
 - Enable councils to carry out tax increment finance (TIF), giving them powers to undertake borrowing against locally retained business rate growth accruing from additional development.

Greater details of the financial implications and impact on the Local Government Finance Settlement are set out later in this report.

- 3.6 One of the Council's financial objectives is to keep Council Tax increases as low as possible, whilst ensuring that the Council provides quality services that continue to meet the changing and growing needs and expectations of service users. With the Consumer Price Index measure of inflation around 3% when the estimates were calculated, the freeze in Council Tax will again be an overall reduction in real terms.
- 3.7 The proposals in this report enable the Council to balance the 2013/14 budget whilst protecting front line services and freezing Council Tax. It is however increasingly difficult for the Council to make efficiency savings that do not impact on Council services and it recognised that in future years the Council is faced with difficult service decisions as central government funding reductions are expected to continue over and beyond the period of the Medium Term Financial Plan.

4 BUDGET CONSULTATION

- 4.1 As in previous years, the Council has been keen to ensure all stakeholders are fully engaged in the budget process through extensive consultation on the budget

proposals. As part of the aim to consult as widely as possible, the Budget Consultation was published in “Our Enfield” that is delivered to all homes in the Borough. It was also presented at Area Forums, Scrutiny Panels and the Shadow Health & Wellbeing Board and officers also attended meetings of voluntary organisations including the Over 50’s Forum. The views of the Scrutiny Panels and Area Forum meetings were collated and were presented to Councillors at the Overview and Scrutiny Committee on 31st January 2013.

- 4.2 The budget consultation asked respondents to prioritise services provided by the Council in order to indicate the key issues that matter most to the key stakeholders and residents of the borough. It also asked for views on a Council Tax freeze as well as requesting further suggestions about where savings could be made or costs reduced.
- 4.3 The views of the Budget Scrutiny Commission, along with the feedback from the scrutiny panels and area forums are included in **Appendix 1** to this report. The Appendix also sets out the key messages resulting from the Budget Consultation.

5. LOCAL GOVERNMENT FINANCE SETTLEMENT

- 5.1 Local Government finance is subject to the expenditure reductions of 27% over four years to 2014/15 originally set out in the Government’s 2010 Spending Review. A further 2% spending cut in 2014/15 was included in the Chancellor’s 2012 Autumn Statement.

The provisional 2013/14 and indicative 2014/15 Local Government Finance Settlements were announced on 19 December 2012 by the Secretary of State for Communities and Local Government. It can be found on the DCLG website¹. These incorporate the previously mentioned legislative changes from the Local Government Finance Act 2012. The new arrangements for Business Rate Retention lock in many aspects of this settlement until 2020 (subject to any earlier ‘reset’ as a result of ‘exceptional’ circumstances). The 2013/14 settlement outlines provisional authority figures under the new arrangements. It also gives special and specific grants and capital grant allocations for 2013/14 and 2014/15. The settlement sets out the Government’s spending control totals for Local Government which will continue to be used to control council expenditure as part of the programme to reduce public expenditure and debt. There are several changes to the 2010 Spending Review Control Totals for local government. The Table below summarises these changes which include:

- The rolling in of many un-ring fenced core grants including the Early Intervention (EIG) and Learning Disabilities and Health Reform Grants. The EIG has been subject to a large reduction following the transfer of free education for two year olds to the Dedicated Schools Grant and also the holding back of £150m by the DFE to provide specific funding to tackle weakness in the adoption system. The scale of the transfer to DSG and holdback has concerned authorities as it creates a reduction in existing funding for vulnerable children and families.
- The Council Tax Support Grant (CTS) to fund the new locally determined discounts replacing council tax benefits. This replaces the existing council tax benefit subsidy which fully funds and increases in line with expenditure. The new grant includes the 10% reduction in 2013/14 Government funding

¹ <http://www.local.odpm.gov.uk/finance/1314/settle.htm>

compared to the current subsidy although this is not reflected in CLG's 2012/13 adjusted figures below. Also, CTS is cash limited and will be subject to the Government's spending plans.

- Top-slicing of £125m partly to meet the cost of local government capitalisation of mainly redundancy costs which has also been widely challenged as unnecessary by councils because any financing costs are met from existing budgets and not new Government funding.
- Top-slicing of over £500m to fund 2013/14 New Homes Bonus allocations (£800m in 2014/15).

Table 1: Government Control Totals Summary	2012/13 Adjusted £m	2013/14 £m	2014/15 £m
Spending Review 2010	23,414	23,224	21,882
Functional adjustments	(28)	(19)	(19)
Council Tax Freeze Grant	593	593	593
Autumn Statement 2011 pay restraint (1% cap)	0	(245)	(501)
Autumn Statement 2012 (2% spending reduction)	0	0	(436)
Fire Grants	0	(50)	(49)
New Development Deals (Tax Increment Finance)	0	(15)	(15)
Neighbourhood Planning	0	(15)	(20)
Top-Slice for capitalisation and safety net	0	(125)	(125)
Top-Slice for New Homes Bonus	(176)	(506)	(800)
Grants being rolled in to BRR system			
Council Tax Support Grant ²	3,300	3,295	3,306
Early Intervention Grant	1,919	1,709	1,600
GLA specific grants	853	848	870
Homelessness Grant	80	80	80
Lead Flood Authority Grant	21	21	21
Learning Disability & Health Reform Grant	1,378	1,413	1,448
Transfer of LACSEG to DFE ²	(1,047)	(1,039)	(1,029)
	30,307	29,169	26,806
Separate Police funding	(3,138)	(3,067)	(2,924)
Improvement & Development Agency for LG.	(29)	(28)	(25)
Local Government Control Totals³	27,140	26,074	23,857

5.2 It should be noted that future Local Government control totals will be set using the 2013/14 level of business rates increased only by inflation⁴ to enable a proportion of any growth in business rates to be retained locally (i.e. 30% for Enfield). The down side is that a fall in business rates will reduce locally retained business rates.

The Settlement includes each Council's allocation of the Local Government Control Total above which is referred to as the Start Up Funding Allocation (SUFA). The SUFA is the total funding for each council if the current system was still in place. Formula Grant is replaced by the following new financing elements:

- A new Revenue Support Grant,
- An estimate of locally retained business rates and
- A top-up (or tariff) to increase (or reduce) these amounts to each council's SUFA.

² 2012/13 figures are only notional to enable comparisons between years.

³ This amount represents the total start up funding amount for authorities and is the basis of the Start Up Funding Allocations referred to later on.

⁴ Inflation here refers to the annual increase in the business rate charge by the September Retail Price Index.

5.3 The new financing elements of the Business Rates Retention (BRR) system require the Government to make calculations in the first year for:

- An estimate of total rates due in England for 2013/14 and the allocation of that amount between councils based on each council's proportion of the total actual business rates collectable for the two years 2010/11 and 2011/12. The Government estimates national business rates in 2013/14 will amount to £21,797m of which 50% (£10,899m) will be retained by councils. Enfield is estimated to raise 0.471534% of this national total based on two previous years and so £51.4m will be retained locally split 60% to Enfield (£30.8m) and 40% to the GLA (£20.6m).

The BRR system is likely to be fixed from 2014/15 to 2020, the scheduled time of the next reset. Changes to the government's control totals will therefore be the major influence on funding changes without any alteration due to changes in deprivation or population. For a large population, high need authority such as Enfield this may become an increasingly important factor as the Council's funding will no longer reflect these changes through Formula Grant.

- New starting up funding for each council as if the current system of Formula Grant including the new rolled in grants in Table 1 above continued into 2013/14. The Formula Grant funding for 2013/14 incorporated technical changes consulted upon as part of the Local Government Resource Review. These changes include:
 - Updates to concessionary travel formula
 - Increases to Sparsity top-ups
 - Increasing the flat rate funding not dependent on deprivation
 - Updating certain data for rolled in grants but not the formula
 - Updating tax base and other data indicators where available as usual
 - Updating population data for the Census 2011
Enfield's Census population increase was relatively higher than the national average and so the Council gained significantly from this change. However, the damping of the 2013/14 SUFA has again lost the Council resources and this is set out in more detail further on in this report.

The above calculations are quite complex and so full details are included in Appendix 9 along with a brief resume of the overall system and its features. The table below sets out Enfield's Settlement SUFA figures and comparative figures.

Table 2: Enfield's Start Up Funding	2012/13	November	2013/14	Variation from		2014/15	2014/15 Change	
	Settlement	Position	Settlement	November	Assumptions	Indicative	from 2013/14	
	£'000	£'000	£'000	£'000	%	£'000	£'000	%
Formula Funding (Grant)	122,292	117,644	122,975	5,331	4.5%	126,866	(14,683)	-9.9%
Council Tax Freeze Grant	3,032	3,032	3,032	0	0.0%	3,032	0	0.0%
Rolled in core grants:								
Early Intervention Grant	15,831	12,022	11,768	(254)	-2.1%	11,018	(750)	-6.4%
Learning Disabilities Grant	5,021	5,021	5,147	126	2.5%	5,274	127	2.5%
Lead Flood Authority Grant	220	220	135	(85)	-38.6%	135	0	0.0%
Homelessness Grant	650	650	547	(103)	-15.8%	546	(1)	-0.2%
Council Tax Support Grant		25,870	25,992	122	0.5%	Merged with Formula funding		
	147,046	164,459	169,596	5,137	3.5%	146,871	(15,307)	-9.4%
LACSEG Top-Slice	(7,417)	(7,378)	(7,418)	(40)	0.5%	Merged with Formula funding		
Start Up Funding	139,629	157,081	162,178	5,097	3.2%	146,871	(15,307)	-9.4%
Made up of:								
Revenue Support Grant		94,071	97,388	3,317	3.5%	80,094	(17,294)	-17.8%
Baseline Funding:								
Business Rate Top-Up		30,454	33,956	3,502	11.5%	34,997	1,041	3.1%
Local Business Rates (30%)*		32,556	30,834	(1,722)	-5.3%	31,780	946	3.1%
Start Up Funding	139,629	157,081	162,178	5,097	3.2%	146,871	(15,307)	-9.4%

The changes to the 2013/14 funding arrangements make comparisons to previous years very difficult without introducing several notional figures. Instead, the November budget update figures are shown as they are more aligned to the Settlement's new structure. It should be noted that Enfield's estimates were very reliant upon work by London Council's due to limited exemplifications from the Government. The improvement of £5m in the Settlement compared to the November budget position relates to formula funding and is largely down to:

- The Government reducing the top-slice for New homes Bonus, capitalisation and safety net⁵ as included in consultations and;
- Inclusion of the 2011 census population figures which were not in the earlier exemplifications.

The improvement masks the £4m reduction in EIG which was anticipated and incorporated into the budget.

The 2014/15 indicative figures show a large reduction from 2013/14. This is due to:

- The 2012 Autumn Statement which announced a further 2% cut in public funding (including local authorities)
- A further £256m reduction for the 1% cap on public sector pay in 2014/15
- A further £300m top-slice to fund the 2014/15 New Homes Bonus. Enfield's provisional share of this will not be known until late in 2013.
- On-going reductions to EIG and also the Supporting People element of funding.

The provisional and indicative Settlement figures have now been incorporated into the 2013/14 Budget and Medium Term Financial Plan. The implications of the changes are reflected throughout this report where relevant. The final Settlement is not now expected until 13 February. Government are likely to make some changes in the light of consultation responses although these are not anticipated to be

⁵ Another new feature of the BRR system. Councils facing reductions in their baselines of more than 7.5% will receive additional funding for the excess over 7.5%. This is to be funded by other councils' growth but the Government are top-slicing money in case the growth funding is insufficient. Enfield's baseline threshold is £4.86m (requiring a fall of £16m on total business rates)

substantial. An update will be provided to Cabinet on the night on any announcements made after the publication of this report.

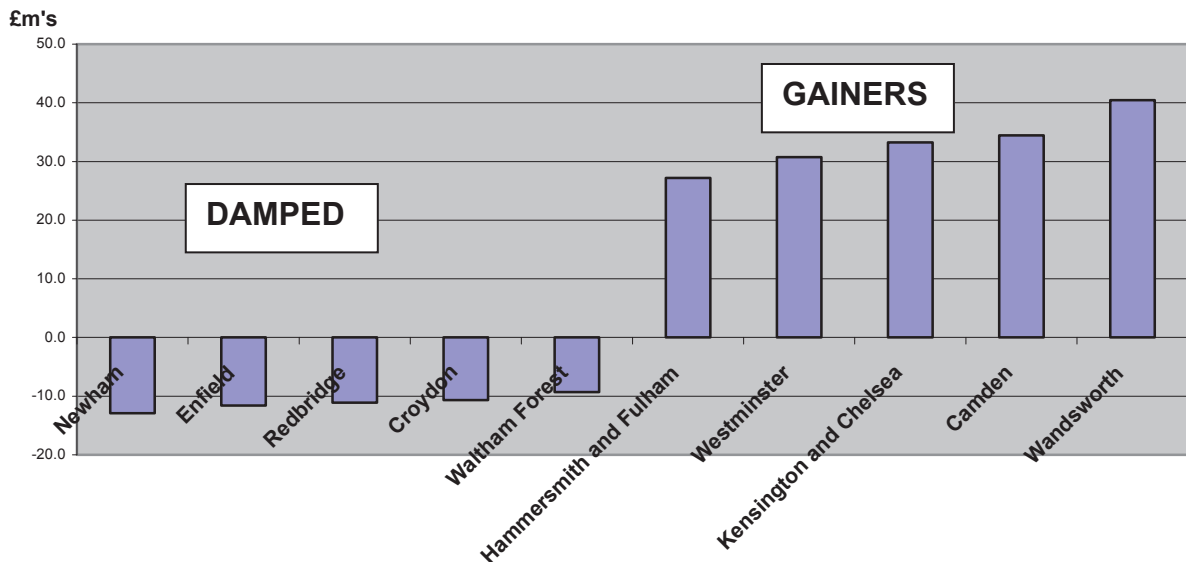
5.4 Formula Grant Damping

The floor system in 2013/14 takes into account the extent to which authorities rely on Formula Grant. Education and social service councils are divided into four bands, with floors ranging from -2.7% to -8.7% (-7.4% to -10.4% in 2012/13). London's position is summarised below. Enfield has been placed in the second band with a floor of -4.7% in 2013/14.

Table 3: London floor authorities	Floor	Above Floor	Total	Floor Grant
				£m
Inner London (inc. City)	11	2	13	250.1
Outer London	5	15	20	39.6
All London Boroughs	16	17	33	289.7

Enfield is calculated as needing over £134m in 2013/14. The damping system reduces this to £123m resulting in £11.6m of Enfield's calculated funding being damped away to finance other authorities. The loss is much greater than the £8m in 2012/13 mainly due to the increase in population from the 2011 Census. In theory, damping and floor protection should be a transitional arrangement that unwinds over several years to avoid significant swings in Government funding. This is not the case and the new BRR arrangement will see the 2013/14 floor damping rolled into the 2014/15 SUFA to become a fixed part of the system until the reset planned for 2020.

Top 5 Gainers and Losers from the 2013-14 Government Settlement Across London Boroughs



The Council has lobbied long and hard against current damping arrangements but public spending cuts are a huge barrier to the Council's objective of fairer funding for Enfield residents. The Council continues to raise the issue with the Government at every opportunity. This includes the Local Government Resource Review and the 2013/14 Settlement consultations when Enfield MPs, Councillors and Officers had meetings and correspondence with Ministers and Civil Servants emphasised the need to remove damping inequities from the new financial system. The Council has

now written to Ministers setting out the unresolved issues of this Settlement and sought assurance that the system will be changed to deal with the inequalities of damping.

5.5 Other Specific Government Funding

The local government finance system now distributes nearly all Government funding (including Council Tax Freeze Grant for 2011/12) and even the New Homes Bonus and Education Services Grants have been financed by reducing the total funds making up the settlement 'pot'. The only significant 'stand alone' grants provided are the latest council tax freeze and the new Health and Wellbeing grants.

- **Council Tax Freeze Grant 2013/14 (DCLG)**

The Government has offered two year funding to help local authorities freeze or reduce Council Tax in 2013/14. The grant is equivalent to a 1% increase in the 2012/13 council tax. Without the continuation of the grant after 2014/15, the Council will need to find a further £1.2m saving in order to avoid increasing the council tax above the 2% included in the 2013/17 Medium Term Financial Plan.

- **New Homes Bonus Grant (DCLG)**

On 31st January 2013, the Government finalised the Council's award of £2.99m NHB in 2013/14, an increase of £1.63m over the provision built into the 2012/13 base budget. The 2013/14 budget includes a £0.83m increase in NHB offset by a reduction in Government funding relating to the Government top-slice of business rates to fund new NHB. This leaves £0.8m for allocation by Cabinet during 2013/14. The Council report on the Council Tax Support scheme referred to the £0.188m cost of the empty dwellings technical changes on the HRA and suggested that an equivalent contribution from the NHB be made to compensate the HRA in 2013/14. This would be a first call on the £0.8m.

It should be recognised that all new NHB from 2013/14 is funded by top-slicing the cost from the Government Control Totals referred to earlier in this report. Therefore NHB is financed by reduced Revenue Support Grant and does not represent additional funding. As the 2013/14 top-slice exceeded the required NHB funding, the excess top-slice has been returned to councils as a one-off NHB Adjustment Grant of which Enfield will receive £0.549m

- **Education Services Grant (Department for Education)**

From 2013/14, new funding arrangements for education services will apply for local authorities and academies. LA Block Local Authority Central Spend Equivalent Grant for academies, and the corresponding element of local government revenue funding, will be replaced by the new Education Services Grant (ESG). The ESG will be allocated on a simple per-pupil basis to local authorities and academies according to the number of pupils for whom they are responsible.

The funding for the ESG comes from a transfer from local government of £1.04 billion in 2013-14. The top-slice from Enfield is £7.417m. The 2013/14 budget provision for ESG (excluding Academies) has been assumed at £6.417m, a reduction of £1m. However, DFE has still not published allocations and so any variance will need to be dealt with a part of in year budget monitoring.

- **Adoption Reform Grant**

The Under-Secretary of State for Children and Families launched a new adoption strategy and package of funding for the adoption system on the 24th January 2013. This is to tackle structural weaknesses which undermine the effectiveness of the adopter recruitment and approval system. The £150m top-slice from Early Intervention Grant is to be used to fund short-term action for children in the system now. The new Adoption Reform Grant will be in two parts. £100m will not be ring-fenced and will be available to local authorities to support adoption reform. The remaining £50m will be ring-fenced in order to address structural problems with adopter recruitment and help children that are more difficult to place.

The 2013/14 budget currently assumes the £1m top-sliced from Enfield's EIG would be returned in a new grant. Details of the formulae and allocations have not yet been sent to authorities. Any difference between the assumed and actual allocation will be met by the set aside of reserves arising from the 2013/14 Settlement as provided for in table 6 below.

5.6 Public Health

Local authorities will, from April 2013, take over responsibility from the NHS, for improving the health & well-being of their local population and reducing health inequalities. The authority will have a duty to take appropriate steps to improve the health of its local population. Local authorities will receive a new ring-fenced public health grant to enable them to deliver these responsibilities. The grant is designed to cover all expenditure incurred in delivering the Public health function including all employee & overhead costs. The 2013/14 public health business plan is currently being developed and will include details of how the grant will be allocated to each of the public health priorities.

The authority will be responsible for a number of mandatory services including sexual health, National child measurement programme & Health checks. Non mandatory services include tobacco control & smoking cessation, interventions to tackle obesity & the commissioning of drug & alcohol services, currently commissioned by the authority's drug & alcohol team.

Enfield's grant is £12.961m in 2013/14 and £14.257m for 2014/15, beyond which no further growth is guaranteed by the Department of Health. The grant is ring-fenced for promoting public health within the borough and cannot be used to support general council expenditure. The associated grant conditions are specific to public health outcomes, with the requirement to submit both quarterly & annual expenditure returns, to the DCLG & Public Health England.

In order to deliver these new responsibilities, a number of contracts currently held by the NHS, will transfer to the Council. The process of reviewing and validating the transferring contracts is currently on-going. It involves various departments across the Council, working with North Central London (NCL) NHS to ensure a full understanding of what is being transferred.

The main financial risk to the Council is regarding the open access genito – urinary medicine service (GUM) and whether or not Enfield's allocated share of large NHS block contracts is accurate. To help mitigate this risk, a public health contingency will be set-up and spent in accordance with the ring-fenced grant

conditions, to fund any expenditure arising over and above budgeted contract values and to support the financial management of open access, demand led services.

Decisions about individual contracts will be made on completion of the tasks highlighted above. It is requested that the authority to enter into these contracts is delegated to the Director of Housing, Health & Adult Social care (in conjunction with the Director of Public Health) & the Director of Finance, Resources and Customer Services. A separate Public health report providing detailed information on each contract will be presented to Cabinet in March 2013.

Enfield has historically been underfunded in the area of Public Health. This was confirmed in the work carried out by the Department of Health (DOH) in determining the new Public health grants. The baseline spend per head for 2013/14 is £36 per head (p.h). The actual target is £48 p.h. However, even though Enfield was one of the Borough's to receive the maximum increase of 10%, the grant allocation equates to £40 p.h, i.e. £8 below target (circa £2.6million). The position for 2014/15 is similar, with a target of £50 p.h of, but actual grant equating to £43 p.h, i.e. £7 below target (circa £2.2million).

5.7 The Schools' Budget

Dedicated Schools Grant 2013-14

The Dedicated School Grant (DSG) is a ring-fenced grant, the majority of which is used to fund Individual Schools Budgets. It also funds Early Years provision and certain central services provided by the local authority such as admissions. The initial 2013-14 DSG was announced on 18th December 2012 and is **£292.156m** which includes estimates for early years and post 16 high needs which are yet to be finalised. The School and Early Years Finance (England) Regulations 2012 which came into force from 1st January 2013 introduce a new school funding methodology with effect from April 2013 as the first step in the transition towards a national funding formula. Under the new funding arrangements DSG is now allocated in three notional blocks, which include funding for 2 year olds and post 16 High Needs pupils formerly funded through specific grants :

- Schools Block - a per pupil allocation
- Early Years Block - a per pupil allocation including funding for early education places for disadvantaged 2 year olds formerly funded through Early Intervention Grant.
- High Need Block – the baseline plus approved growth and including funding for post 16 High Needs learners

Although DSG as a whole remains ring-fenced the individual blocks are not and allocations to the blocks are notional. Key changes in the new regime include the prescription of the factors which can be used in the funding formula, which are limited to 11 specified categories, together with an obligation to use government data. The maximisation of delegation and a restriction on increases in centrally retained budgets further reduce local flexibility in allocating the schools budget.

These fundamental and radical changes to the school funding system are of an unprecedented scale and as such pose a significant risk. In particular the possible loss of future flexibility for the local authority to be able to target funding based on

changing local needs will need to be closely monitored as the Government moves to a national funding formula.

Under Department for Education regulations, certain specific decisions are reserved to the Schools Forum and the Council makes the final decision on the allocation of available resources taking account of any decisions made by the Forum and any comments they wish to make. An indicative schools' budget is being developed and will be presented to the Schools Forum on February 13th. It is recommended that the Cabinet Members for Children and Young People and Finance and Property take the decision on the schools budget for 2013/14 when the final position is known taking into account the comments of the Schools Forum and any relevant decisions which the Forum make.

Other School's Funding

Pupil Premium Grant

Schools also receive the Pupil Premium in respect of pupils who have been eligible for Free School Meals (FSM) in the last 6 years, plus Children Looked After continuously for more than 6 months. In 2012/13 the rate per eligible pupil was £623 and this has been increased to £900 for 2013/14. In addition a pupil premium is allocated to children of service personal at a rate of £300 in 2013/14. The pupil premium is a specific grant that the council has to passport directly on to schools, who can then decide how they will use the additional funding to achieve improved outcomes for deprived children. The illustrative grant figure for 2013/14 is £16,921,000 based on the January 2012 school census data and looked after children numbers from the March 2012 SSSDA903 return. Final allocations for 2013-14 using 2013 pupil data will be published next summer.

Sixth Form Funding

The Education Funding Agency (EFA) is responsible for the funding of 16-19 provision in academies, general further education colleges, sixth-form colleges and independent provision. The EFA also distributes resources to local authorities for them to pass on to those schools that are not academies.

Following a period of consultation in 2012 it was confirmed that for 2013/14 a new 16-19 National Funding Formula will be introduced to support the Government's policy of raising the participation age. Under this system, institutions will attract a standard rate of funding for each student weighted for necessary course costs, retention and with additional funding for those at a disadvantage and area cost adjustments. Indicative allocations for 2013/14 will be communicated to 16-19 institutions prior to the end of January 2013 with final allocations confirmed by the end of March 2013. The Local Authority will continue to support schools for the 6th form AWPU rate as part of the new schools funding formula.

5.8 Local Council Tax Support

The Government is replacing the national Council Tax Benefit scheme with local schemes of Council Tax Support. It is a significant change as:

- It is accompanied by reduced Government grant funding of the scheme and;

- The risk of any caseload increase is borne locally and will not attract additional grant funding.

Enfield Council is adversely affected as it currently has the second highest Council Tax Benefit caseload in London. The Council is faced with funding a net £4.0m deficit (after Council Tax technical changes for 2013/14 are taken into account) from reduced payments of Council Tax Support than under the current benefit regime.

Cabinet in July 2012 approved the consultation arrangements for the draft Local Support Scheme on the basis that the new scheme was funded through reduced support levels to claimants. On the last day of the Council's 12 week consultation, the Government announced a one year Transitional Grant Scheme providing a one-off grant of £0.67m if an 8.5% limit on reduced support is applied and various criteria are met. This option leaves a funding shortfall of £0.8m in 2013/14 rising to £1.5m in 2014/15 based on the grant being for one year only.

On 30th January Council agreed a fully funded council tax support scheme which avoids reductions in council services needed to meet the funding shortfall created by the Government's Transitional Grant Scheme. Council also agreed to set up a hardship scheme to assist those most at risk and protect the most vulnerable to meet a shortfall between council tax support and liability. The scheme and associated costs will be funded from the estimated surplus on the Collection Fund as at 31 March 2013 of £1.086m as shown in Table 7. Given the resources available Council is recommended to set aside £0.67m for the Fund in 2013/14 with future year options to be reported to Cabinet as part of the 2014/15 budget consideration and consultation.

5.9 Local Referendums on Council Tax Increases & Abolition of Capping

The Localism Act requires councils to hold a referendum for proposed council Tax increases in excess of a threshold set annually by the Secretary of State for Communities and Local Government. For 2013/14, a referendum will be required if the council tax exceeds a threshold increase of more than 2.0% excluding levies. If a vote is against the increase the local authority will have to revert to a council tax level that is compliant. As Enfield proposes a council tax freeze in 2013/14 there is no risk of a referendum and Enfield's adjusted council tax for comparison to the threshold is a small increase of 0.1%⁶ due to the exclusion of levies. There is uncertainty in subsequent years as there is no Government indication of potential threshold increases for later years.

6 THE TAXBASE AND THE COLLECTION FUND

6.1 The Tax base.

On 30th January 2013, the Council agreed a Council Tax base of 87,557 Band D properties for 2013/14, based on a collection rate of 96.88%. The table below explains the changes from 2012/13:

⁶ This is subject to notification of levies using the new 2013/14 taxbase.

Table 4: Council Tax Base	Band D Equivalent
Tax base 2012/13	110,420
New council tax support discounts (replaces former council tax benefits scheme).	(22,716)
Estimated provision for bad debt on reduced benefit payments	(1,740)
New technical changes to discounts for second homes and empty properties.	855
New long term empty property premiums.	100
New properties net of estimated demolitions.	349
Other changes to existing discounts and collection levels.	289
Tax base 2013/14	87,557

The cost of the new council tax support scheme is fully funded by the Government's new council tax support grant (net of 10% reduction on current grant), technical changes for second homes and empty properties and the reduction in working age benefits as agreed by Council on 30 January 2013. The other changes to the tax base have also been built into the 2013/14 budget.

6.2 The Collection Fund.

The Council's 2011/12 audited accounts reported a surplus of £0.326m on the Collection Fund. The latest review of the Fund indicates that there will be an estimated surplus balance of £1.389m at 31 March 2013. This follows targeted work on high value arrears cases. The balance will be shared between the Council (£1.086m) and the Greater London Authority (0.303m) in proportion to their Band D charges of the 2012/13 council tax. Enfield's share is included in the 2013/14 council tax requirement calculation in Table 7.

6.3 Business Rates

Commencing from 1 April 2013, authorities must transfer from the collection fund:

- The share of local business rate income due to the Council based on the NNDR1 forecast of net rating income (30% Enfield / 20% GLA / 50% Government)
- The share of any surplus or deficit on business rates in respect of previous years
- The allowance for business rate collection costs
- Any sums due for enterprise zones, new development deal and renewable energy projects (none of these currently apply to the Council).

6.4 Enfield's estimated transfer is £31.882m as agreed by Council on 30 January 2013 and is included in the council tax requirement calculation in Table 7.

7. REVENUE BUDGET PROPOSALS

7.1 Budget Update

The overall summary of the budget proposals by each service is shown in Appendix 3. An overview of the budget position regarding pressures and savings is set out below.

7.2 Pressures

The Council faces additional pressures in 2013/14 as a result of loss of grant, demographic changes, ongoing commitments, inflation, population growth and changing needs, totalling £20.132m. These additional pressures facing the Borough in 2013/14 are broken down in the following table:

Table 5 Pressures (Cost Increases) 2013/14	2013/14
	£000's
<p>North London Waste Authority Increasing cost in relation to the disposal of waste and the replacement of the Edmonton Incinerator (1,212k) in 2013-14 reduced by a one-off surplus of £1,147k (from 2012-13) that will be used to reduce the 2013-14 levy. The one-off saving will be transferred to a reserve to reduce the NLWA budget pressure in 2014-15.</p>	65 1,147
<p>New Demographic pressures This pressure continues year on year in order to meet increased demand for Council services. This includes services to older people and those with disabilities.</p>	3,000
<p>Price Inflation & pay awards The rate of inflation is currently 2% and is expected to remain at this level for the foreseeable future. 2014/15 includes an allowance for an expected increase in employers pension fund contributions as a result of the triennial review.</p>	4,500
<p>Capital financing & interest charges Investment in schools and highways improvements is met by new borrowing which is repaid over the life of the asset. In addition low interest rates have reduced the level of interest earned by the Council on cash balances.</p>	1,030
<p>Changes in Government Funding & Functions</p> <ul style="list-style-type: none"> • Pressure due to Early Intervention Grant held back by Department for Education and additional administration cost of new Council Tax Support Scheme (£1.2m). Offset by additional New Homes Bonus awarded for 2013/14 (£0.8m). • Additional New Homes Bonus confirmed 31st January 2013 at a point that the 2013/14 budget had been balanced. £0.8m additional grant set aside in contingency for allocation by Cabinet during 2013/14. • 	1,200
<p>Welfare Reform - Temporary Accommodation The budget pressure Temporary Accommodation rent arrears anticipated due to the effects of the benefit cap in April 2013. The arrears represent rent arrears for tenants in PSL, PLA and NPA accommodation.</p>	1,601
<p>Legal Aid- Sentencing & Punishment of Offenders From April 2013 a new duty will fall on LAs to pick up all costs for all secure remands for all young people under 18. All young people subject to a new remand order will become looked after by the local authority. These secure remands are currently part funded by central government. In future all costs will fall on local authorities.</p>	176
<p>Concessionary Fares Increase in the cost of the Concessionary Fares Scheme. This is partly inflationary and also reflects greater usage of the Freedom Pass by Enfield residents.</p>	794
<p>Other Items Pressures include costs relating to the new Carbon Tax and pressures relating to Environmental services.</p>	1,280

Table 5 Pressures (Cost Increases) 2013/14	2013/14
	£000's
Local Government Finance Settlement	5,339
The position regarding the settlement is set out in detail above. It is proposed that the improved position in 2013/14 will be transferred to reserves and balances and used to mitigate any shortfall in outstanding grant allocations in 2013/14 ⁷ and the substantial Government funding reduction in 2014/15.	
Total Pressures	20,132

7.3 Full year effect of 2012/13 decisions and new financial arrangements.

Some of the 2012/13 savings agreed by Council were for a part-year only because the changes could not feasibly be implemented from the start of the year. Savings agreed in 2012/13 were not due to come into effect until 2013/14 and later years (£6.1m).

In addition a further £3m is due to new arrangements starting in 2013/14 that require the rearrangement of budgets to reflect the new financial structures including:

- Council Tax Support transfers benefit costs from the budget to tax base discounts
- Top-slicing of New Homes Bonus is a grant met by a reduction in Formula Grant
- Two year old free education funding transfers from the General Fund to Dedicated Schools Grant.
- Discretionary rate relief met by the General Fund is amalgamated into Business Rate Retention income

7.4 Savings 2013/14

The table below shows the total savings made by each service in 2013/14 which are detailed in **Appendix 2**.

Table 6 2013/14 savings by department:	2013/14 Savings
	£'000
Chief Executive	(393)
Schools & Children's Services	(2,415)
Environment	(1,384)
Finance, Resources & Customer Services	(1,773)
Health, Housing & Adult Social Care	(4,966)
Regeneration, Leisure & Culture	(543)
Corporate Budgets	(1,673)
Total	(13,147)

The spending and savings proposals outlined in this report were developed in the context of the Council's Strategy. These priorities take into account feedback from residents in the Budget Consultation as well as both the Council's and the external auditor's assessment of our performance.

7.5 In setting the Council's 2013/14 budget and Medium Term Financial Plan, the Council's aim has been to continue to improve services provided whilst

⁷ DFE's Education Services and Adoption Reform Grants were still to be announced at the time of publishing the report.

maintaining a zero Council Tax increase. The focus continues to be on delivering high quality services more efficiently, continuing, where possible, to reduce costs. The Council routinely, throughout the year, takes action to cut costs and make efficiency savings wherever possible. Every attempt continues to be made to minimise additional costs, but the ability to influence many of them is limited and the ability to make back office savings is increasingly difficult as a result of the scale of Government cuts. Decisions will now be very difficult and potentially not without significant impact.

8. SUMMARY OF BUDGET PROPOSALS AND IMPACT ON COUNCIL TAX

- 8.1 The Localism Act requires Council approval of the Council Tax Requirement. The following table sets out the Council's budget position after taking into account the proposed changes.

Table 7	2012/13⁸	2013/14
Budget Position & Council Tax	£000's	£000's
Net revenue budget		
Schools Budget	277,085	292,156
Other Services (base budget)	269,648	261,129
Dedicated Schools' Grant	(277,085)	(292,156)
	269,648	261,129
Pressure (Cost increases)	11,098	20,132
2012/13 Full Year Effect of previous savings decisions	(4,743)	(9,290)
Proposals for savings (Appendix 2)	(11,824)	(13,147)
Council Tax Freeze Grant 2012/13	(3,050)	3,050
Council Tax Freeze Grant 2013/14		(1,219)
Net Budget	261,129	260,655
Less: Formula Grant	(139,629)	
Revenue Support Grant		(97,388)
Business Rate Top Up		(33,956)
Retained Local Business Rates		(31,882)
Collection Fund Adjustment		(1,086)
Council Tax Requirement	121,500	96,343
Tax Base (Band D equivalents)	110,420	87,557
Council Tax (Band D)	1,100.34	1,100.34

*For the calculation the Requirement is £96,342,500.

This would result in a freeze in Enfield's Council Tax for 2013/14.

- 8.2 The Mayor of London published his draft consolidated budget for 2013-14 in January 2013. This proposed a reduction in the Council Tax of £3.72 for a Band D property (Total precept of £303.00 for a Band D property).
- 8.3 The Mayor issued his draft GLA budget on 31st January and the final draft budget is to be considered by the London Assembly on 25th February 2013. Any changes

⁸The 2012/13 figures have been adjusted for £17.337m of net specific grant transfers to formula grant in order to improve comparison.

to the draft Band D precept of £303.00 will be reported to Council along with revised resolutions. The Band D Council Tax payable by Enfield residents for 2013/14 based on the budget proposals and draft GLA precept is £1,403.34. This is made up as follows:

Table 8 Band D Charge	2012/13	2013/14
	£	£
London Borough of Enfield	1,100.34	1,100.34
Greater London Authority	306.72	303.00 ⁹
Total	1,407.06	1,403.34

8.4 The statutory calculations of the proposed Council Tax for each property band and the formal Council resolutions required under the 1992 Local Government Finance Act are attached at **Appendix 10**¹⁰.

9. THE PRUDENTIAL CODE AND CAPITAL PROGRAMME

The Prudential Code

9.1 The Prudential Code for Capital Investment commenced on 1 April 2004. Within the regime, authorities must have regard to the *Chartered Institute of Public Finance and Accountancy's (CIPFA) Prudential Code for Capital Finance in Local Authorities- revised in 2011*. The principles behind this Code are that capital investment plans made by the Council are prudent, affordable and sustainable. The Code identifies a range of indicators which must be considered by the Council when it makes its decisions about future capital programme and sets its budget. Capital expenditure plans for 2013/14 to 2016/17 as proposed in this report give rise to a net borrowing requirement for the Council. This has an impact on affordability on the revenue budget due to the financing costs associated with borrowing.

9.2 **Appendix 4** sets out the Prudential Indicators for the London Borough of Enfield, within the Treasury Management Strategy, based on the capital programme for 2013/14 to 2016/17 as detailed in this report.

Capital Resources

General Fund Borrowing

9.3 The Council makes decisions on the level of borrowing, in the context of the Prudential Code criteria set out in the Treasury Management Strategy on **Appendix 4**. The Government no longer provides revenue support for new borrowing, only capital grants.

Capital Grants

9.4 The Council has already been notified of the amount of many of the grant allocations that can be expected to be received in 2013/14.

9.5 It is possible that additional capital grant allocations may be announced for 2013/14 onwards, but it is unknown as to whether the funding would be earmarked for spending on specific Government rather than local priorities.

⁹ Mayor's draft budget

¹⁰ Draft figures for Cabinet to be completed for Council.

- 9.6 Should any further grant allocations become available during 2013/14, information will be included in the quarterly capital monitoring reports to Cabinet.
- 9.7 The Council continues to receive support from Transport for London (TfL) as set out below. Funding was agreed for the three years from 2012/13 to 2014/15, future funding support figures will be available during 2014/15.

Table 9:TFL Capital Grant	2013/14	2014/15
	£000	£000
Transport for London	3,978	2,674

Capital Receipts

- 9.8 The Capital Programme assumes 40 sales of council dwellings will be achieved for 2012/13, and 40 sales per annum for the period 2013/14 to 2016/17. This is a significant increase in sales volumes compared to recent years due to changes in the discount entitlement. However changes to the capital receipts pooling rules have lead to an increase in the percentage availability of the receipts to fund capital spending.
- 9.9 Future capital receipts will depend on decisions about existing assets and on detailed reviews where the sale of some underperforming assets could be set against the improvement of other more valued facilities.
- 9.10 In the current uncertain economic circumstances, it is necessary to take a longer term view on the timing of disposals to achieve a satisfactory level of receipts.
- 9.11 The Council's General Fund programme includes £6.1m to be financed from capital receipts in 2013/14. This is a prudent expectation of the £7.4m, which is anticipated to be achieved through the Asset Disposals Programme. This disposal programme has already been agreed at a previous Cabinet meeting.

Other capital resources

9.12 Section 106 Agreements

A Section 106 Agreement is a legal agreement between the Council and a developer under Section 106 of the 1990 Town and Country Planning Act, or a unilateral undertaking by the developer, to ensure that certain extra works related to a development are undertaken. The Council can enter into a Section 106 Agreement, otherwise known as a 'planning obligation', with a developer where it is necessary to provide contributions to offset negative impacts caused by construction and development. Examples of such contributions range from the provision of affordable homes and new open space to funding of school places or employment training schemes. The developer will either implement these or make payments to the council for them to be carried out. The s106 agreements generally contain several of these elements and the responsibility of managing the expenditure is split across the relevant departments. The majority of S106 agreements are usually very specific about what and where the monies can be spent.

At 31 March 2012, the s106 Contributions Reserve amounted to £4.16m. It is not possible to predict the extent to which resources will be available from future s106 agreements. The Council closely monitors the use of these funds to ensure that

the schemes for which the money is set aside for are delivered within the time constraints.

9.13 Vehicle Replacement Fund

The Council operates a fund for the replacement of vehicles and equipment. This is built up from repayments from revenue over the life of the vehicles.

9.14 2012/13 Capital Budget

The current capital budget monitoring is reviewed on a quarterly basis at Cabinet. The projected outturn for the year is projected to be £101.2m for the General Fund and £48.4m for the HRA (includes vehicle replacement). A breakdown of these figures will be provided in the third quarter monitor presented to Cabinet in March.

9.15 General Fund Capital Programme 2013/14 onwards

Introduction

The 2013/14 programme includes items to be included in the third quarter capital monitor report due to go to the March Cabinet meeting. Current rolling programmes are assumed to continue at current levels into later years. The programme also includes indicative figures for Schools & Children's Services where programmes are grant funded, especially in the two years 2015/17 where funding details are not expected to be available until the Government's 2013 Spending Review has been completed. The Regeneration Programme also includes indicative figures in later year. Later year schemes will be subject to funding and approval in accordance with the Councils governance procedures.

Regeneration

Programme delivery for Meridian Water will be well underway, requiring capital investment to both leverage external investment and deliver key infrastructure, land assembly and physical project delivery. The Ponders End regeneration programme is extensive, and will require additional capital resources to deliver further phases of regeneration on the High Street, South Street and Waterfront development areas. Additional capital funding will be required to bring forward the Western Gateway site in New Southgate, and Bowes Road/Arnos Grove development sites identified in the New Southgate masterplan. A capital allocation is needed to progress regeneration in Edmonton Green, including developments around the shopping centre, wider station and green area, and transport infrastructure.

Delivery for Enfield Town Phase 3 includes improvements to the station and approaches, public realm and improved access to Enfield Town Park, alongside refurbishments to shop fronts and around the market square. It is anticipated that capital investment will be required to deliver public realm improvements to Angel Edmonton. Development of market gardening will require capital investment to assemble land and leverage investment to deliver established objectives.

Heritage led regeneration projects

Additional capital funding will be required to bring forward key heritage regeneration projects. This may include restoration of Grade II and Grade II* buildings, frontage improvements and bringing prominent derelict buildings back into use".

9.16 Housing Revenue Account Capital Programme

Enfield Homes has prepared a capital programme for 2013/14 in line with currently available resources, including estate renewals. The proposed HRA capital programme is a key element of the HRA business plan; this report forms part of tonight's agenda.

9.17 Recommended Capital Programme 2012/13 – 2016/17

The recommended capital programme is summarised below with details in **Appendix 5**. The impact of this programme is reflected in the current borrowing requirements set out as Prudential Indicators in the Treasury Management Strategy at **Appendix 4**.

TABLE 10:Capital Programme Summary	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Total £'000
Schools & Children's Services	62,610	38,934	19,747	19,615	19,600	160,506
Regeneration	2,321	15,493	4,135	15,325	14,775	52,049
Leisure & Culture	6,365	911	0	0	0	7,276
Environment	21,534	24,897	14,017	10,150	10,150	80,748
Adult Social Care	905	6,570	3,673	100	100	11,348
Housing Grants	2,376	3,542	2,818	2,818	2,818	14,372
Affordable Housing	796	3,484	2,100	2,100	2,100	10,580
Corporate Items	3,715	1,000	0	0	0	4,715
Vehicle Replacement Programme	531	357	879	1,562	4,151	7,480
General Fund Programme	101,153	95,188	47,369	51,670	53,694	349,074
HRA	48,409	47,509	45,272	43,352	53,374	237,916
Total Capital Programme	149,562	142,697	92,641	95,022	107,068	586,990

9.18 Monitoring and revision to the programme

The monitoring of the capital programme, which is led by the Cabinet member for Finance and Property, is undertaken on the following basis:

- The monitoring position is reported to Cabinet on a quarterly basis, together with the quarterly reporting of the Prudential Indicators. Monitoring statements are signed off by Directors and Lead Members.

The capital programme is revised on a continual rolling basis by reporting changes to Cabinet for approval as part of the monitoring process. The programme recommended is based on the latest information available at the time of producing this report. The regular 2013/14 monitoring report to Cabinet will include updates subsequent to this report.

9.19 Treasury Management Strategy & Prudential Indicators

Appendix 4 explains in some detail the Prudential Indicators that the Council is required to set and their recommended values for 2013/14 – 2015/16. The indicators are monitored by the Director of Finance, Resources & Customer Services, reported quarterly to Cabinet and reviewed annually by the Council. The indicators are consistent with the Council's current commitments, existing plans, the proposals for capital expenditure and financing, and with the Council's

approved treasury management policy, statement and practices. The tables summarising the Prudential Indicators recommended by the Director of Finance, Resources & Customer Services are contained within **Appendix 4**.

9.20 **Treasury Management Strategy 2013 - 2016**

The Authority has adopted the CIPFA Code of Practice for Treasury Management as a statement of its intention to follow best practice. The Council adopted the Code of Practice in January 2002 and revised the Code in November 2011 that will be adopted as part of this report. The other mandatory indicators for treasury management are set out below with their recommended values. These are expanded upon in the recommended Treasury Management and Investment Strategy, which is set out in **Appendix 4**. The Council is asked to approve the strategy and the prudential indicators below as well as the criteria for investments in **Appendix 4**.

9.21 **Investment Strategy**

Enfield's investment strategy continues to be prudent, but recognises the need for it to be able to respond to the improving world markets.

Enfield has worked with our treasury strategy advisors (Arlingclose) to develop a strategy which balances security and flexibility which allows the Council to maximise returns on investment whilst protecting the Council's finances from risk.

The main changes from the 2012/13 strategy are set out below (full details are set out in Appendix 4 section).

- It is anticipated during 2013/14 the UK will lose its AAA sovereign rating. To allow the Authority to continue depositing with UK institutions the UK limit has been reduced to AAA-. The sovereign rating for overseas countries remains at AAA.
- The Maximum deposit with any one financial institution has been increased to £12.5m (2012/13 £7.5m).
- The maximum duration period for specified deposits will be increased to 364 days (from three months in 2012/13).
- To permit deposits with register providers for up to five years including Housing Associations.

The above changes must be regarded as maximum limits. At present we continue to operate well within these recommendation and we will only change the actual limits in place once we have consulted with our treasury consultants. Any change will be reported back to Cabinet.

Having this greater flexibility within the strategy will make the Authority be able to response to any changes in the market environment

9.22 **Minimum Revenue Provision (MRP)**

In accordance with the Capital Finance Regulations, Councils are required to approve a statement in advance of the financial year setting out the method by which they intend to calculate Minimum Revenue Provision (MRP). This is the amount which authorities should set aside annually for the repayment of debt

relating to capital expenditure financed by loan. It should be noted this only refers to non-HRA services – the HRA is exempt from making MRP. The regulations require authorities to make prudent provision; guidance issued under the regulations set out options by which this can be achieved.

Council is asked to approve the continuation of the existing policy for the calculation of MRP, which is consistent with the guidance issued under the regulations.

- For capital expenditure incurred before 1 April 2008, the MRP policy is to follow existing practice – this requires a charge to be made to the revenue account equivalent to 4% of the outstanding debt at the start of the financial year;
- For capital expenditure incurred from 1 April 2008 to 31 March 2011, and which is Supported Capital Expenditure (SCE), the Council follows the existing practice above, as this matches the way in which Government support is calculated in the Formula Grant. As previously reported, there will be no more SCE from 1 April 2011.
- For all unsupported borrowing incurred from 1 April 2008 onwards, it is recommended that MRP is calculated on the basis of amortising the amount borrowed over the estimated lives of the assets acquired or enhancements made as a result of the related expenditure.

10. THE MEDIUM TERM FINANCIAL PLAN

- 10.1 This section sets out the implications of the budget proposals in this report for the General Fund Medium Term Financial Plan. They include the impact on future revenue expenditure on the Capital Programme.
- 10.2 The Medium Term Financial Plan is based on an analysis of the key influences on the Council's financial position and an assessment of the main financial risks facing the Council. The financial forecast set out in paragraph 10.3 models income and expenditure and resources available over the next four years and is considered to be the most likely outcome based on the following factors and assumptions.

The key influences and assumptions are:

- **Local Government Finance Settlement**
The Government has confirmed the settlement for 2013/14 and indicative figures for 2014/15. The Medium Term Financial Plan incorporates the settlement figures.
- **The Chancellor's Autumn Statements:**
 - **2011**
The 2011 Statement introduced:
 - The Government's 1% public sector pay cap in 2013/14 and 2014/15. The Settlement included the claw back of £245m in 2013/14 and a further £256m in 2014/15 for public sector pay reductions. The total

clawback is £501m although there are no details as to how this figure was calculated.

- New totals for public spending in 2015/16 and 2016/17 which fell by 0.9% a year in real terms. With inflation assumptions of around 2.5% this means a cash reduction of 3.5% for local government. With schools and the NHS protected annual cuts could significantly exceed 3.5%, similar to the 2010 Spending Review. The MTFP reflects these assumptions.
- **2012**
 - The 2012 Statement announced new reductions of 1% for public spending in 2013/14 apart from local government in recognition of its efforts to cut costs so far. 2014/15 is subject to a further 2% reduction in spending which will reduce local government resources by £435m¹¹ and has been included in the indicative 2014/15 Settlement figures.
 - The Statement confirmed the 2011 Statement that overall expenditure in 2015/16 and 2016/17 will continue to decrease at the same rate as the 2010 Spending Review. The detailed spending plans for 2015/16 should be published in the first half of 2013.
 - Over the next Spending Review public expenditure will continue to fall at the same rate as the 2010 Review. A new Spending Review is due to take place in the first half of 2013.
- **Inflation rates and pay increases**

1% has been allowed for in 2013/14 and 2014/15 in line with Government policy. Price inflation and income have been assumed as increasing by 1% per annum from 2013/14 onwards. Current inflation is above this level but services are expected to meet any shortfall through improved procurement practices.
- **Interest Rates**

The Council borrows to fund capital investment in priority services. The Capital Programme includes new borrowing to finance capital investment in schools, highways and regeneration. Provision has been made in the Plan to fund the ongoing borrowing costs. Although the Council borrows at fixed rates, the cost will depend on the prevailing interest rates at the time of taking out new loans.

The Council earns interest on its cashflow, by lending surplus cash balances for short periods; these cash balances represent unapplied balances, earmarked reserves and capital receipts. The current economic downturn has directly impacted on this income. Interest rates have now been low for a prolonged period with no indication as to when this position will change. The Council has set up an Equalisation reserve which is being used to mitigate the effect of low interest rates.
- **The ongoing effect of existing policies, pressures and growth in priority services**

Provision has been made in the Medium Term Financial Plan for the ongoing effect of previous years' additional costs and savings. In addition, the Council has made provision for anticipated unavoidable cost pressures such as waste disposal costs (NLWA levy).

¹¹ As per Settlement 'transfers affecting formula grant 2014/15

The capital financing costs associated with planned capital investment in the highways and streetscene and schools are a significant pressure in the MTFP. The affordability of future capital investment is assessed as part of the MTFP and is increasingly under pressure as the Government reduces support for capital investment.

- **Demographic pressures**

In revising the medium term financial plan detailed work has been undertaken on the demand for services to the vulnerable and growing population generally. These pressures are set to continue and grow in the medium term.

- **Local Retention of Business Rates**

The Council will now retain 30% of all business rates collected locally. The Government has assumed a certain level of business rates when determining the Local Government Finance Settlement. Any variation between the Government's estimate and Enfield's actual rates collected will either benefit the Council or create a budget pressure. Gains will be made by:

- Government underestimating the amount collected by Enfield
- Increases in business rates in excess of the assumed inflation built into future settlements by the Government. This will mainly be through physical growth of the commercial tax base and is a key element in the Government's plans to promote economic growth.

Pressure will be created if business rates fall due to closures, economic recession and significant losses due to appeals. There is limited protection through the BRR scheme called the safety net. In year falls in excess of 7.5% of the Council's business rate baseline (£64.79m in 2013/14) will attract additional one-off funding met by levying on tariff authorities with high growth. Enfield baseline would need to fall by £4.86m (£16m gross) before any safety net payment would be triggered.

- **Localisation of Council Tax Benefit Support**

The Council is faced with funding deficit in 2013/14 because of reduced government grant for council tax support. The Council approved its local scheme on 30 January 2012¹² on the basis that the loss of grant is met by technical reforms to council tax on empty properties (nearly £1m more revenue) with the net deficit of £4.0m being met by reduced support to working benefit recipients. The new scheme is untested and only after a full cycle of debt recovery has been concluded will collection assumptions on former benefit claimants become clear.

- **Enfield's Local Plan (formerly known as Local Development Framework)**

The Council is committed to supporting the development of the Local Plans setting out action plans for areas in borough following the publication of the National Planning Policy Framework. Funding provision is in place for the first phases of the plan and funding will be incorporated into the Medium Term Financial Plan as required.

¹² <http://governance.enfield.gov.uk/documents/s36851/Council%20Tax%20Support%20Scheme%20Report%202013-14%20-%20Options.pdf>

- **Risks, contingencies and balances**

There are risks inherent in the Medium Term Financial Plan for the reasons summarised above and exemplified in Section 11 of this report. A number of key items in the plan cannot be estimated with accuracy. The figures in the plan also assume that significant savings will be made. In this situation, it is essential to maintain sufficient balances, not only to deal with unforeseen events but also to cover the potential risk of not achieving the savings required. In addition, the Council will continue to hold adequate reserves for future commitments.

10.3 The following table summarises the current financial forecast for the period of the plan (2013/14 – 2016/17).

Table 11:	2013/14	2014/15	2015/16	2016/17
Medium Term Financial Plan	£'000	£'000	£'000	£'000
Council Tax Base	121,500	96,343	96,864	98,899
Inflation / Pay Awards	4,500	4,457	6,000	6,000
Pressures	12,632	1,706	2,066	3,300
Demographic pressures	3,000	2,210	1,410	1,580
Total new pressures	20,132	8,373	9,476	10,880
Full year effects of prior year savings	(9,290)	(4,086)	(1,777)	0
Savings	(13,147)	(13,743)	(983)	(1,267)
Council Tax Freeze Grant 2012/13 Fall Out	3,050	0	0	0
Council Tax Freeze Grant 2011/12 Fall Out			3,028	
Council Tax Freeze Grant 2013/14	(1,219)	0	1,219	0
Government & Local Tax income:				
Settlement	3,443			
Local Business Rates	(1,048)	14,386	7,300	6,900
Council Tax Support Grant	(25,992)			
Collection Fund Adjustments	(1,086)	1,086	0	0
Savings to be achieved		(5,495)	(16,228)	(14,535)
Budget Requirement	96,343	96,864	98,899	100,877
Taxbase	87,557	88,031	88,118	88,118
Band D (£)	1,100.34	1,100.34	1,122.35	1,144.79
% tax change	0	0	2.0%	2.0%

10.4 Many factors that affect the Council's future financial position can, for the most part, be estimated with some degree of confidence for the first year of the plan (2013/14) but become increasingly uncertain for later years. It is therefore essential to test the sensitivity of the plan to changes in the main assumptions. The figures in the following table illustrate the extent to which the plan would be affected by such changes:

Table 12: Sensitivity Indicators	Budget impact	Council Tax impact
	£'000	%
1% change in pay	1,500	1.6%
1% increase in price inflation	2,900	3.0%
1% reduction in general fees and charges	880	0.9%

Table 12: Sensitivity Indicators	Budget impact	Council Tax impact
	£'000	%
0.5% increase in interest rates (benefit to the Council)	(300)	-0.3%
1% increase in homecare costs	180	0.2%
1% increase in care costs for Older People	200	0.2%
1% change in Revenue Support Grant	970	1.0%
1% variation in Local Business Rates (30%)	320	0.3%

- 10.5 The 2014/15 budget is the last year of the Government's 2010 Spending Review. The Chancellor's 2012 Autumn Statement made clear that financial constraint will need to continue and the next Spending review in 2013 is expected to set out reductions in public expenditure at least as great as the 2010 Review. Recent work by the Local Government Association¹³ and supported by further London specific analysis by London Councils¹⁴ shows that if current trends continue, the cost of social services and statutory environmental services may require other council spending to drop by 66% in cash terms (80% in real terms) by the end of the decade. If capital financing and concessionary travel is included the cash reduction is 90% (which in real terms would leave practically no funding for other services at all). The objective is to make the Government aware that the reduction in council funding at current levels is unsustainable without cutting services.
- 10.6 The indicative savings to be identified of £5.5m in 2014/15, £16.2m in 2015/16 and £14.5m in 2016/17 will require a review of service priorities including statutory services and the quality of provision. The Government's paper on 50 ways to save money is a useful check list but the areas identified have been largely already considered by the Council and implemented if found to be effective and efficient in protecting priority services. It is increasingly difficult to cut costs without reducing service provision and the Council is carefully considering and planning how it will close the funding gap over the medium term.
- 10.7 In future if Members wish to increase investment in existing services or develop new services, or if demographic or other changes result in greater financial pressures, additional resources may not be achievable through efficiency savings elsewhere in the budget.
- 10.8 The Council is clear as to the financial pressures it is facing and is determined to deliver cashable savings that keep Council Tax low whilst at the same time maintaining or improving the quality of priority services wherever possible. However, it also recognises that efficiency savings are not inexhaustible and continuing reductions to public sector funding make cuts to services inevitable. The National Audit Office (NAO) has warned in its first assessment of the sector's financial robustness that the government must establish mechanisms for dealing with "widespread financial failure" in local authorities. The report stated that Whitehall was failing to understand the combined effects of its policy reforms on councils' finances. Despite councils having "generally coped well" with the significant cuts made to their budgets, the NAO's head warned that councils

¹³ LGA: Funding outlook for councils from 2010/11 to 2019/20

¹⁴ London Councils: A case for sustainable funding for adult social care

would struggle to absorb further cuts over the next two years without reducing services.

10.9 The LEANER Savings Programme.

The Council has a transformation change programme called the LEANER programme:

L -ess bureaucracy
E -liminate waste
A -automate what we can
N -ew ways of working
E -xcellent staff and services
R -educe overheads

It was established to support services in delivering financial savings and supports the Council's core values:

- Customer First
- Achieving Excellence
- Empowering People

The team have worked with staff in all services in order to help them achieve the savings targets in recent years. They will continue to assist in the achievement of savings over the period of the Medium Term Financial Plan by:

- Continuing to streamline processes
- Reviewing and restructuring the organisation's management
- Improving IT services
- Further developing and investing in our staff skills

It is not simply a budget reduction exercise, it is continually challenging services to maintain or improve methods of delivery whilst reducing costs and providing a better experience for our customers. It also supports the Council's people and culture change programme to ensure the Council has an effective workforce that is delivering the values of one team, empowering people, achieving excellence and putting customers first. The programme has six work streams:

- **Service Reviews** - a programme of in service transformation covering all services looking at options for improvements in service delivery as well as reducing costs. The programme methodology has been revised this year to deliver better outcomes for the Council.
- **New Ways Of Working** - reducing office accommodation and enabling staff to work on a more mobile and flexible basis. Substantial IT investment underpins the whole LEANER programme but this stream in particular.
- **Customer First** - resolving more customer enquiries at first point of contact, increasing self-service and online transactions through a major programme of Channel Shift. This will reduce the Council's costs as well as improve the service.

- **Procurement** - improved contract management, more efficient processes and combining forces with neighbouring boroughs to influence the market and deliver contract savings.
- **Personalisation** - giving more choice and control to adult social care customers and carers and at the same time increasing efficiency
- **Building Resilience in Children's Services.** This workstream involves Building Resilience in Children's Services and is delivering the Single Point of Entry (SPOE) to professional services, Multi Agency Hub (MASH) and Adolescent Support Team.

10.10 Key Principles of the Medium Term Financial Plan

The work already in hand to produce a balanced position across the four years of the plan is based on a number of key principles and assumptions. These are:

- That savings will be identified on a rolling basis to allow benefit realisation as soon as possible.
- That the demographic pressures the borough faces are regularly reviewed and updated throughout the lifetime of the plan.
- That all risks related to both the delivery of the proposals in the plan and any future uncertainties are reviewed on a regular basis.
- That the next two years of the plan (2013/14 to 2014/15) assume a Council Tax freeze. The 2% assumption in later years is only indicative.
- Minimum balances of around £14m are maintained in accordance with the latest Finance Resilience Review carried out by external auditors.

Other Medium Term Financial Plans

10.11 Education – schools

The Department for Education has announced the position on schools funding for 2013/14. This is set out in the report (para 5.7).

10.12 Housing Revenue Account (HRA)

The medium term plan for the Housing Revenue Account is included in the HRA estimates report elsewhere on this agenda.

Fees & Charges- Environmental Services

- 10.13 The current (2012/13) and proposed fees and charges for 2013/14 for services and materials provided by the Environment Department are set out in Appendix 11 of this report. In completing the exercise managers have sought to fully understand the cost of delivering the various functions and benchmarked the proposed charges against relevant comparators. In a number of areas this has continued our approach of reducing or holding charges where we can.

In general charges have been increased to reflect inflationary trends or contractual uplift. Increases in excess of the general uplift will be roundings or

where the current charge is insufficient to recover costs. In many areas charge increases reflect the significant on-going investment by the council despite significant reductions in government funding.

Once again charges related to the parks and cemetery services have been benchmarked across neighbouring boroughs and are priced accordingly and competitively. There is a clear recognition that better facilities and services are required and expected of the council. For the first time the schedule standardises charges for events in parks. The service will continue its investment in these services throughout 2013/14 and is already well prepared for the transition to 9 aside football for juniors in line with Football Association requirements. During 2012/13 it became apparent that post match littering has been a problem; this will be referenced in future lettings agreements and a proposed clean up charge is included.

Following analysis of the Pest Control & Commercial Waste Services prices have been varied. These charges are included in a part 2 paper to ensure commercial confidentiality.

The proposed charges will become live on 1st April 2013.

It is recommended that the revised fees and charges for Environmental Services are agreed as set out in **Appendix 11**

Fees & Charges – Adult Social Care

- 10.14 The current charges for 2012/13 and proposed charges for 2013/14 for services provided by Adult Social Care within Health, Housing & Adult Social Care are set out in **Appendix 12** of this report. The allowances and disregards proposed for 2013/14 are also set out in Appendix 12.

The annual review of charging for services has been completed and in keeping with the approach taken in previous years the department has sought to reflect the cost of services provided within the proposals for 2013/14, whilst ensuring that any changes are in line with the uplift in welfare benefits and the State Retirement Pension payments and is also consistent with the departments Medium Term Plan requirements. The charge to individuals will continue to be calculated in line with existing Government charging guidance for Residential Accommodation (CRAG) and community services (Fairer Charging).

Residential Charges

The National Assistance Act 1948 and the Charging for Residential Accommodation Guide (CRAG) require Social Services authorities to recover the full charge for residential care subject to the allowances and discretions available under the statutory charging scheme. The service user will contribute their assessed charge up to the full cost of the service.

The full cost of the service will always be charged to other Local Authorities or Independent Agencies using the authority's services.

Welfare Benefits have increased by between 0.98% and 3.11%. There has been an increase in the State Pension of 2.5% which takes the weekly amount of State Pension to £110.15.

The proposed weekly charge for in house Residential care will increase by 2.0% in line with welfare benefits increases.

Community Based Services

These are services provided principally under S2 Chronically Sick and Disabled Act 1970. S17 Health and Social Services and Social Security Adjudications Act 1983 give local authorities the power to make reasonable charges for these services. The authority may not require the service user to pay more for these services where their means are such that it would not be reasonably practicable for them to pay that amount. The Department of Health's Fairer Charging Guidance applies to Community Based Services.

Potential changes to charging for respite care and transport services will be the subject of a separate consultation.

Personal Budgets that are arranged via a Direct Payment are financially assessed under Fairer Charging guidance. Therefore, the amount charged will be based on an assessment of an individual's financial circumstances and will not exceed the total amount of the direct payment awarded.

There is no proposed increase in the current charge for homecare services arranged on behalf of service users. The charge will remain at £16.60 per hour of care. This reflects the average cost of services provided and includes an administrative charge for arranging services and raising invoices for payment.

Unlike any other form of Adult Social Care, charges for day services are currently subsidised by the Council. The department is proposing to phase out the current subsidy arrangements over the next three years so that charges reflect the full cost of the service. The proposed charge for 2013/14 is £39.00 per day. In keeping with national guidance only service users with available resources over £23,250 will be liable to pay the full charge.

There will be no change to the current charge for the provision of meals provided at home or in day centres.

Currently those people whose assessed charge is below £2.50 per week receive a free service as the cost of administering and collecting payment exceeds this amount. This will remain in 2013/14.

It is recommended that the proposed charges for services arranged by Adult Social Care and the proposed allowances and disregards are agreed as set out in **Appendix 12**.

Members Allowances

- 10.15 The Council last reviewed its allowances on 30 June 2010, when it agreed some consequential amendments. At that meeting, Council agreed to forego the automatic increase in allowances by the average earnings as at March of each year for the 2010/2011 financial year and to remodel the existing budget to fund the SRA for an additional Cabinet Member position. The Opposition SRAs and those for the Mayor, Deputy Mayor and Standards Chairman remained the same.

Council is now invited to re-approve the current members' allowances scheme in light of the IRP's 2010 recommendations and to confirm that the automatic increase in allowances by the average earnings as at March be not implemented for the 2012/13 and 2013/14 financial years.

11. BUDGET RISKS AND UNCERTAINTIES

11.1 Throughout the budget process, officers have kept under review the key risks and uncertainties that could have implications for the Council's financial position in 2013/14 and in the medium term. The systematic review of risks and mitigating actions is a key part of any effective planning system and therefore crucial in the budget setting process, a process reinforced by the external review of resilience discussed below.

During 2012/13, the external auditor undertook a review of the Council's financial resilience as part of its Value for Money assessment. The review includes consideration as to whether the Council has robust financial systems and processes in place to manage its financial risks and opportunities. The areas covered were financial performance, planning, control and strategic financial planning. The report concluded that overall there was currently no cause for concern and that the Council has adequate arrangements in place for achieving financial resilience¹⁵. In respect of the budget, the report made two main recommendations that the Council should continue:

- To ensure that the MTFP remains responsive given the scale of the savings still required and the financial uncertainty that remains within the timeframe of the Plan.
- To maintain appropriate levels of earmarked reserves.

All of these areas and the Council's approach are reviewed as part of this report. The key assumptions are set out in paragraph 10.2 whilst the Director of Finance, Resources & Customer Services assessment of balances and resources is set out in **Appendix 8**.

Key financial risks are included in **Appendix 6**, together with comments on how they will be managed. Most risks relate to specific issues. However, it is important to emphasise the significant risk facing the Council due to the extensive and rapid reforms proposed by the Government. These have been reported and discussed both in this and previous reports to Cabinet but are summarised here:

- The next Government Spending Review is due in 2013. Reductions in public spending are likely to continue in line with the 2010 Review and may possibly increase due to the lack of economic growth needed to restore private and public sector finances.
- Localisation of business rates presents a risk if collection rates fall or businesses decline. The safety net arrangement of the Government leave Enfield exposed to a new risk of loss of business rates of up to £4.96m before it will be eligible for Government support.

¹⁵ This is a 'green' assessment which is the highest achievable under the red/amber/green ranking used.

- The localisation of Council Tax Support will result in some of the poorest residents in Enfield being required to contribute to the council tax for the first time. There is no experience as to potential collection rates and the Council will face additional budget pressures if losses are in excess of the bad debt provision in the 2013/14 budget and MTFP.
- The gap between Council Tax Support grant (CTS) and discounts provided may increase in later years due to reductions in Revenue Support Grant (RSG) (of which CTS grant is transferred to from 2014/15) without equivalent reductions in local discounts. It will be difficult to monitor the position as CTS will not be a clearly identified element of RSG from 2014/15.
- Welfare Reforms and Universal Credit changes are likely to create more financial difficulties for local residents as reductions in benefit income take effect. This may increase demand for services and impact on the local economy. To support Enfield residents affected by the new benefit changes Enfield Council's Welfare Reform Taskforce and its partners in Jobcentre Plus and the Citizens Advice Bureau are working together to minimise the impact of the welfare benefit reforms. It will also help all of those affected to find work, support to move to more affordable accommodation, and avoid financial crises and homelessness
- There is an increase in incentive based Government funding such as the New Homes Bonus and Council Tax Freeze Grant which replaces existing need led allocations. Councils with high deprivation such as Enfield will be worst hit if allocations increase to the wealthier areas as a result of this incentive based approach.
- From April 2013 NHS Health and Wellbeing functions will transfer to councils funded by ring-fenced grant (para 5.6). The grant details have been announced for 2013/14 and 2014/15. The authority will be granted £12.961m and £14.257m respectively.

- 11.2 All risks must be taken into account when assessing the levels of contingencies and balances required. The 2013/14 budget has been set using the most likely outcome but the size of the balances and contingency and levels of reserves have been determined both by the overall level of spending by the authority and by quantifying the levels required to safeguard the Council against the risks if the worst case scenario happened. **Appendix 8(b)** quantifies the risks based on the worst case financial impact profiled by years and also probability. In summary, council balances are adequate although, in the worst case, the council might need to redirect earmarked reserves to replenish balances or meet costs directly.
- 11.3 The Council will continue to monitor closely its revenue budget with particular attention being paid to high risk items. Monthly reports to Cabinet and the Corporate Management Board will assess progress with the plans to deliver savings with the aim of identifying potential problems and, where necessary, corrective action, at an early stage.
- 11.4 The budget projections for the Medium Term Financial Plan will be reviewed and updated throughout the year to take account of further information as it becomes available. As the plan currently stands, there is no headroom for major changes without a significant impact on Council Tax levels.

12 CONTINGENCIES & GENERAL BALANCES

Contingency and Contingent Items

- 12.1 The Budget includes a central contingency of £1m for unforeseen circumstances. The Council also holds centrally a number of contingent items relating to spending requirements that are expected to arise at some point in the budget year but about which there is some uncertainty regarding the timing or magnitude of the financial impact.
- 12.2 The Council's policy will continue to be one of containing spending within the budgets set for each department without recourse to the central contingency other than in exceptional circumstances. However, there are significant risks facing the Council in 2013/14 and through the period of the Medium Term Financial Plan. **Appendix 6** provides details of the high risk areas identified corporately and by departments. In view of these levels of risk it is recommended that the central contingency be retained at £1m for 2013/14.
- 12.3 Provision has been included in the 2013/14 budget for contingent items, including, for example: the loss of rental income from rents arising from temporary accommodation, asset disposals and restructuring and reorganisation costs. Items such as the ongoing revenue costs of new capital schemes and IT projects are also held as contingent items until they can be allocated to projects.

12.4 General Balances and the 2012/13 Revenue Monitoring

The Council's general balance (excluding schools) stood at £14m as at 31 March 2012. The latest 2012/13 monitoring report to Cabinet forecasts an underspend of £0.4m.

- 12.5 The level of balances is examined each year along with the level of reserves and contingencies, in light of the risks facing the Authority in the medium term. Following consideration of risks outlined in **Appendix 6** it is recommended that the General Fund balance be maintained at £14m.

Earmarked Reserves

Council reserves are held to meet the cost of specific one-off projects or to meet specific risk. Any balance on reserves once the projects are completed or the risk has ceased is returned to General Fund balances.

A list of the Council's Earmarked Reserves and the purposes for which they are held is set out in **Appendix 7(a)**. Planned movements in the balances over the next three years are shown in **Appendix 7(b)**. These are split between revenue and capital projects which are included in the MTFP and capital programme respectively.

The current level of available reserves is forecast to reduce to £20.7m by 31 March 2017.

13. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES

13.1 Financial Comments

The Local Government Act 2003 places a duty on the Chief Finance Officer to report to Council as part of the budget process on the robustness of the estimates and the adequacy of the proposed financial reserves. Statutory guidance in this area is provided by Local Authority Accounting Panel (LAAP) Bulletin 78 (Nov 2008) and is the basis on which the Chief Finance Officer's annual financial risk assessment has been updated in the Council Budget report to Cabinet. A full statement of robustness is provided at **Appendix 8(a)**.

The 2013/14 budget has been prepared taking into account the following:

- Specific cost pressures set out in 7.2.
- The reduction and changes in central Government funding (including localisation of council tax support) over the period of the Medium Term Financial Plan.
- The estimated impact of demographic change and the effect of increasing demands on services where these are unavoidable;
- Provision for legislative change and changes to the Council's statutory responsibilities;
- The estimated impact of underlying cost pressures, evidenced by financial monitoring reports in the current year;

Taking into account the budget risks and uncertainties, and assuming that the recommendations set out above are agreed, the Council's contingencies and balances are considered prudent.

The Director of Finance, Resources & Customer Services is therefore of the view that the budget is robust. Members' attention is drawn to the need for continued close monitoring of the budget and, in particular, like last year, the achievement of the savings targets for 2013/14. It will be essential for firm financial management to continue to be exercised throughout the year to ensure that expenditure is contained within budget.

13.2 Legal Implications

The report sets out the basis upon which recommendations will be made for the adoption of a lawful budget and setting of council tax. The setting of the council budget is a matter for the Council, having considered recommendations by the Cabinet. The Council's budget-setting process is set out in the Constitution.

The Council has various legal and fiduciary duties in relation to the budget and setting of council tax. The Local Government Finance Act 2003 requires the Chief Finance Officer to report to Council as part of the budget process on the robustness of the estimates and the adequacy of the proposed financial reserves. The Council is required by the Local Government Finance Act 1992 to make specific estimates of gross revenue expenditure and anticipated income leading to the setting of the overall budget and council tax. The amount of council tax must

be sufficient to meet the Council's legal and financial commitments, ensure the proper discharge of its statutory duties and lead to a balanced budget.

Members are obliged to take into account all relevant considerations and disregard all irrelevant considerations in seeking to ensure that the Council acts lawfully in adopting a budget and setting council tax. Members should note that where a service is provided pursuant to a statutory duty, the Council cannot fail to discharge it properly.

In considering the budget for 2013/14, the Council must also consider its on-going duties under the Equality Act to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; and advance equality of opportunity between people who share a protected characteristic and those who do not and foster good relations between those who share a protected characteristic and those who do not. The Council must consider how its decisions will contribute towards meeting these duties in light of other relevant circumstances such as economic and practical considerations.

Members should note some of the actions to deliver proposed savings for future years have not yet taken place and may require specific statutory and/or legal procedures to be followed.

Finally, Members should have regard to s106 of the Local Government Finance Act 1992 which provides that members who are in arrears council tax for two or more months may not vote on matters concerning the level of council tax or the administration of it.

13.3 Property Implications

As outlined in the report, particularly in relation to the Capital Programme.

14. ALTERNATIVE OPTIONS CONSIDERED

- 14.1 The Council has an extensive budget planning and consultation process during which a wide range of options are considered in detail before recommendations are made. Issues raised and discussed have greatly contributed to this report including information from the Budget Consultation set out elsewhere in this report.

15. REASON FOR RECOMMENDATIONS

- 15.1 To set the Council's Budget Requirement and level of Council Tax for 2013/14 within the timescales set out in legislation.
- 15.2 To agree the Treasury Management Prudential Indicators and the Capital Programme for 2013/14.

16. KEY RISKS

As outlined in section 11 and **Appendix 6**.

17. IMPACT ON COUNCIL PRIORITIES

- 17.1 **Fairness for All** – The recommendations in the report fully accord with this Council priority. Where the budget proposals affect services to the public, Predictive

Equality Impact Assessments have been completed by the relevant service department. The purpose of these assessments is to identify where and how proposed or changed policies and/or services could improve the Council's ability to serve all members of the community fairly and improve the effectiveness of the Council by making sure it does not discriminate and that it promotes equality.

17.2 **Growth and Sustainability** – The recommendations in the report accord with this Council priority. A number of initiatives in this budget support the regeneration of Enfield. In addition, the Authority procures goods and services where possible from the local area in order to generate the local economy.

17.3 **Strong Communities** – The recommendations in the report fully accord with this Council priority.

18. EQUALITIES IMPACT IMPLICATIONS

18.1 The Council is committed to Fairness for All to apply throughout all work and decisions made. The Council serves the whole borough fairly, tackling inequality through the provision of excellent services for all, targeted to meet the needs of each area. The Council will listen to and understand the needs of all its communities.

18.2 The Council does not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status, marital status, social or economic status, nationality or national origins, race, faith, religious beliefs, responsibility for dependants, sexual orientation, gender identity, pregnancy and maternity, trade union membership or unrelated criminal conviction. The Council will promote equality of access and opportunity for those in our community who suffer from unfair treatment on any of these grounds including those disadvantaged through multiple forms of discrimination.

18.3 The use of Equality Impact Assessments helps the Council to analyse and assess the impact of services and policies which will help achieve its aims. The Council recognises that undertaking full assessments will help to improve the efficiency and effectiveness of the Council by ensuring that residents and service users' needs are met

18.4 The Council's budget is not subject to an Equality Impact Assessment. Instead, some budget proposals require change or new services and policies and, in these cases, the relevant service has responsibility to carry out an Equality Impact Assessment which evaluates how the proposal will impact on all parts of the community. The impact assessment must include consultation with affected people and organisations

19. PERFORMANCE MANAGEMENT IMPLICATIONS

The key priorities and targets within the Council's Improvement Plan have been one of the main drivers for the proposals in this report regarding the allocation of the Council's capital and revenue resources.

20. HEALTH & SAFETY IMPLICATIONS

Health & safety implications if relevant were taken into account as part of the budget setting process.

21. HR IMPLICATIONS

To date the Council has implemented a robust redeployment programme and worked closely with the trade unions to identify a number of initiatives which have minimised the number of compulsory redundancies over the past two years. Given the financial pressures identified in this report, the Council will be exploring a range of options to ensure that it's human resources are appropriately used and allocated in the future with a view to delivering efficient services with reduced budgets.

22. PUBLIC HEALTH IMPLICATIONS

The public health implications are referred to in section 5.6 with a recommendation in section 2.6.

London Borough of Enfield

Budget Update and Consultation 2013/14

Dear Resident,

Enfield Council faces huge challenges to protect Council services at a time of unprecedented spending cuts, increasing inflation and demand for services.

Enfield is also affected by the way central government calculate our grant. We lost some £8million pounds from our grant this year through a process called damping that takes funding away from councils despite it being assessed as needed.

Despite these reductions in funding we are working hard to deliver a zero increase in your Council Tax. This would mean that your Council Tax has been frozen since 2009/10.

Through very careful management of resources and a comprehensive review of everything Enfield Council does, we were able to reflect these priorities in our spending and were able to find savings without affecting the front line services our residents rely on. For example residents told us their favoured savings would come from better purchasing, reducing operating costs and restructuring and reviewing our services.

We have identified another £12million of efficiency savings for 2012/13 which again focus on these priority areas and which build on the £34million of savings we made in 2011/12.

Residents also told us they wanted to retain weekly bin collections and maintain library opening hours; we have done both these things.

We are very proud of these achievements and we aim to build on the successes of last year's budget process by again asking residents their views on a number of proposals that we are considering such as the proposed freeze on council tax next year.

We must be honest with you that the ability to make back office savings is increasingly difficult as a result of the scale of the cuts. Future decisions will be very difficult and potentially not without significant impact.

So far since 2010/11 Enfield Council has made savings of over £60m and by 2014/15 we'll have had to reduce expenditure by around £80 million over five years. We want your views to help us shape our spending plans for the future but we need residents to know that asking Enfield Council to do more with fewer resources will mean we have to make difficult and sometimes unpalatable decisions about services going forward.

Cllr Doug Taylor
Cllr Andrew Stafford

Leader of the Council
Cabinet Member for Finance and Property

Contents

Chapter		Page
1.	Our Vision and Priorities	4
2.	You said, we did...	4
3.	Council spending 2012/13	7
4.	The Financial Challenge	8
5.	The Medium Term Financial Plan 2013-17	9
6.	How you can contribute to the consultation process	10

This paper aims to provide you with financial information on the Council' finances and asks your views on the level of Council Tax for 2013/14 in the light of radical changes to the level of Government funding.

1. Our Vision and Priorities

Our vision is to make Enfield a better place to live and work, delivering fairness for all, growth and sustainability and strong communities. Our budget decisions are aligned to our vision and priorities for Enfield.

Underpinning this commitment we have a number of priorities, the delivery of which will contribute to improving the quality of life for all residents in the borough.

We are committed to improving life in Enfield by:

- **Ensuring fairness for all**
 - Serving the whole borough fairly and tackling inequality
 - Providing high quality affordable and accessible services for all
 - Enabling young people to achieve their potential
- **Encouraging growth and sustainability**
 - Providing a clean, green and sustainable environment
 - Bringing growth, jobs and opportunity to the borough
- **Creating strong communities**
 - Encouraging active citizenship
 - Listening to the needs of local people and be open and accountable
 - Providing strong leadership to champion the needs of Enfield
 - Working in partnership with others to ensure Enfield is a safe and healthy place to live.

2. Last Year You said..... we did

We have faced a massive challenge in recent years in achieving over £60million of savings (including income generation) since 2010/11 following unprecedented spending cuts, inflation and the increasing cost of an ageing population.

You have said in previous consultations (and quite rightly) we must always look for efficiency savings first and try to do things in new and more cost effective ways before cutting services. We have done exactly that and we will do the same again in 2013/14.

Last year we asked if you have any specific suggestions as to areas for further savings. We received many responses with the most common themes set out below:

– **Introduce additional income charges**

An independent review by the financial consultants PricewaterhouseCoopers has confirmed that the Council is doing all it can to maximise income across all services. This is a particularly difficult issue when customers' incomes remain static in an extremely difficult economic climate.

– **Review the eligibility of benefit claimants**

We verify all benefit claims with other data held by Enfield Council and other Government agencies. We also visit high risk claims using a cost effective risk based approach and work with the Metropolitan Police to identify and prosecute fraudulent claims. This has resulted in a number of successful prosecutions that include custodial sentences for the offenders.

– **Introduce “Green” initiatives / rationalise the use of Council buildings**

The Council is currently reducing the number of office buildings in order to save valuable resources but also to reduce the Council’s carbon footprint. In 2012, the energy saving technologies previously installed began to repay the investment and these savings are being ploughed into new energy saving technologies. Installations include lighting controls and upgrades, draught proofing, pipe work insulation and boiler management controls.

– **Better procurement and joint working with partners**

Enfield has joined forces with Waltham Forest Council in order to maximise purchasing power and increase expertise in this specialist area. From January 2013 all procurement up to £75k should where possible include a local supplier in competition for the goods / services.

– **Level of staff pay and numbers**

Public sector pay rates have remained unchanged over the last three years with the exception of the introduction of a minimum London living wage. The indications are that if there is a national pay rise in 13/14 it will be capped at 1%. The number of posts has reduced and will continue to reduce over the next three years.

– **Public events and improved communications**

A wide range of campaigns have been delivered in the last twelve months to keep people informed of Council services and involved in the democratic process. These have included the 'Get involved' campaign, Everybody Active, promotion of the wheeled bin rollout, direct payments, the Enfield Residents' Priority Fund, free school meals and the Futureversity. Enfield Council has also continued to expand the use of social media channels such as Facebook and Twitter, to meet the changing needs of local people and reach new audiences. The Council’s website has been improved and there are now almost 500 transactions that can be completed on line.

In addition you prioritised your Council Services and top of the priorities were:

– **Road Maintenance & Street Lighting**

During 2012/13, Enfield spent £8.35m of its own capital funds on implementing planned maintenance schemes to improve the condition of Enfield’s roads, pavements and highway infrastructure. During the current financial year, 52 road resurfacing/reconstruction schemes and 42 pavement renewal schemes will have been finished, as well as a range of other minor improvements. Since November 2011, Enfield has enhanced its maintenance arrangements and now does more road and pavement repairs each month to deal with potholes and broken paving.

Enfield has now finished its borough-wide programme of replacing aged and out-of-date streetlights and is embarking on a new 'trimming and dimming' project to reduce electricity consumption whilst maintaining acceptable lighting levels.

– **Social Care Services for Adults and Older People**

The scale and pace of change that has taken place in the way we deliver adult social care services in Enfield has been significant. The transformation of social care services for adults and older people puts the people who use our services at the heart of everything we do. Maintaining the level and quality of front line services and improving the choices available to people who need services is driving the changes we have made. We have continued to speak with the people of Enfield and all the key partners involved in the delivery of services to understand what the most important priorities are:

- Maintain the level and quality of front line services
- Support our staff and partners through training to deliver excellent services
- Improve access for people to information, advice and guidance to enable them to make informed choices
- Provide more self-service options for those people able to make their own arrangements for services
- Enable more people to learn or relearn the skills they need to reduce their dependence on social services
- Provide people with more choice and control over the services they access to meet their eligible assessed needs and to provide assessment and access to services more quickly.
- Be clear and up front with people about the resources available to meet their needs through a personal budget

– **Street Cleaning**

The Council recognises the importance of a clean and litter free environment for residents and visitors to the borough. Improvements in street cleansing have been achieved by more mechanised sweeping, the introduction of Tidy Teams working in busy areas and ensuring flytips are cleared on the same day as we are told about them. Enfield received a four star Clean Britain Award this year. The Council is actively seeking still further improvements, including additional mechanised sweeping by March 2013 and the tailoring of services to meet the local needs of residents across the borough.

– **Waste Collection & Recycling**

The Council is just finishing the final phase of the wheeled bin roll out. All properties suitable for wheeled bins now have them for refuse, recycling and mixed garden and food waste. The success of the service can be seen through:

- Making Enfield cleaner with 60% less litter on our streets by stopping animals scavenging from ripped black sacks
- Increasing recycling rates and allowing residents to recycle all types of cooked and uncooked food for the first time
- Saving council taxpayers up to £1m a year
- An 88% satisfaction rate with the service

• **Community Safety**

We continue to support the Safer and Stronger Communities Board, and have taken a lead with the police on initiatives to tackle gangs. This is our top priority for 2012-13. The work of the Gangs Action Group has been recognised as good practice regionally and nationally. The strong partnership shows that through the co-ordinated management of resources we have managed to contain the levels of crime and have reduced levels of violence with injury crimes although personal robbery has increased slightly. We have delivered four “Call- ins” which aim to persuade young people to quit gangs. 47 young people have signed up to receive further support.

We also continue to support activity to tackle domestic violence. These offences have increased slightly but we continue to see as a positive the improved rate of reporting as more victims have confidence in the partnership agencies. Independent advocates providing support to victims of domestic violence have been funded by the Council, ensuring that help is available throughout the criminal

justice process. Enfield was the first London Borough to achieve "White Ribbon" status in recognition of our partnership work in this area.

Although management of offenders is a priority for the partnership and reduces crime through targeted work with the worst offenders, we do not lose sight of the needs of the victims of crime and anti-social behaviour and have provided an extra worker to offer additional support to people whose lives have been seriously affected.

We cannot afford to be complacent and will continue to do everything we can to ensure that Enfield remains a safe place to live, work and visit.

– Leisure Services

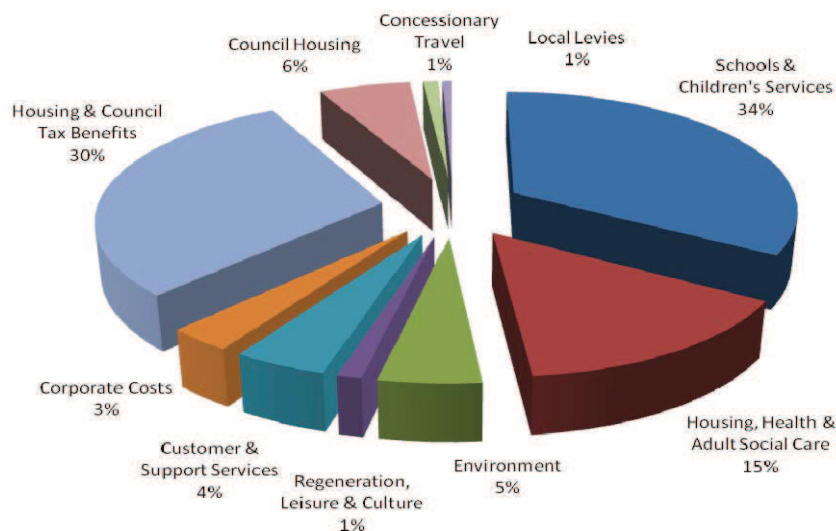
We have looked to develop the Leisure Services for residents and customers. Our appointment of a new Leisure Centre Operator has meant that £9m has been invested in improving the quality and range of facilities at our Leisure Centres, bringing ageing facilities up to a modern standard to provide a vibrant new experience for users. Affordable new Leisure options have been instigated to allow access to gym use for young people and free swimming in school holidays. The sports development team are delivering more sessions to residents than ever and are building on the 2012 Games Legacy.

We have also added a new festival programme which has seen the development of the new Edmonton Festival and Carnival which has run for the last 2 years. Other projects have included the refurbishment of the Millfield Theatre, Dugdale Centre, QEII Stadium and Forty Hall.

3. Council Spending 2012-13

Council services include education, housing benefit payments, social services, including services to the elderly, the environment, including roads maintenance and refuse collection services, leisure services, parks and open spaces, housing the homeless and other services. The cost of these services is over £1bn, most of this is funded by the Government and from local fees and charges leaving £121m to be met from the Council Tax.

Expenditure on Services 2012-13



4. The Financial Challenge

From April 2013 the Government is making radical changes to how councils are funded. Councils will receive most of their income from council tax and directly from local business rates. National council tax benefits are being replaced by local council tax support schemes run by councils. This is on top of reductions in remaining government funding as a contribution to the Government's austerity measures.

The Council has completed its consultation on council tax support. However, the Government has announced more changes to their proposals which are likely to increase the cost of the local scheme if implemented.

The Government will no longer reallocate business rates between councils based on relative need. Instead, Enfield will retain 30% of business rates with 50% going to the Government and 20% to the GLA. Government will continue to redistribute part of its 50% share to councils based on need with the rest returned to councils in ways that have not yet been finalised.

The following costs are adding to the Council's budget pressures in 2013/14 and beyond:

Table 1: Budget Pressures / Government Grants	2013/14 £000's	2014/15 £000's	2015/16 £000's	2016/17 £000's	Total £000's
Price Inflation & pay awards The rate of inflation is currently 2% and is expected to remain at about this level for the foreseeable future.	5,270	8,370	6,100	6,100	25,840
North London Waste Authority Increasing costs in relation to the disposal of waste and the replacement of the Edmonton Incinerator.	1,212	530	1,272	2,500	5,514
Capital financing & interest charges Long term Investment on schools and highways improvements is met by new borrowing which is repaid over the life of the asset.	1,030	2,406	173	0	3,609
Demographics Increased demand for the Council's services. This includes services to older people and those with disabilities.	3,000	2,210	1,410	1,580	8,200
Loss of Government grant Loss of income from Government budget reductions and the fall out of Council Tax Freeze Grants.	8,974	6,180	11,228	6,900	33,282
Welfare reform - temporary accommodation This pressure relates to the effects of the proposed benefit cap to be introduced in April 2013.	1,800	0	0	0	1,800
Legal Aid- Sentencing & Punishment of Offenders From April 2013 a new duty will fall on local authorities to pick up all costs for all secure remand for young people under 18.	690	0	0	0	690

Table 1: Budget Pressures / Government Grants	2013/14	2014/15	2015/16	2016/17	Total
	£000's	£000's	£000's	£000's	£000's
Other Items					
Pressures include the cost of the introduction of the new Carbon Tax, environmental services pressures for loss of income and the purchase of refuse sacks for households not part of the wheeled bin roll out as well as additional pressures relating to the cost of Council Tax Support Administration.	1,280	400	140	0	1,820
Total	23,256	20,096	20,323	17,080	80,755

5. The Medium Term Financial Plan 2013-17

Medium Term Financial Plan	2013/14	2014/15	2015/16	2016/17	Total
	£000's	£000's	£000's	£000's	£000's
Total Pressures (see above)	23,256	20,096	20,323	17,080	80,755
Savings already agreed in previous budgets	(8,410)	(3,936)	(1,777)	0	(14,123)
Council Tax (3% increase 15/16 & 16/17)	0	0	(3,004)	(3,004)	(6,008)
Savings agreed at Cabinet 14 th November (Appendix A)	(6,048)	(5,843)	(1,128)	585	(12,434)
Savings for consultation (Appendix B)	(4,403)	(3,480)	1,925		(5,958)
Savings currently being developed	(4,395)	(2,713)	(1,155)	(1,152)	(9,415)
Budget Gap	0	4,124	15,184	13,509	32,817

Government Council Tax Freeze Grant 2013/14

In October, the Government said that it would pay a grant, equivalent to a 1% increase in Council Tax if the Authority freezes Council Tax in 2013/14. The Government is not intending to issue this grant again in 2015/16 and the Council will need to find more savings to avoid increasing the Council Tax to make good the loss of this grant. The Council will lobby the Government to keep paying the grant in future years so as to help local tax payers and protect services for vulnerable people.

Question1: It is increasingly difficult for the Council to make efficiency savings that do not impact on Council services. Despite this do you prefer your Council Tax for 2013/14 to be frozen?	Tick preferred option
Yes	
No	

Question 2:

Do you still agree with your priorities from last year? Please rank your top three priorities 1(Highest) to 3(Lowest) using the table below (the thirteen categories are the same as last year).

	Priority	Ranking 1 to 3
1	Adult social services & older people	
2	Children's social services	
3	Community safety (excluding police)	
4	Environmental protection	
5	Homelessness	
6	Leisure & parks	
7	Library & museum services	
8	Regeneration & planning	
9	Road maintenance, cleaning & lighting	
10	Schools and pupil support	
11	Voluntary sector	
12	Waste collection & recycling	
13	Youth services	

Question 3:

Do you have any suggestions for making savings or improving efficiency in any Council services.

Please return this form to:
 FREEPOST NW5036
 4th Floor
 London Borough of Enfield
 Civic Centre,
 Silver St,
 Enfield,
 EN1 3BR

Or e-mail:

Budget.consultation@enfield.gov.uk

by **31 January 2013** (Date extended for further consultation), with comments on the issues in this paper.

You do not need a stamp. Thank You

6. HOW YOU CAN CONTRIBUTE TO THE CONSULTATION PROCESS

Individuals and interest groups can contribute to the consultation process in a number of ways.

Scrutiny Panels

Budget proposals for 2013/14 will be discussed at the Scrutiny Panels as follows:

Children & Young People

Tuesday 11 December 2012 7.30 pm

Crime, Safety & Strong Communities

Wednesday 12 December 2012 7.30 pm

Health & Wellbeing

Thursday 10 January 2013 7.30 pm

Housing, Growth & Regeneration

Thursday 24 January 2013 7.30 pm

Older People & Vulnerable Adults

Tuesday 15 January 2013 7.30 pm

Sustainability & Environment

Thursday 17 January 2013 7.30 pm

Overview & Scrutiny Committee

Thursday 31 January 2013 7:30pm

All meetings are to be held at the Civic Centre, and are open to the public. Councillors on the panels will be asking questions of the leading Councillors involved in the budget. The public will also be able to ask questions.

Please contact the Scrutiny & Community Outreach Team on 020 8379 5119 for further details.

Area Forums

These will have the opportunity to discuss the Council's budget. The meetings are as follows:-

Area Forum	Date
Bush Hill Park, Grange and Winchmore Hill	13 th December 2012
Jubilee, Lower Edmonton & Ponders End	19 th December 2012
Chase, Southbury & Town	8 th January 2013
Enfield Highway, Enfield Lock & Turkey Street	16 th January 2013
Cockfosters, Southgate & Highlands	16 th January 2013
Edmonton Green, Haselbury and Upper Edmonton	24 th January 2013
Bowes, Palmers Green & Southgate Green	29 th January 2013

Please contact the Scrutiny & Community Outreach Team on 020 8379 5119 for further details.

The following Council meetings will also discuss the 2013/14 Budget and Medium Term Financial Plan:

Cabinet meeting:

Wednesday 13 February 2013 7.30 pm Civic Centre

Members of the public can attend, but not speak. The Cabinet members will discuss the budget at a global level, with little reference to the detail. Proposals are usually dealt with in general terms only.

Council meeting to set Budget and Council Tax:

Wednesday 27 February 2013 7.30 p.m. Civic Centre

The Council meeting is open to members of the public to attend; however, you will not be able to speak at the meeting. The budget will be presented by the administration and voted on. Proposals are normally discussed in general terms.

Feedback on Consultation Responses

All responses made to this paper, will need to be considered before final decisions are made. However, we will not be able to respond specifically and individually to comments received.

Savings Agreed at Cabinet 14th November 2012

Proposal	2013/14 £'000
Regeneration, Libraries & Culture	
Capitalisation of staff costs.	(255)
Income generation- general and also trimming expenditure on fun runs and walks.	(15)
Deletion of a support officer post - Business & Economic Development Service.	(36)
Neighbourhood Regeneration Service - consultancy / supplies & services.	(15)
Millfield Arts Centre & Dugdale income generation.	(50)
Leisure Olympics budget- release of funding.	(15)
Reduction in Community Sports Facilities Development budget.	(18)
Library Services staffing budget reduction.	(60)
Total Regeneration, Libraries & Culture	(464)
Chief Executive	
Human Resources Staffing reductions.	(115)
Reduction in employees costs.	(38)
Corporate Improvement management review of costs.	(120)
Corporate Marketing Campaigns Budget.	(15)
Chief Executive	(288)
Environment	
Income from late night enforcement activities (Late night levy).	(20)
Procurement of the Maintenance & Minor works contracts.	(80)
Additional Temporary Traffic Order income.	(25)
Improved absence management in Waste Services.	(50)
Commercial Waste review of costs.	(65)
Reduced cost of occupational health contract.	(14)
Restructuring in Regulatory Services.	(107)
Efficiencies in Geographical Information System (GIS) back office services.	(25)
Deletion of senior business support officer post.	(32)
Deletion of a vacant post in GIS.	(18)
Delete a 0.5FTE vacant post in Corporate Health & Safety team.	(14)
Revised funding arrangements for School Crossing Patrols as well as a reduction in management costs.	(70)
London Lorry Control reduced costs	(11)
Blue badge fraud - moving to existing in-house resource.	(34)
Increase in New Roads & Streetworks income.	(65)
Reduction in Highway & Parks tree root liability insurance.	(20)
Fleet review savings.	(95)
Special Educational Needs review.	(155)
Automatic Public Convenience closures.	(74)
Increase in allotments income.	(20)
Parks Operations restructure.	(50)
Environment	(1,044)
Schools & Children's Services	
Children's Centre Commissioning services budget.	(94)
Cheviots Transport saving.	(25)
Careers Service - Transfer of duty to schools, academies and colleges.	(250)
Catering Services- reduced costs.	(200)
Two Year Old Offer- reduced costs.	(92)
Early Years Sufficiency and Access.	(100)
Closure of Professional Development Centre.	(70)
Procurement / Contract savings.	(200)
Schools & Children's Services	(1,031)

Savings Agreed at Cabinet 14th November 2012

Proposal	2013/14 £'000
Finance Resources & Customer Services	
Restructure in Property Services.	(84)
Additional income - Clavering / Marsh House.	(10)
Revenues and Benefits - reduce the subsidy provision to 0.1% in 2013-14.	(198)
Corporate Procurement- deletion of post.	(29)
Deletion of vacant Assurance Officer post.	(35)
Transformation of service- reduction in 3rd party maintenance costs.	(100)
Reduction in Leaner operational budgets.	(33)
Review of accountancy services structure.	(80)
Premiums contribution-debt restructure.	(231)
Reduction in cost of banking contract.	(50)
Staff Review in Facilities Management.	(69)
Additional income at W heatsheaf Hall.	(30)
Reduction in running costs of St Andrews Building.	(70)
Reduction in running costs at EPS Service.	(15)
Additional income - other developments.	(25)
Review the use of external legal advice and replace with internal legal resources.	(50)
Finance , Resources & Customer Services	(1,109)
Housing Health & Adult Social Care	
Electronic Monitoring System.	(100)
Contract Renegotiations to reduce costs.	(324)
Physical Disabilities Service Review of Residential Placements.	(39)
New Residential packages - price improvement target.	(46)
Finance & Office Services Manager.	(42)
Commissioning Manager MM2 (1.0FTE, 0.5 joint funded with Health).	(31)
Programme Management cost reductions.	(45)
Deletion of 3 posts within the Business Intelligence Team.	(44)
Provider Services Management.	(102)
Customer Pathway Management- post reductions.	(133)
Community Housing Services- reduce middle management posts.	(98)
Reduction in Transformation Service Development budget.	(230)
Procurement of specialist equipment- reduced costs.	(60)
Increased training income.	(100)
Special Projects Business Manager funded from NHS Social Care Funding.	(45)
Housing, Health & Adult Social Care	(1,439)
Corporate Items	
HRA Refinancing- further saving to the General Fund.	(400)
Reduction in Enfield Residents Priority Fund in 2013/14.	(273)
Corporate Expenses	(673)
Total savings approved at Cabinet 14th November 2012	(6,048)

Further Savings 2013/14

Proposal Summary	2013/14 £000's
<u>Schools & Children's Services</u>	
Children's Centres Review	(100)
Play Services Review	(250)
Management Review across the department	(510)
Music Support Services	(100)
Review of Commissioned Family Support Services	(165)
Review of Connexions Service	(100)
Schools & Children's Services Total	(1,225)
<u>Finance, Resources & Customer Services</u>	
Paperless Councillor meeting papers- reduced costs	(10)
Staffing reductions in Governance Division	(65)
Finance, Resources & Customer Services Total	(75)
<u>Housing, Health & Adult Social Care</u>	
Review of charging policy	(103)
Continued use of enablement and telecare to reduce demand for care packages. The introduction of a range of demand management and price negotiation programmes, including the use of one-off monies, within Adult Social Care Services.	(2,000)
Housing, Health & Adult Social Care Total	(2,103)
<u>All services</u>	
Reduction in agency costs across the Authority	(1,000)
Further Savings Total	(4,403)

Appendix 1(b)

Budget Consultation Responses

The Consultation included 3 specific questions. 205 replies were received by the 31 January deadline of which:

The responses are analysed below:

Question 1

It is increasingly difficult for the Council to make efficiency savings that do not impact on Council services. Despite this do you prefer your Council Tax for 2013/14 to be frozen?

Response:

82% of respondents wanted their Council Tax frozen even if the freeze had an effect on Council services. 18% of respondents did not want a freeze in Council tax levels if it meant a reduction in services provided by the Council.

Question 2

Do you still agree with your priorities from last year? Please rank your top three priorities 1(Highest) to 3(Lowest) using the table below (the thirteen categories are the same as last year).		
	Priority	Ranking 1 to 3
1	Adult social services & older people	
2	Children's social services	
3	Community safety (excluding police)	
4	Environmental protection	
5	Homelessness	
6	Leisure & parks	
7	Library & museum services	
8	Regeneration & planning	
9	Road maintenance, cleaning & lighting	
10	Schools and pupil support	
11	Voluntary sector	
12	Waste collection & recycling	
13	Youth services	

Response:

Council Services: Priority	13/14 Priority Ranking	12/13 Priority Ranking
Adult Social Services and Older People	1	2
Road Maintenance, Cleaning and Lighting	2	1
Waste Collection and Recycling	3	3
Children's Social Services	4	6
Community Safety (excluding Police)	5	5
Schools and Pupil Support	6	8
Library and Museum Services	7	7
Homelessness	8	11
Environmental Protection	9	9
Leisure and Parks	10	4
Regeneration and Planning	11	12
Youth Services	12	10
Voluntary Sector	13	13

The 2013/14 Budget Consultation ranking is close to the priority ranking for last year's consultation.

Question 3:

Do you have any suggestions for making savings or improving efficiency in any Council services.

Response:

Common themes were:

- Review eligibility of benefit claimants
- Ensure everything is done to collect debt owed to the Council
- Review the level of staff numbers, pay and structures
- The need for translation services
- Look to make efficiencies in street lighting across the Borough

Specific Feedback from the Schools Forum:

The Schools Forum considered it was important to prioritise investment in children & children's services. It was viewed that this would provide children and young people with wider opportunities and leads to improving their life chances and thus enriches Enfield and its future residents.

APPENDIX 2

Budget Savings	Savings agreed by Cabinet £'000	New Savings £'000	Total Savings 2013/14 £'000
Environment			
Income from late night enforcement activities (Late night levy)	(20)		(20)
Procurement of the Maintenance & Minor works contracts	(80)		(80)
Additional Temporary Traffic Order Income	(25)		(25)
Improved absence management in Waste Services	(50)		(50)
Commercial Waste review	(65)		(65)
Reduce costs of occupational health contract	(14)		(14)
Restructuring in Regulatory Services	(107)		(107)
Efficiencies in GIS back office systems	(25)		(25)
Reduction of 1 senior business support officer	(32)		(32)
Deletion of a vacant post in GIS	(18)		(18)
Delete a 0.5FTE vacant post in Corporate Health & Safety team	(14)		(14)
Revised funding arrangements for School Crossing Patrols as well as a reduction in management costs	(70)		(70)
London Lorry Control	(11)		(11)
Blue badge fraud - moving to existing in-house resource	(34)		(34)
Increase in New Roads & Streetworks income	(65)		(65)
Reduction in Highway & Parks tree root liability insurance	(20)		(20)
Fleet review savings	(95)		(95)
SEN review savings	(155)		(155)
Automatic Public Convenience closures	(74)		(74)
Increase in allotments income	(20)		(20)
Parks Operations restructure	(50)		(50)
Reduction of road markings		(20)	(20)
Additional Allotment income		(20)	(20)
Additional income on Cemeteries		(25)	(25)
Increase in Sports Pitches income		(15)	(15)
Budget reduction in Business & Technical Services		(45)	(45)
Flexible retirement of Principal Building Surveyor		(25)	(25)
Increase in licensing income		(20)	(20)
Reduction in commercial waste and related service expenditure and increase in income		(170)	(170)
Environment Total	(1,044)	(340)	(1,384)
Finance, Resources & Customer Services			
Restructure in Property Services	(84)		(84)
Additional income - Clavering / Marsh House	(10)		(10)
Revenues and Benefits - reduce the subsidy provision to 0.1% in 2013-14.	(198)		(198)
Procurement- deletion of post	(29)		(29)
Deletion of vacant Assurance Officer post @SO1.	(35)		(35)
Transformation of service- reduction in 3rd party maintenance costs	(100)		(100)
Reduction in Leaner operational budgets	(33)		(33)
Review of accountancy structure	(80)		(80)
Premiums contribution- debt restructure	(231)		(231)
Reduction in cost of banking contract	(50)		(50)
Staff Review in Facilities Management	(69)		(69)
Additional income at W heatsheaf Hall	(30)		(30)
Reduction in running costs of St Andrews Building	(70)		(70)
Reduction in running costs at EPS Service	(15)		(15)
Additional income - other developments	(25)		(25)
Review the use of external legal advice and replace with internal legal resources	(50)		(50)
Audit Service review of operating costs		(50)	(50)
Reduction in contribution to Housing Benefit reserve		(50)	(50)
Deletion of IFRS implementation budget		(200)	(200)
Reduction in PA support across the department		(40)	(40)
Cancel Project carry /forward on corporate procurement (one off)		(30)	(30)
Do not add Inflation on Housing Benefits budgets		(60)	(60)

APPENDIX 2

Budget Savings	Savings agreed by Cabinet £'000	New Savings £'000	Total Savings 2013/14 £'000
Re-negotiate Serco contract to reduce costs		(224)	(224)
Paperless Councillor meeting papers		(10)	(10)
Finance, Resources & Customer Services Total	(1,109)	(664)	(1,773)
Health, Housing & Adult Social Care			
Electronic Monitoring System	(100)		(100)
Contract Renegotiations	(324)		(324)
Physical Disabilities Service Review of Residential Placements	(39)		(39)
New Residential packages - price improvement target	(46)		(46)
Delete Finance & Office Services Manager post	(42)		(42)
Delete Commissioning Manager post	(31)		(31)
Programme Management	(45)		(45)
Deletion of 3 posts within the Business Intelligence Team	(44)		(44)
Provider Services Management	(102)		(102)
Customer Pathway Management- post reductions	(133)		(133)
Community Housing Services- reduce middle management posts	(98)		(98)
Reduction in Transformation Service Development budget	(230)		(230)
Procurement of specialist equipment	(60)		(60)
Increased Training income	(100)		(100)
Special Projects Business Manager funded from NHS Social Care Funding	(45)		(45)
Business Change Manager - post deletion		(65)	(65)
Delete Departmental Recruitment budgets		(38)	(38)
Minor Restructure of administration in procurement team		(20)	(20)
Reduction in Indirect & Operating costs across Strategy & Resource		(68)	(68)
Reduction in Indirect & Operating costs across Adults division		(25)	(25)
Reardon Court Administration - 0.5FTE Sc3 post deletion		(8)	(8)
Care purchasing price & demand management		(1,000)	(1,000)
Housing Related Support - further SP review		(200)	(200)
Review of charging policy		(103)	(103)
Continued use of enablement and telecare to reduce demand for care packages. The introduction of a range of demand management and price negotiation programmes, including the use of one-off monies, within Adult Social Care Services.		(2,000)	(2,000)
Health, Housing & Adult Social Care Total	(1,439)	(3,527)	(4,966)
Regeneration, Leisure & Culture			
Capitalisation of staff costs	(255)		(255)
Income generation- general and also trimming expenditure on fun runs and walks	(15)		(15)
Deleteion of a support officer SO2 post - Business & Economic Development Service	(36)		(36)
Neighbourhood Regeneration Service - consultancy / supplies & services	(15)		(15)
Millfield Arts Centre & Dugdale income generation	(50)		(50)
Leisure Olympics budget- release of funding	(15)		(15)
Reduction in Community Sports Facilities Development budget	(18)		(18)
Library Services staffing budget	(60)		(60)
Enfield 2012 Games Legacy Festival reduction		(25)	(25)
Change to Southbury Leisure Centre Service Level agreement		(5)	(5)
Staffing reduction - Business and Economic Development Team		(25)	(25)
Staffing reduction - Libraries		(24)	(24)
Regeneration, Leisure & Culture Total	(464)	(79)	(543)
Schools & Children's Services			
Children's Centre Commissioning budget	(94)		(94)
Cheviots Transport saving	(25)		(25)
Careers Service - Transfer of duty to schools, academies and colleges	(250)		(250)
Catering Services	(200)		(200)
Two Year Old Offer	(92)		(92)

APPENDIX 2

Budget Savings	Savings agreed by Cabinet £'000	New Savings £'000	Total Savings 2013/14 £'000
Early Years Sufficiency and Access	(100)		(100)
Closure of Professional Development Centre	(70)		(70)
Procurement / Contract savings	(200)	(9)	(209)
Management Review		(760)	(760)
Music Support Service		(100)	(100)
Prevention Strategy Impact		(100)	(100)
Review of Commissioned Family Support Services		(165)	(165)
Review of connexions Service		(100)	(100)
Review of SCS Support Services		(150)	(150)
Schools & Children's Services Total	(1,031)	(1,384)	(2,415)
Chief Executive			
Human Resources Staffing reductions	(115)		(115)
Reduction in employees costs.	(38)		(38)
Corporate Improvement Management Review	(120)		(120)
Corporate Marketing Campaigns Budget	(15)		(15)
Reduction in Corporate Marketing Campaigns Budget		(20)	(20)
Increased design and print income		(50)	(50)
Enfield Homes HR operational cost savings		(25)	(25)
Health funded data and intelligence hub operational savings		(10)	(10)
Chief Executive Total	(288)	(105)	(393)
Corporate Items			
HRA Refinancing- further saving to the General Fund	(400)		(400)
Reduction in the Enfield Residents Priority Fund in 2013/14	(273)		(273)
Assumed £1m grant returned from EIG top-slice		(1,000)	(1,000)
Corporate Items Total	(673)	(1,000)	(1,673)
Savings Total	(6,048)	(7,099)	(13,147)

2013/14 DRAFT BUDGET

APPENDIX 3

	2012/13 Base Budget	Council Tax Freeze Grant	Finance Settlement & Collection Fund	Inflation & Corporate Pressures	Service Pressures	Demographi c Growth	Savings 13/14	Savings from Previous Budgets	2013/14 Draft Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Service Net Expenditure									
Chief Executive	4,109			16	0		(393)	(207)	3,525
Schools & Children's Services	57,813			278	176		(2,415)	(1,756)	54,096
Environment	28,587			260	430		(1,384)	(627)	27,266
Finance, Resources & Customer Ser	42,048			200	1,768		(1,773)	(1,126)	41,117
Health, Housing & Adult Social Care	99,492			792	0		(4,966)	(2,621)	92,697
Regeneration, Leisure & Culture	9,683			34	0		(543)	(200)	8,974
Corporate Expenses	18,759			7,008	0	3,000	(1,673)	(2,753)	24,341
Levies	7,315			1,358	0				8,673
Settlement Reserve	0			4,812					4,812
New Homes Bonus Grant	(600)								(600)
Council Tax Freeze Grant 2011/12	(3,028)								(3,028)
Council Tax Freeze Grant 2012/13	(3,050)		3,050						0
Council Tax Freeze Grant 2013/14	0		(1,219)						(1,219)
Budget Requirement	261,129	0	1,831	14,758	2,374	3,000	(13,147)	(9,290)	260,655
Collection Fund Adjustment			(1,086)						(1,086)
Formula Grant	(139,629)		(23,597)						(163,226)
Council Tax Requirement	121,500	0	(22,852)	14,758	2,374	3,000	(13,147)	(9,290)	96,343
				Total Additional Costs		20,132			96,343

Treasury Management Strategy Statement and Investment Strategy 2013/14 to 2015/16

1. Background

- 1.1. The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") and the Prudential Code require local authorities to determine the Treasury Management Strategy Statement (TMSS) and Prudential Indicators (PIs) on an annual basis. The TMSS also includes the Annual Investment Strategy (AIS) that is a requirement of the CLG's Investment Guidance.
- 1.2 The purpose of this TMSS is, therefore, to approve:
 - Revisions to Treasury Management Strategy and Prudential Indicators for 2012/13
 - Treasury Management Strategy for 2013/14
 - Annual Investment Strategy for 2013/14
 - Prudential Indicators for 2013/14, 2014/15 and 2015/16
 - Minimum Revenue Provision Statement.
- 1.3 Treasury Management is about the management of financial risk. The Authority is responsible for its treasury decisions and activity. No treasury management activity is without risk.
- 1.4 As per the requirements of the Prudential Code, the Authority has adopted the CIPFA Treasury Management Code.
- 1.5 All treasury activity will comply with relevant statute, guidance and accounting standards.

2. Capital Financing Requirement

- 2.1 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). The CFR, together with Usable Reserves, are the core drivers of the Authority's Treasury Management activities.
- 2.2 The Authority's level of debt and investments as at 31st December 2012 is set out at **Annex A**.
- 2.3 The Authority is likely to only borrow in advance of need if it felt the benefits of borrowing at interest rates now compared to where they are expected to be in the future, outweighs the current cost and risks associated with investing the proceeds until the borrowing was actually required.
- 2.4 The forecasted movement in the CFR in coming years is one of the Prudential Indicators (PIs). The movement in actual external debt and usable reserves combine to identify the Authority's borrowing requirement and potential investment strategy in the current and future years.

Table 1: Balance Sheet Summary Analysis

	2012/13 Estimate £m	2013/14 Estimate £m	2014/15 Estimate £m	2105/16 Estimate £m
Total CFR	435	477	484	495
Less: Existing Profile of Borrowing and Other Long Term Liabilities	355	355	355	355
Cumulative Maximum External Borrowing Requirement	80	122	129	140
Cash Balances	30	30	30	30
Cumulative Net Borrowing Requirement/(Investments)	50	92	99	110

2.5 Table 1 shows that the capital expenditure plans of the Authority cannot be funded entirely from sources other than external borrowing.

3. Self-Financing of Housing

3.1 Housing Revenue Account Self-Financing

3.1 Central Government completed its reform of the Housing Revenue Account Subsidy system at the end of 2011/12. Local authorities are required to recharge interest expenditure and income attributable to the HRA in accordance with Determinations issued by the Department for Communities and Local Government.

3.2 The Determinations do not set out a methodology for calculating the interest rate to use in each instance. The Council is therefore required to adopt a policy that will set out how interest charges attributable to the HRA will be determined. The CIPFA Code recommends that authorities present this policy in their TMSS.

3.3 On 1st April 2012, the Council notionally split each of its existing long-term loans into General Fund and HRA pools. In the future, new long-term loans borrowed will be assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/ credited to the respective revenue account.

The Authority adopted a three pool approach:

- HRA debt as at 31st March 2012
- Debt taken on to finance move to self-financing
- New HRA debt taken since April 2012

3.4 Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured each month and interest transferred between the General Fund and HRA at the monthly net average rate earned by the Council on its portfolios of treasury investments and short-term borrowing.

3.5 The HRA do not plan to borrow during 2013/14

4. Interest Rate Forecast

- 4.1 Our interest rate forecast continues its theme of the last few years, that is, that interest rates will remain low for even longer. Indeed, the forecast is for official UK interest rates to remain at 0.5% until 2016 given the moribund outlook for economic growth and the extension of austerity measures announced in the Chancellor's Autumn Statement. Until there is a credible resolution of the problems that stalk the Eurozone - and that resolution requires full-scale fiscal union which faces many significant political hurdles - then the UK's safe haven status and minimal prospect of increases in official interest rates will continue to combine and support the theme within the forecast.
- 4.2 The economic and interest rate forecast provided by the Authority's treasury management advisor is attached at **Annex C**. The Authority will reappraise its strategies from time to time in response to evolving economic, political and financial events.

Borrowing Strategy

- 5.1 Treasury management and borrowing strategies in particular continue to be influenced not only by the absolute level of borrowing rates but also the relationship between short and long term interest rates. This difference creates a "cost of carry" for any new longer term borrowing where the proceeds are temporarily held as investments because of the difference between what is paid on the borrowing and what is earned on the investment. The cost of carry is likely to be an issue until 2016 or beyond. As borrowing is often for longer dated periods (anything up to 50 years) the cost of carry needs to be considered against a backdrop of uncertainty and affordability constraints in the Authority's wider financial position.
- 5.2 As indicated in Table 1, the Authority has a gross borrowing requirement of £47.5m in 2013/14 but has sufficient balances and reserves to reduce the need for external borrowing. By essentially lending its own surplus funds to itself the Authority is able to minimise borrowing costs and reduce overall treasury risk by reducing the level of its external investment balances. The following issues will be considered prior to undertaking any external borrowing:
- Affordability;
 - Maturity profile of existing debt;
 - Interest rate and refinancing risk;
 - Borrowing source.

6. Sources of Borrowing and Portfolio implications

- 6.1 In conjunction with advice from its treasury advisor, Arlingclose Ltd, the Authority will keep under review the following borrowing sources:
- Public Works Loans Board
 - Local authorities (Including Police & Fire Authorities, Pension Funds)

- Commercial banks
- European Investment Bank
- Money markets
- Capital markets (stock issues, commercial paper and bills)
- Structured finance
- Leasing

6.2 The cost of carry has resulted in an increased reliance upon shorter dated and variable rate borrowing. This type of borrowing injects volatility into the debt portfolio in terms of interest rate risk but is counterbalanced by its affordability and alignment of borrowing costs with investment returns. The Authority's exposure to shorter dated and variable rate borrowing is kept under regular review by reference to the difference or spread between variable rate and longer term borrowing costs. A narrowing in the spread by 0.5% will result in an immediate and formal review of the borrowing strategy to determine whether the exposure to shorter dated and variable rates is maintained or altered.

7. Debt Rescheduling

7.1 The Authority's debt portfolio can be restructured by prematurely repaying loans and refinancing them on similar or different terms to achieve a reduction in risk and/or savings in interest costs.

7.2 The lower interest rate environment and changes in the rules regarding the premature repayment of PWLB loans has adversely affected the scope to undertaken meaningful debt restructuring although occasional opportunities arise. The rationale for undertaking any debt rescheduling would be one or more of the following:

- Savings in risk adjusted interest costs
- Rebalancing the interest rate structure of the debt portfolio
- Changing the maturity profile of the debt portfolio

7.3 Borrowing and rescheduling activity will be reported to Full Council in the Annual Treasury Management Report and in the regular treasury management monitoring reports presented to Cabinet.

8. Annual Investment Strategy

8.1 In accordance with Investment Guidance issued by the CLG and best practice this Authority's primary objective in relation to the investment of public funds remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yields earned on investments is important but are secondary considerations.

8.2 Credit markets remain in a state of distress as a result of the excessive and poor performing debt within the financial markets. In some instances, Greece and Italy being the most notable examples, the extent and implications of the debt it has built up have led to a sovereign debt crisis and a banking crisis with the outcome still largely unknown. It is against this backdrop of uncertainty that the Authority's Investment Strategy is framed.

- 8.3 Investments are categorised as “Specified” or “Non-Specified” within the investment guidance issued by the CLG.

Specified investments are sterling denominated investments with a maximum maturity of one year. They also meet the “high credit quality” as determined by the Authority and are not deemed capital expenditure investments under Statute. Non specified investments are, effectively, everything else.

- 8.4 The types of investments that will be used by the Authority and whether they are specified or non-specified are as follows:

Table 2: Specified and Non-Specified Investments

Investment	Specified	Non-Specified
Term deposits with banks and building societies	✓	✓
Term deposits with other UK local authorities	✓	✓
Deposits with registered providers	✓	✓
AAA rated Money Market Funds	✓	✗
Debt Management Account Deposit Facility	✓	✗

- 8.5 A number of changes have been implemented to the investment strategy for 2013/14 in response the evolving conditions in financial markets. However, the principal amendments are in relation to the individual institutions with which the Authority is prepared to lend its funds.
- 8.6 The Authority and its advisors, Arlingclose Ltd, select countries and financial institutions after analysis and ongoing monitoring of:

- The Sovereign credit rate for overseas countries (minimum long term rating will be AAA). This criteria will not apply to the UK.
- Published credit ratings for financial institutions (minimum long term rating of A- or equivalent for counterparties; AA+ or equivalent for non-UK sovereigns).
- Credit Default Swaps (where quoted)
- Economic fundamentals (for example Net Debt as a percentage of GDP)
- Sovereign support mechanisms
- Share Prices
- Corporate developments, news, articles, markets sentiment and momentum
- Subjective overlay – or, put more simply, common sense.

Any institution can be suspended or removed should any of the factors identified above give rise to concern.

The countries and institutions that meet the criteria for term deposits, and call accounts are included in **Annex D**.

It remains the Authority’s policy to make exceptions to counterparty policy established around credit ratings, but this is conditional and directional. What this

means is that an institution that meets criteria may be suspended, but institutions not meeting criteria will not be added.

Registered Providers (RPs) have been included within specified and non-specified investments for 2013/14. Investments with RPs will be analysed on an individual basis and discussed with our treasury management consultants prior to investing.

The minimum credit rating for non-UK sovereigns is AA+ (or equivalent). For specified investments the minimum long term rating for counterparties is A- (or equivalent). As detailed in non-specified investments in Appendix E, the Director of Finance will have discretion to make investments with counterparties that do not meet the specified criteria on advice from our treasury consultants.

Any institution will be suspended or removed should any of the factors identified above give rise to concern. Specifically credit ratings are monitored by the Authority on a *daily/weekly/monthly* basis. Our treasury consultants advises the Authority on ratings changes and appropriate action to be taken .

The countries and institutions that currently meet the criteria for investments are included in **Appendix D**.

- 8.7 **Authority's Banker** – The Authority banks with HSBC. At the current time, it *does* meet the minimum credit criteria of A- (or equivalent) long term. *If the credit rating falls* below the Authority's minimum criteria A- will continue to be used for short term liquidity requirements (overnight and weekend investments) and business continuity arrangements.

If funds come into the bank account during the day (after daily dealing has been undertaken) and cannot be placed out with any other approved financial institution, they can be placed out with HSBC Call Account to attract interest even though it breaches the counterparty limit (the matter will be reported to the Director of Finance, Resources & Customer Services). The temporary breach will be addressed on the next banking business day.

9. Investment Strategy

- 9.1 With short term interest rates low for even longer, an investment strategy will typically result in a lengthening of investment periods, where cash flow permits, in order to lock in higher rates of acceptable risk adjusted returns. The problem in the current environment is finding an investment counterparty providing acceptable levels of counterparty risk.
- 9.2 In order to diversify a portfolio largely invested in cash, investments will be placed with approved counterparties over a range of maturity periods. Maximum investment levels with each counterparty will be set to ensure prudent diversification is achieved.
- 9.3 Money market funds (MMFs) will be utilised but good treasury management practice prevails and whilst MMFs provide good diversification the Authority will also seek to mitigate operational risk by utilising at least two MMFs. The Authority will also restrict its exposure to MMFs with lower levels of funds under management and will not exceed 0.5% of the net asset value of the MMF. In the case of Government MMFs, the Council will ensure exposure to each Fund does not exceed 2% of the net asset value of the Fund.

10. The Use of Financial Instruments for the Management of Risks

- 10.1 Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment). The CIPFA Code requires authorities to clearly detail their policy on the use of derivatives in the annual strategy. In the case of Enfield the Authority does not intend to use derivatives.
- 10.1 Should this position change, the Council may seek to develop a detailed and robust risk management framework governing the use of derivatives, but this change in strategy will require full Council approval

11. Balanced Budget Requirement

- 11.1 The Authority complies with the provisions of S32 of the Local Government Finance Act 1992 to set a balanced budget.

12. 2013/14 MRP Statement

- 12.1 The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision has been issued by the Secretary of State and local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.
- 12.2 The four MRP options available are:
- Option 1: Regulatory Method
 - Option 2: CFR Method
 - Option 3: Asset Life Method
 - Option 4: Depreciation Method
- 12.3 MRP in 2013/14: Options 1 and 2 may be used only for supported (i.e. financing costs deemed to be supported through Revenue Support Grant from Central Government) Non-HRA capital expenditure funded from borrowing. Methods of making prudent provision for unsupported Non-HRA capital expenditure include Options 3 and 4 (which may also be used for supported Non-HRA capital expenditure if the Authority chooses). There is no requirement to charge MRP in respect of HRA capital expenditure funded from borrowing.
- 12.4 The MRP Statement will be submitted to the Authority before the start of the 2012/13 financial year. If it is ever proposed to vary the terms of the original MRP Statement during the year, a revised statement should be put to Authority at that time.

The Authority will apply Option 3 in respect of supported and unsupported Non-HRA capital expenditure funded from borrowing.

MRP in respect of leases and Private Finance Initiative schemes brought on Balance Sheet under the International Financial Reporting Standards (IFRS) based Accounting Code of Practice will match the annual principal repayment for the associated deferred liability.

13. Monitoring and Reporting on the Treasury Outturn and Prudential Indicators

13.1 The Director of Finance, Resources and Customer Services will report to the Council on treasury management activity / performance and Performance Indicators as follows:

- Annually against the strategy approved for the year. The Authority will produce an outturn report on its treasury activity no later than 30th September after the financial year end.
- The Audit Committee will be responsible for the scrutiny of treasury management activity and practices. The annual strategy is reviewed by the Audit Committee on an annual in March
- A monthly update of treasury management activity is included the revenue monitoring reported to Cabinet.
- The Council's capital expenditure and monitor of prudential indicators are reported on a quarterly basis and included in the Capital Expenditure outturn report.

14. Other Items

14.1 Training

CIPFA's Code of Practice requires the *responsible officer* to ensure that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.

14.2 Investment Consultants/Treasury Advisors

The CLG's Guidance on local government investments recommend that the Investment Strategy should state:

The Authority has appointed Arlingclose as its external treasury consultants. They offer information, advice and assistance relating to investment and borrowing issues.

The contract is tendered every three years.

Annex A – Existing Investment & Debt Portfolio Position (Section 2.2)

	31 st December 2012 Actual Portfolio £m	31 st December 2012 Average Interest £m
External Borrowing:		
Long Term Fixed Rate - PWLB	214.1	5.049%
Long Term Fixed Rate - Market	30.0	7.145%
Short-term Fixed Rate – Local Authorities	22.0	0.397%
Total External Borrowing	246.1	4.901%
Other Long Term Liabilities		
PFI	59.0	-
Finance Leases	0.7	-
Total Other Long Term Liabilities	59.7	-
Investments:		
Short-term Deposits with Banks	22.5	0.747%
Money Market Funds	6.5	0.493%
Call Accounts	19.7	0.587%
Total Investments	48.7	0.648%

Annex B Prudential Indicators revisions

1 Background:

There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators.

2. Net Borrowing and the Capital Financing Requirement:

This is a key indicator of prudence. In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that the net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional increases to the capital financing requirement for the current and next two financial years.

The Director of Finance, Resources and Customer Services reports that the authority had no difficulty meeting this requirement in 2012/13, nor are there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

3. Estimates of Capital Expenditure:

3.1 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax and in the case of the HRA, housing rent levels. Later years are subject to Government funding in the 2013 Spending Review.

Capital Expenditure	2012/13 Forecast £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Indicative £m	2016/17 Indicative £m
Non-HRA	101.2	95.2	47.4	51.7	53.7
HRA	48.4	47.5	45.3	43.4	53.4
Total	149.6	142.7	92.6	95.0	107.1

3.2 Capital expenditure will be financed or funded as follows:

Capital Financing	2012/13 Forecast £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Indicative £m	2016/17 Indicative £m
Capital Receipts & Contributions	9.0	8.3	1.8	14.8	15.0
Government Grants	68.0	39.7	38.1	22.5	21.9
Major Repairs Allowance	20.8	16.7	13.6	13.6	13.9
Revenue contributions	14.6	24.2	19.1	19.2	15.5
Total Financing	112.4	88.9	72.6	70.1	66.3
Borrowing	37.2	53.8	20.0	24.9	40.8
Total Funding	149.6	142.7	92.6	95.0	107.1

4. Ratio of Financing Costs to Net Revenue Stream:

4.1 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs. The definition of financing costs is set out in the Prudential Code.

4.2 The ratio is based on costs net of investment income. Later years will be revised as projects are approved and Government funding announced.

Ratio of Financing Costs to Net Revenue Stream	2012/13 %	2013/14 Estimate %	2014/15 Estimate %	2015/16 Indicative %	2016/17 Indicative %
Non-HRA	7.22	8.51	9.9	10.38	11.85
HRA	50.75	58.84	52.39	54.9	55.51

5. Capital Financing Requirement:

5.1 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing.

Capital Financing Requirement	2012/13 Forecast £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Indicative £m	2016/17 Indicative £m
Non-HRA	277.3	319.3	326.3	327.8	332.0
HRA	157.7	157.7	157.7	167.4	190.3
Total CFR	435.0	477.1	484.0	495.2	522.3

6. Actual External Debt:

6.1 This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

Actual External Debt as at 31/03/2012	£m
Borrowing	264.1
Other Long-term Liabilities	60.2
Total	324.1

7. Incremental Impact of Capital Investment Decisions:

7.1 This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax and Housing Rent levels. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme. The Council can no longer afford to increase borrowing at previous levels and therefore the only changes in the Capital programme moving forward are those for which a definite source of funding has been identified.

Incremental Impact of Capital Investment Decisions	2012/13 Forecast £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Indicative £	2016/17 Indicative £
Increase in Band D Council Tax	0.05	0.34	0.6	3.9	17.11
Increase in Average Weekly Housing Rents	-	-	-	0.02	0.69

8. Authorised Limit and Operational Boundary for External Debt:

8.1 The Council has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council and not just those arising from capital spending reflected in the CFR.

8.2 The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

8.3 The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.

8.4 The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Authorised Limit for External Debt	2012/13 Approved £m	2012/13 Revised £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Borrowing	500	500	550	600	615
Other Long-term Liabilities	80	80	90	90	90
Total	580	580	640	690	705

8.5 The Operational Boundary links directly to the Council's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

8.6 The Director of Finance, Resources and Customer Services has delegated authority, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. Decisions will be based on the

outcome of financial option appraisals and best value considerations. Any movement between these separate limits will be reported to the next meeting of the Council.

Operational Boundary for External Debt	2012/13 Approved £m	2012/13 Revised £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Borrowing	450	450	500	550	565
Other Long-term Liabilities	80	80	80	80	80
Total	530	530	580	630	645

9. Adoption of the CIPFA Treasury Management Code:

- 9.1 The Council has incorporated the changes from the revised CIPFA Code of Practice into its treasury policies, procedures and practices. This includes a revised Policy Statement included in Annex E.

10. Gross and Net Debt:

- 10.1 This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for a capital purpose, the Authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

The Authority had no difficulty meeting this requirement in 2012/13, nor are there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

Gross and Net Debt	2012/13 Estimated £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Capital Financing Requirement	435.0	477.1	484.0	495.2
Outstanding Borrowing (at nominal value)	290	340	390	405
Other Long-term Liabilities (at nominal value)	65	70	75	80
Gross Debt	355	410	465	485

Gross and Net Debt	2012/13 Estimated £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
Less: Investments	(30)	(30)	(30)	(30)
Net Debt	325	380	435	455

11. Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure:

11.1 These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. This Council calculates these limits on net principal outstanding sums, (i.e. fixed rate debt net of fixed rate investments / net interest paid (i.e. interest paid on fixed rate debt net of interest received on fixed rate investments))

11.2 The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate rises which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short-term rates on investments

	Existing level (or Benchmark level) ¹ at 31/03/11 %	2011/12 Approved £m or %	2011/12 Revised £m or %	2012/13 Estimate £m or %	2013/14 Estimate £m or %	2014/15 Estimate £m or %
Upper Limit for Fixed Interest Rate Exposure	100%	100%	100%	100%	100%	100%
Lower Limit for Fixed Interest Rate Exposure	0%	0%	0%	0%	0%	0%
Upper Limit for Variable Interest Rate Exposure	100%	100%	100%	100%	100%	100%
Lower Limit for Variable Interest Rate Exposure	0%	0%	0%	0%	0%	0%

11.3 The limits above provide the necessary flexibility within which decisions will be made for drawing down new loans on a fixed or variable rate basis; the decisions will

¹ The CIPFA Code states: "When setting the treasury limits for interest rate exposures and the maturity structure of borrowing, local authorities are encouraged to start by defining their own 'benchmark' interest rate exposure and maturity profile position, and then setting limits which relate logically to that benchmark. The purpose of a benchmark is to establish the level of risk which the authority regards as its balanced or normal position, so that it can take measured decisions about whether to be 'overweight' or 'underweight' in relation to that risk. This enables clearer management of interest rate risks against the benchmark, rather than implying that any position within the upper and lower limits is equal in terms of risk."

ultimately be determined by expectations of anticipated interest rate movements as set out in the Council's treasury management strategy.

12. Maturity Structure of Fixed Rate borrowing:

12.1 This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

12.2 It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

Maturity structure of fixed rate borrowing	Existing level (or Benchmark level) at 31/03/12 %	Lower Limit for 2013/14 %	Upper Limit for 2013/14 %
under 12 months	7.57%	-	15%
12 months and within 24 months	-	-	25%
24 months and within 5 years	-	-	35%
5 years and within 10 years	11.75%	-	45%
10 years and within 20 years		-	50%
20 years and within 30 years	11.39%	-	100%
30 years and within 40 years	39.1%	-	100%
40 years and within 50 years	30.21	-	100%
50 years and above	-	-	100%

13. Credit Risk:

13.1 The Council considers security, liquidity and yield, in that order, when making investment decisions.

13.2 Credit ratings remain an important element of assessing credit risk, but they are not a sole feature in the Council's assessment of counterparty credit risk.

13.3 The Council also considers alternative assessments of credit strength, and information on corporate developments of and market sentiment towards counterparties. The following key tools are used to assess credit risk:

- Published credit ratings of the financial institution (minimum A- or equivalent) and its sovereign (minimum AA+ or equivalent for non-UK sovereigns);
- Sovereign support mechanisms;

- Credit default swaps (where quoted);
- Share prices (where available);
- Economic fundamentals, such as a country's net debt as a percentage of its GDP);
- Corporate developments, news, articles, markets sentiment and momentum;
- Subjective overlay.

13.4 The only indicators with prescriptive values remain to be credit ratings. Other indicators of creditworthiness are considered in relative rather than absolute terms.

14. Upper Limit for total principal sums invested over 364 days:

14.1 The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

Upper Limit for total principal sums invested over 364 days	2012/13 Approved £m	2012/13 Revised £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
	-	-	10	10	10

15. HRA Limit on Indebtedness

HRA Limit on Indebtedness	2012/13 Approved £m	2012/13 Revised £m	2013/14 Estimate £m	2014/15 Estimate £m	2015/16 Estimate £m
HRA CFR	130.8	114.8	157.7	157.7	157.7
HRA Debt Cap (as prescribed by CLG) *	162.2	162.2	198.0	198.0	198.0
Difference	31.4	47.4	40.3	40.3	40.3

Annex C – Economic & Interest Rate Forecast (Sections 4.1 & 5.1)

	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14
Official Bank Rate													
Upside risk						0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside risk													
1-yr LIBID													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.75	1.75	1.75	1.75	1.75	1.80	1.85	1.95	2.00	2.10	2.20	2.30	2.40
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
5-yr gilt													
Upside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.25	1.30	1.35	1.40	1.50	1.60	1.70	1.80	2.00	2.10	2.30	2.40	2.50
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
10-yr gilt													
Upside risk	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	2.20	2.30	2.40	2.45	2.50	2.55	2.60	2.70	2.75	2.80	2.85	2.90	3.00
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
20-yr gilt													
Upside risk	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.00	3.05	3.05	3.10	3.20	3.25	3.30	3.35	3.40	3.45	3.50	3.60	3.75
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25
50-yr gilt													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.25	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.00	4.00	4.10	4.20	4.25
Downside risk	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25

- The UK's status as a safe haven remains for now and keeps Gilt yields suppressed.
- Conventional monetary policy has become largely redundant; the Bank of England and the US Federal Reserve have signalled their respective official interest rates will be on hold through to the end of 2012. We think that it could be 2016 before official interest rates rise.
- The Bank of England's Monetary Policy Committee has returned to unconventional monetary policy and embarked on a further round of Quantitative Easing. There will be more to come.

Underlying Assumptions:

- Stress in financial markets continued to build. Rates within Interbank markets (where banks fund the majority of their day to day operations) continue to climb. This dynamic was a feature of the banking crisis that occurred in 2008 and whilst the authorities have flooded the markets with liquidity still provides a key barometer of rising risk within markets.
- The MPC's decision to embark on a further £75 billion of QE – which the Minutes showed was unanimously supported – is likely to be expanded in the coming months as some members of the MPC had voted for £100bn of QE.
- Inflation moderated back to 5% from what is considered to be its peak of 5.2% reached in October. The Bank of England expects domestic inflation to subside markedly in 2012 as the twin effects of the VAT increase and surge in oil prices fall out of the twelve month series.
- Economic growth meanwhile remains largely illusive not helped by the considerable uncertainty and expansion of risks presented by the crisis in the Eurozone. Even if a credible and effective policy is implemented, the scale of the problems means that there

is likely to be a prolonged period of subdued growth within the euro area. A failure to meet the challenges would almost certainly have significant implications for the global economy.

- Recent data and surveys suggest that the UK economy has lost the admittedly fragile momentum since the summer. Business and consumer surveys point to continued weakness in coming months and the situation in the euro area is likely to further undermine confidence and lead to tighter credit conditions for households and firms.
- Against this uncertain backdrop the ability of the economy (government, companies and individual consumers) to accommodate an increase in the cost of money through higher interest rates – in the absence of a deterioration in the high credit standing that the UK enjoys – remains unlikely. In fact, we believe that it is highly unlikely.

Annex D – Recommended Sovereign and Counterparty List (Section 8)

- **Group Limits –**
- For institutions within a banking group, the authority executes a limit of 1.5 times the individual limit of a single bank (with a separate licence) within that group.

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty Limit %/#/£m	Maximum Period
Term Deposits	UK	Debt Management Office (DMO) (Proxy for UK Government)	No limit	No Limit
Term Deposits	UK	UK local authorities including LGPS Funds, Police & Fire Authorities	£20m	Up to 364 days

AAA- rated Money Market Funds (MMF)	Note 1	Constant Net Asset Value (CNAV) MMFs UK/Ireland/Luxembourg domiciled	Max 10% round up to the next £ million or £2m which ever is higher. Note 1	Available on Demand
The MMF's as an investment category can only account for a maximum of 50% of all investments. The Authority will also restrict its exposure to MMFs with lower levels of funds under management and will not exceed 0.5% of the net asset value of the MMF				

Term Deposits / CDs / Call Accounts	UK	Santander UK Plc (Banco Santander Group)	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	Bank of Scotland (Lloyds Banking Group)	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	Lloyds TSB (Lloyds Banking Group)	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	Barclays Bank Plc	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	HSBC	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days

Term Deposits / CDs / Call Accounts	UK	Nationwide Building Society	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	NatWest (RBS Group)	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	Royal Bank of Scotland (RBS Group)	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days
Term Deposits / CDs / Call Accounts	UK	Standard Chartered Bank	£12.5m max or 15% round up to the next £ million which ever is greater	Up to 364 days

Percentage equates to total investments held at the time of the deposit.

*Please note this list could change if, for example, a counterparty/country is upgraded, and meets our other creditworthiness tools. Alternatively, if a counterparty is downgraded, this list may be shortened.

Appendix E - Non-Specified Investments

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty Limit %/#/£m	Maximum Period
Call accounts/deposits with banks (on advice from TM Adviser)	<u>UK</u>	<u>Will only be action if UK banks listed in specified investments are downgraded below A-</u>	£5m max or 10% per bank	Up to 3months
Deposits with registered providers	<u>UK</u>		£5m	<i>Up to 5 years</i>

All the restrictions above are set as maximum limits, at present the actual Treasury Management limits are well inside these limits. Any actual move to longer durations or larger deposits would be done with the agreement of our Treasury Management consultants and the Director of Finance, R&CS. Any changes within the overall limits will be reported to Cabinet in the monthly monitoring report.

Annex E**TREASURY MANAGEMENT POLICY STATEMENT**

1. INTRODUCTION AND BACKGROUND

1.1 The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code.

1.2 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:-

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
- Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

1.3 The Council (i.e. full Council) will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year and an annual report after its close, in the form prescribed in its TMPs.

1.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to Cabinet and for the execution and administration of treasury management decisions to the Director of Finance, Resources & Customer Services who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

1.5 The Council nominates the Council's Audit Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

2.1 The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

2.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

2.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management."

2.4 The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.

2.5 The Council's primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yield earned on investments remain important but are secondary considerations.

*as at Quarter 3	SCHEME DESCRIPTION	2012/13	2013/14	2014/15	2015/16	2016/17	Total
		* Actual Budget	Estimated Expenditure	Estimated Expenditure	Indicative Expenditure	Indicative Expenditure	
EDUCATION AND CHILDREN'S SERVICES		£'000	£'000	£'000	£'000	£'000	£'000
PRIMARY SCHOOLS							
Schools Condition Funding (for 2014/15 onwards see Other School Budgets below)							
	Basic Need Primary Places 2012	2,532	151	0	0	0	2,683
	Basic Need Primary Places 2013 onwards	25,931	6,500	22	15	0	32,468
		1,908	23,085	8,700	8,700	8,700	51,093
	TOTAL PRIMARY SCHOOL CAPITAL SCHEMES	30,371	29,736	8,722	8,715	8,700	86,244
SECONDARY SCHOOLS							
	Secondary Schools Programme	20,214	0	125	0	0	20,339
	TOTAL SECONDARY SCHOOL CAPITAL SCHEMES	20,214	0	125	0	0	20,339
	Schools Access Initiative	33	0	200	200	200	633
	Targeted Capital - Special Needs	2,019	2,755				4,774
	Targeted Capital - School Meals Programme	528	69				597
	Schools Condition Funding (Primary & Secondary 2014/15 onwards)	0	0	4,200	4,200	4,200	12,600
	Special Schools	10					10
	Fire Precaution Works	65	5	500	500	500	1,570
	Devolved School Budgets	5,970	6,000	6,000	6,000	6,000	29,970
	TOTAL OTHER SCHOOL BUDGETS	8,625	8,829	10,900	10,900	10,900	50,154
	TOTAL EXPENDITURE - SCHOOLS	59,210	38,565	19,747	19,615	19,600	156,737
	City Learning Centres	17	12	0	0	0	29
	New Opportunities for PE and Sport in Schools	13					13
	Children's Centres	110					110
	Non School Schemes	3,260	357	0	0	0	3,617
	TOTAL EXPENDITURE ON NON SCHOOL SCHEMES	3,400	369	0	0	0	3,769
	TOTAL EXPENDITURE ON EDUCATION SCHEMES	62,610	38,934	19,747	19,615	19,600	160,506
EDUCATION AND CHILDRENS SERVICES							
	Sources of Funding	62,610	38,934	19,747	19,615	19,600	160,506
	External Funding and Contributions	42,996	17,343	19,600	19,615	19,600	119,154
	General Resources	19,614	21,591	147	0	0	41,352
	Total Funding	62,610	38,934	19,747	19,615	19,600	160,506

*as at Quarter 3	SCHEME DESCRIPTION	2012/13	2013/14	2014/15	2015/16	2016/17	Total
		* Actual Budget	Estimated Expenditure	Estimated Expenditure	Indicative Expenditure	Indicative Expenditure	
		£'000	£'000	£'000	£'000	£'000	£'000
REGENERATION AND LEISURE SERVICES							
REGENERATION							
	Meridian Water Regeneration	40	5,179	1,400	5,950	5,500	18,069
	Ponders End Regeneration	993	6,756	935	2,700	3,150	14,534
	New Southgate	69	1,165	1,100	750	750	3,834
	Market Gardening	0	300	0	1,250	950	2,500
	Other Regeneration Programmes (including Edmonton Green, Enfield Town and angel Edmonton and Heritage schemes)	1,219	2,093	700	4,675	4,425	13,112
	TOTAL EXPENDITURE ON REGENERATION	2,321	15,493	4,135	15,325	14,775	52,049
LIBRARY SCHEMES							
	Enfield Town Library	87	0	0	0	0	87
CULTURAL & HERITAGE SCHEMES							
	Cultural Services & Heritage Regeneration schemes	1,826	253	0	0	0	2,079
	QE11 Stadium	32	0	0	0	0	32
	Leisure Centres	4,420	658	0	0	0	5,078
	TOTAL EXPENDITURE ON LEISURE SCHEMES	6,365	911	0	0	0	7,276
TOTAL EXPENDITURE ON REGENERATION AND LEISURE							
		8,686	16,404	4,135	15,325	14,775	59,325
REGENERATION AND LEISURE TOTAL CAPITAL PROGRAMME							
		8,686	16,404	4,135	15,325	14,775	59,325
Sources of Funding							
	External Funding and Contributions	1,089	2,171	0	15,325	14,775	33,360
	General Resources	7,597	14,233	4,135	0	0	25,965
	Total Funding	8,686	16,404	4,135	15,325	14,775	59,325
ENVIRONMENT STREET SCENE AND PARKS							
		£'000	£'000	£'000	£'000	£'000	£'000
TRANSPORT FOR LONDON FUNDED							
	Existing Transport for London Schemes	3,916	3,978	2,674	0	0	10,568
	TOTAL TRANSPORT FOR LONDON FUNDED SCHEMES	3,916	3,978	2,674	0	0	10,568
HIGHWAYS AND BY-WAYS							
	Highways and StreetScene	11,875	13,444	8,450	8,450	8,450	50,669
	Parking	44	0	0	0	0	44
	TOTAL EXPENDITURE ON HIGHWAYS & BI-WAYS SCHEMES	11,919	13,444	8,450	8,450	8,450	50,713

*as at Quarter 3	SCHEME DESCRIPTION	2012/13	2013/14	2014/15	2015/16	2016/17	Total
		* Actual Budget	Estimated Expenditure	Estimated Expenditure	Indicative Expenditure	Indicative Expenditure	
	Waste and Recycling	1,056	143	427	0	0	1,626
	TOTAL EXPENDITURE ON WASTE AND RECYCLING	1,056	143	427	0	0	1,626
	IMPROVEMENTS						
	Environmental Protection	285	57	0	0	0	342
	REFIT Programme	27	1,593	0	0	0	1,620
	Community Safety	1,081	193	187	0	0	1,461
	CC.TV Programme	323	303	332	0	0	958
	Disability Programme (DDA)	115	200	200	200	200	915
	Building Improvement Programme	1,570	1,825	1,500	1,500	1,500	7,895
	TOTAL EXPENDITURE ON IMPROVEMENTS	3,401	4,171	2,219	1,700	1,700	13,191
	DEPOTS						
	Depot Reallocation	118	1,263	0	0	0	1,381
	TOTAL EXPENDITURE ON DEPOTS	118	1,263	0	0	0	1,381
	PARKS						
	Parks schemes	1,124	1,898	247	0	0	3,269
	TOTAL EXPENDITURE ON PARKS	1,124	1,898	247	0	0	3,269
	<i>Environment Sub-total excluding vehicle replacement</i>	<i>21,534</i>	<i>24,897</i>	<i>14,017</i>	<i>10,150</i>	<i>10,150</i>	<i>80,748</i>
	Vehicle Replacement Programme (financed by Earmarked Resources)	531	357	879	1,562	4,151	7,480
	TOTAL EXPENDITURE ON ENVIRONMENT STREET SCENE AND PARKS	22,065	25,254	14,896	11,712	14,301	88,228
	ENVIRONMENT STREET SCENE & PARKS TOTAL CAPITAL PROGRAMME	22,065	25,254	14,896	11,712	14,301	88,228
	Sources of Funding						
	External Funding and Contributions	8,431	5,402	3,574	0	0	17,406
	General Resources	13,634	19,852	11,322	11,712	14,301	70,822
	Total Funding	22,065	25,254	14,896	11,712	14,301	88,228
	HEALTH & ADULT SOCIAL CARE AND HOUSING GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000
	Disabled Facilities Grant	1,450	2,371	2,000	2,000	2,000	9,821
	Housing Assistance Grants	926	1,171	818	818	818	4,551
	TOTAL EXPENDITURE ON HOUSING GRANTS SCHEMES	2,376	3,542	2,818	2,818	2,818	14,372

*as at Quarter 3	SCHEME DESCRIPTION	2012/13	2013/14	2014/15	2015/16	2016/17	Total
		* Actual Budget	Estimated Expenditure	Estimated Expenditure	Indicative Expenditure	Indicative Expenditure	
ADULT SOCIAL SERVICES							
	Welfare Adaptations/Top Up Loans	50	100	100	100	100	450
	Residential & Social care provision	277	1,653	2,298	0	0	4,228
	Joint Service Centre	547	4,767	1,150	0	0	6,464
	Social Care Projects	31	50	125	0	0	206
	TOTAL EXPENDITURE ON ADULT SOCIAL SERVICES	905	6,570	3,673	100	100	11,348
HOUSING GF							
	Affordable Housing (formerly enabling)	796	3,484	2,100	2,100	2,100	10,580
	TOTAL EXPENDITURE ON HOUSING GF	796	3,484	2,100	2,100	2,100	10,580
TOTAL EXPENDITURE ON HOUSING, HEALTH AND ADULT SOCIAL CARE							
		4,077	13,596	8,591	5,018	5,018	36,300
Sources of Funding							
	External Funding and Contributions	3,632	8,261	2,300	1,150	1,150	14,193
	General Resources	445	5,335	6,291	3,868	3,868	22,107
	Total Funding	4,077	13,596	8,591	5,018	5,018	36,300
FINANCE, RESOURCES & CUSTOMER SERVICES GENERAL FUND							
BLOCK PROGRAMMES							
	Residents Priority Fund	1,532	1,000	0	0	0	2,532
	IT Workplan	48	0	0	0	0	48
	TOTAL EXPENDITURE ON BLOCK PROGRAMMES	1,580	1,000	0	0	0	2,580
	<i>Corporate Capital Contingency</i>	2,135					2,135
TOTAL EXPENDITURE ON FINANCE, RESOURCES & CUSTOMER SERVICES							
		3,715	1,000	0	0	0	4,715
Sources of Funding							
	External Funding and Contributions	0	0	0	0	0	0
	General Resources	3,715	1,000	0	0	0	4,715
	Total Funding	3,715	1,000	0	0	0	4,715

CAPITAL PROGRAMME

APPENDIX 5

*as at Quarter 3	SCHEME DESCRIPTION	2012/13	2013/14	2014/15	2015/16	2016/17	Total
		* Actual Budget £'000	Estimated Expenditure £'000	Estimated Expenditure £'000	Indicative Expenditure £'000	Indicative Expenditure £'000	
HOUSING REVENUE ACCOUNT							
Affordable Housing (formerly enabling) extension to programme							
	Works to Stock (Planned & Committed)	24,741	26,469	22,562	38,283	39,432	151,487
	Decent Homes	18,000	12,000	14,606			44,606
Grants to vacate and others							
	Grants to Vacate	500	500				1,000
	Community Halls	468	0	0	0	0	468
	Estate Renewals	4,700	8,540	8,104	5,069	13,942	40,355
TOTAL EXPENDITURE ON HOUSING REVENUE ACCOUNT		48,409	47,509	45,272	43,352	53,374	237,916
HOUSING REVENUE ACCOUNT							
Sources of Funding							
	External Funding and Contributions	48,409	47,509	45,272	33,692	30,444	205,326
	General Resources	0	0	0	9,660	22,930	32,590
Total Funding		48,409	47,509	45,272	43,352	53,374	237,916
Total Expenditure - General Fund Schemes							
	Total Expenditure - HRA Schemes	101,153	95,188	47,369	51,670	53,694	349,074
	Total Expenditure - All Schemes	48,409	47,509	45,272	43,352	53,374	237,916
Total Expenditure - All Schemes		149,562	142,697	92,641	95,022	107,068	586,990
Total Sources of Funding							
General Fund							
	External Funding and Contributions	56,148	33,177	25,474	36,090	35,525	184,114
	Total General Resources	45,005	62,011	21,895	15,580	18,169	164,960
TOTAL FUNDING		101,153	95,188	47,369	51,670	53,694	349,074
HRA							
	External Funding and Contributions	48,409	47,509	45,272	33,692	30,444	205,326
	Total General Resources	-	-	-	9,660	22,930	32,590
TOTAL FUNDING		48,409	47,509	45,272	43,352	53,374	237,916

APPENDIX 6**Summary of Budget Risks**

This Appendix sets out the financial risks of the Council. Risk assessment and planning will minimise risk, whilst balances and reserves need to be adequate to meet those risks that still materialise. Risks have been categorised as:

- Corporate
- Capital
- Service Specific

CORPORATE RISKS

These are risks that may affect all or a number of Council services.

- **Uncertainties caused by the current economic downturn including:**
 - Increase in the number of residents that are reliant on Council services;
 - The general financial risk to Enfield of businesses failing in the Borough
 - Loss of rental income through businesses failing or moving out of commercial premises rented from the Authority,
 - Loss of other income / difficulty in collection.
- **Future impact of legislative changes:**

The Government has and will implement changes across public services. Several of these will impact on local government with the full impact only becoming clear in future years including:

 - National Health Service Reforms
 - Universal Benefits Reform
 - Regeneration / Tax Increment Financing
- **Central Government funding & local government resources:**

The 2014/15 budget is the last year of the Government's 2010 Spending Review. The Chancellor's 2011 Autumn statement announced continued reductions in public spending of 0.9% in real terms for 2015/16 and 2016/17 which have been reflected in the Medium Term Financial Plan. The Chancellor's 2012 Autumn Statement confirmed that financial constraint will need to continue and the next Spending review in 2013 is expected to confirm that reductions in public expenditure will be at least as great as the 2010 Review. Recent work by the Local Government Association and supplemented by more detailed London analysis by London Councils shows that if current trends continue, the cost of social services and statutory environmental services may require other council spending to drop by 66% in cash terms (80% in real terms) by the end of the decade..

The potential of further reductions in public spending reductions after 2014/15 is one of the biggest risks to Council services and financial resilience over the Medium Term Financial Plan and the longer term.

- **Localisation of Business Rates from 2013/14.**

Business rates before 2013/14 was centrally pooled by the Government along with the risk of reductions in tax income. Localisation of business rates from 2013/14 transfers the risk of collection rates reductions or businesses decline to local authorities. The safety net arrangement of the Government still leaves Enfield exposed to a loss of business rates of up to £4.96m before it will be eligible for Government support.
- **Government Incentive Based Grants**

There is an increase in incentive based Government funding such as the New Homes Bonus and Council Tax Freeze Grant which replace existing need led allocations. Councils with high deprivation such as Enfield will be worst hit if allocations increase to the wealthier areas as a result of this incentive based approach.
- **Litigation and Legal Actions:**

All Councils face potential litigation cases and the size and range of services provided by Enfield make this a risk that should not be ignored. There are no single specific legal items to be reported but it is recommended that the Council includes some assessment for any uninsured litigation when assessing the adequacy of balances. A worst case of £5m has been assumed to complete the assessment of balances.
- **Demographic and other changes in the Borough:**

One of the main risks to the Council's budget relate to the uncertainties surrounding demographic change. The birth rate has increased. Residents are living longer, with greater levels of disability, and have greater expectations of independence, care and achievement. Assumptions have been made in the budget about the likely increases in demand for services, particularly in respect of social services clients (both adults and children). However, there is inevitably a degree of uncertainty about such predictions.
- **North London Waste Authority:**

NLWA is currently undertaking a procurement for future waste disposal services and investment in new infrastructure to avoid the effects of the increasing landfill tax, and to meet national, regional and local demands for a more sustainable waste solution that includes more recycling and recovery. The future contract is likely to run for 25 years from 2014. Additional resources have been built into the MTFP. However, the size of the project and the construction time may lead to variations both in terms of the phasing of the additional cost of the programme.
- **Savings included in the 2013/14 budget:**

On top of the 2012/13 savings, agreed as part of the 2012/13 budget setting process a further £13m of new savings have been identified in 2013/14 to bridge the budget gap as a result of increased pressures and reduced Government funding. There is a risk that some of the savings identified as part of this budget setting process will not be achieved. Although each proposal has been scrutinised and the proposals have been assessed as

viable and realistic, there is still an element of risk involved in terms of achieving these savings. These risks will be taken into account in setting the level of contingencies and general balances. The monitoring of the achievement of these savings will, as in previous years, form an integral part of the 2013/14 revenue monitoring process and if required, appropriate action will be taken to ensure that they are delivered, or if not other savings measures identified to compensate for any shortfall..

- **Changes in external factors such as interest rates:**

Interest rates are an area that is outside the Council's control and therefore represents a continuing area of significant risk. Any increases in rates will benefit the Council's financial position as the Council's borrowings are, for the most part, at long term fixed rates. Conversely, the low rates currently experienced due to the national economic position will reduce the resources available to the Council. An Equalisation Reserve has been in place for several years to "damp down" the effect of fluctuations in interest rates and this reserve will be used in a planned way to support the MTFP. Interest rates will continue to be closely monitored and planning assumptions will be updated as required. The low interest rate environment in short term rates does allow the Council to borrow at low historic rates. The Council however, is aware of the risk that interest rates may start to rise and we will need to finance loans for longer maturity dates.

- **Inflation and other cost increases:**

Staff pay represents the most significant proportion of the Council's expenditure. Consequently, variations in pay levels represent a significant risk. However in 2013/14 the Government have stated their intention to cap public sector pay rises to maximum of 1%. It should also be noted that the Council works in a range of labour markets, and the laws of supply and demand are pushing up costs in certain sectors. In addition, inflationary pressures in some parts of the Council's spending (particularly Social Services care packages) may exceed the assumptions in the plan.

- **Increased costs of waste disposal:**

It is important that the Authority does all it can to recycle as much waste as possible in order to minimise any cost pressure from landfill charges associated with household waste.

- **Changes in Adult Social Care provision:**

Adult Social care is undergoing a major change to service provision with the introduction of the personalisation agenda. This initiative will improve the quality of life for social care clients, giving them more choice and freedom in the services they are able to purchase. Assumptions are that this will be funded from within existing resources but there is a risk on any initiative of this size that hidden costs may emerge in the future. Safeguarding adults will remain a priority in any service decision.

- **Income, including fees and charges:**

The budget includes a number of assumptions about income levels. Although all income assumptions have been validated using the most up to date

information available, there is inevitably an element of risk that they might not all be achieved.

- **Revaluation of the Pension Fund:**

The current economic downturn is directly affecting the value of the pension fund and the Pension Board is continuing to closely monitor this situation as this may affect the future contributions required from the Authority.

- **VAT Exemption Limit:**

All councils are allowed to recover VAT on exempt supplies up to a limit of 5% of taxable supplies. Should an authority breach this threshold all exempt VAT becomes irrecoverable and a cost to the council. For Enfield, this would amount to £2.3m based on current levels of expenditure. The limit is monitored by finance officers who also provide training to services staff engaged in exempt VAT activities (in particular, property).

- **Bellwin Scheme:**

The Government's Bellwin Scheme provides emergency financial assistance to local authorities. The scheme may be activated where councils incur expenditure on an emergency or disaster to

- safeguard life or property, or
- to prevent suffering or severe inconvenience, in their area or among its inhabitants.

There is no automatic entitlement to financial assistance: Ministers are empowered by Section 155 of the Local Government and Housing Act 1989 to decide whether or not to activate a scheme after considering the circumstances of each individual case. Council must exceed an expenditure threshold (£0.93m for Enfield in 2012/13) above which government may pay 85% of costs incurred.

- **Transfer of Primary Care Trust responsibilities:**

The NHS is currently going through a period of transition, with care commissioning responsibilities transferring from the PCT to the Local authority. Financial resources have been identified and allocated by the government to support this transfer. The assumptions are that the responsibilities transferred will be met from the proposed allocations but there is a risk that unforeseen pressures may emerge. The authority will continue to support joint commissioning priorities that contribute towards the Health and Social outcomes for local people.

- **Housing Benefit Subsidy for Temporary Accommodation:**

Changes were adopted by the Department of Works and Pensions from 2010/11 which affected the subsidy funding system for temporary accommodation for homeless households. These changes have reduced significantly the rental income that funds the Borough's homelessness service. Although a significant adjustment was added to the budget to resource this issue the sheer size of the budget means that this remains a potentially significant budget risk to the Council in 2012/13 and future years.

- **Localisation of Council Tax Support:**

The localisation of Council Tax Support will result in some of the poorest residents in Enfield being required to contribute to the council tax for the first time. There is no experience as to potential collection rates and the Council will face additional budget pressures if losses are in excess of the bad debt provision in the 2013/14 budget and MTFP.

The gap between Council Tax Support (CTS) grant and discounts provided may increase in later years due to:

- Reductions in Revenue support Grant (RSG) (of which CTS grant is transferred to from 2014/15) without equivalent reductions in local discounts. It will be difficult to monitor the position as CTS will not be a clearly identified element of RSG from 2014/15.
- Growth in the caseload that is no longer funded by increases in grant

- **Welfare Benefits:**

Increased migration of homeless clients from inner to outer London is being experienced following welfare benefit changes by the Government. The benefit changes may also create financial difficulties for existing local residents. This may increase demand for services and impact on the local economy including the collection of council tax and other fees and charges of the Council.

- **Rental income from the Council's assets :**

The Council manages a substantial asset portfolio and is beginning to experience the effects of the economic downturn through a reduction in rental and service charges income from businesses and other tenancies.

- **IT Refresh**

Continued IT investment will be needed to meet ever increasing demands, support more efficient, transformed working practices and keep system up to date with current and future legislative requirements.

CAPITAL RISKS

The following risks are associated with the delivery of the Council's capital programme.

- **Generating the required level of capital receipts:**

As noted earlier in the report there are risks around achieving the level of receipts assumed in the current capital programme where disposals may not be achieved. If new receipts are not identified the gap will have to be met from borrowing.

- **Robustness of capital project plans:**

This could be a problem if schemes have not been sufficiently developed in detail before their inclusion in the capital programme. This is a particular risk when embarking on a substantial and complex programme. Nevertheless, the detailed work required to produce 'scheme reports' means that the risks are

minimised by ensuring that commitments are not made before full costings and a project risk assessment have been completed.

- **Meridian Water Development:**
The master plan will be finalised in March 2013 and this will include a detailed financial commitment to deliver the scheme.
- **Time and/or cost overruns:**
In the main these problems should be minimised by good project planning and management; the Council uses the Prince 2 methodology. Progress with and expenditure on individual projects are monitored monthly.

SERVICE SPECIFIC RISKS

Finance staff, working with staff in Departments, has assessed the risks associated with individual budgets. The most significant risks within departmental budgets are set out below:

Schools and Children's Services Department

- **Demand led services:**
There are a number of areas within the Department's services that are statutory and demand led, meaning that the service must be provided if the client meets the relevant criteria. Examples include supporting the placement of children with special education needs in independent and out borough settings, purchasing care packages for vulnerable children, increasing numbers of pupils in primary schools and giving financial support to families with no recourse to public funds. These budgets are at risk from any change in the numbers of children requiring services. Whilst there has been no significant change in the number of referrals of children possibly at risk they remain high which can ultimately lead to increases in the number of placements needed. The implementation of the prevention strategy is expected to manage budget pressures in these areas and to deliver a saving in the medium term but welfare benefit and demographic changes continue to pose a risk that cannot be fully quantified at this stage, particularly in respect of services supporting homeless families and looked after children.
- **Staffing:**
The Department's salaries budgets include a vacancy factor, which recognises the cost savings as a result of staff turnover. This can be difficult to achieve in certain areas where it is necessary to maintain higher staffing levels in order to deliver safe essential services. Although the general success of the Council's policy for recruiting and retaining children's social workers has reduced the need to use agency staff in some areas of the service, the continuing increase in the number of referrals to the Children in Need Service may require additional staff resources.
- **Legal services:**
The cost of legal representation is difficult to control due to the complexities of some of the cases relating to children. As the number of cases remains high more cases require legal action. Whilst Legal Services are aiming to take on more legal work the specialised and technical aspects of some cases still require legal representation by external solicitors, barristers and QC's. An

ongoing pressure during 2013/14 will be legal costs arising from work on schools causing concern.

- **School places:**

The Council's capital programme currently provides funding for additional primary school places which are funded by central government capital grants which have reduced the call on Council resources in the short-term. The provision of school places is continually under review. In the medium term, the pressure to create additional places passes on to secondary schools and there is a risk that the cost of providing the additional places needed will not be fully funded by central government grant, leaving the Council to meet any shortfall.

Health Housing and Adult Social Care Department

Social Care Demand:

Care purchasing budgets have been prepared on the basis of known levels of activity plus those that might reasonably be foreseen, based on demographic forecasts and historic trends. There remains however the possibility that demand will exceed these assumptions. The causes of increased demand may come from an increasing number of adults entitled to support, but more commonly, an increasing level of dependency within the existing client groups and fluctuations in demand between client groups with increased demand occurring at different levels.

- **Contractual Price:**

The majority of services to clients are provided by the independent and voluntary sectors. In negotiating contracts with these providers the Council seeks to strike a fair balance between a meaningful increase in recognition of providers' costs, affordability to local taxpayers and quality provision. In relation to specialised services for clients with more complex needs, the requirements of providers for increases above inflation represent the highest risk area. Although the number of clients affected may not be large, the budgetary impact of increasing already high cost packages is significant. Sustainability of the independent sector is an area of risk nationally. The Council also maintains some in house provision, which is subject to the same cost pressures as other providers.

- **Enfield NHS Trust**

Monitoring of the Enfield NHS Trust financial position is reflected in the authority's monthly budget monitoring processes. It is important to note that 2012/13 is a year of transition for the NHS and there is an element of risk associated with untangling existing contract arrangements.

- **Client Income:**

Given the significant income assumptions in the budget, there is a risk that they might not be achieved in full. This is especially the case in the current economic climate, where vulnerable residents will be making difficult choices regarding basic living requirements and paying charges.

- **Homelessness Procurement and Benefit changes 2013/14:**

Welfare reform changes and a shortage of accommodation across all tenures has seen a lack of stability in the amount of accommodation available for

homeless households, this has resulted in a rise in homeless households living in temporary accommodation during 2012/13.

- **The Procurement of Temporary Accommodation**

The cost of private rented accommodation is rising in London, which is placing significant pressure on budgets to procure temporary accommodation for homeless households. The Temporary Accommodation budgets are showing a shortfall of £1.029m from the loss of Private sector leased properties and a higher use of Nightly paid Accommodation and this budget pressure is being funded from the Initiative Reserve. Expenditure on homelessness has been supported by a one off funding from the initiative reserve, however the reserve will run out by the end of 2013/14, subject to funding availability.

- **Welfare Reform**

The introduction of a total benefit cap will reduce the housing benefit for households in temporary accommodation, this will increase the risk of rent arrears and increase the staffing resources required to maximise the collection of rent. The prospect of the economic outlook may also impact on the level of arrears. It is therefore prudent to significantly increase the contribution to the provision for bad debts and an amount of £1.6m is set aside from the corporate budgets for this purpose. This may change once the full impact of the benefit changes is known and measures have been put in place to mitigate the full impact of the risk.

- **Judicial Review:**

The right of individuals to challenge in the Courts, Council decisions around Community Care Assessments and provision of services inevitably present risks. Even when the Council is able to successfully defend a judicial review, it will often be left with significant legal costs.

- **Empty Property Compulsory Purchase Order (CPO) programme**

The Council is liable to make 'Basic Loss payments'. Basic Loss Payments are statutory entitlements payable to former owners for interest in land, subject to certain criteria being met and up to a maximum amount. There are currently ongoing CPO cases which may be liable to make such payments in the future which will be met from central contingency as required.

Environment Department

- **Income from fees and charges:**

The level of income generated from skip licences, building control and parking services has continued to reduce during 2012/13 as a result of slow economic recovery. The achievement of around £9M income target in 2013/14 is dependent on the economic situation in the borough and will need to be closely monitored.

Finance, Resources & Customer Services

- **Land charges:**

The level of income generated from land searches has reduced considerably in recent years. This reflects both the general low level of activity in the property market and increased competition from personal search agents. The achievement of the income target in 2013/14 like last year will need to be closely monitored.

- **Commercial Property Portfolio:**

The Council's commercial property portfolio is expected to generate rental income of approximately £5.4m in 2012/13. The current economic downturn, together with regeneration initiatives, continues to impact adversely on the income stream.

Regeneration, Leisure & Culture

- **Broomfield House**

Investment from the Council in this scheme is as yet unquantified as we await the outcome of the Heritage Lottery Fund (HLF) application. HLF may require a greater contribution from the authority.

- **Meridian water:**

The scheme is yet to be fully quantified but substantial sums will be required to deliver the scheme and to realise the full benefits for the authority.

- **Increase in specialist advice required to deliver regeneration schemes:**

Already the department has had to increase its investment in specialist staff to deliver very complex projects. This will increase in relation to MW and the DEN.

- **Increase in costs associated with Examinations in public:**

The authority has a large number of planning policy documents that will require substantial investment to achieve a successful outcome in these examinations. The DMD and two further plans are expected to be ready for examination. This includes the CIL AND North London Waste Plan which still require specialist external planning advice and legal advice to reach a successful conclusion.

APPENDIX 7(a)

Earmarked Reserves

This Appendix explains the purpose of the Council's main earmarked reserves. The reserves table also shows planned movements in the balances over the period of the Medium Term Financial Plan. Comments regarding the adequacy of the reserves held are set out below while **Appendix 7(b)** summarises forecast use and commitment of the reserves.

Reserves to meet specific programmes

- **Council Development Reserve**
This reserve helps support the implementation of the Council's initiatives, and funds various "one off" projects. Withdrawals from the fund depend on the timing of projects.
- **Regeneration Reserve**
This reserve is used for contributions towards and funding for the Council's regeneration agenda. It must be noted that the Meridian Water master plan will be finalised in March 2013 and this will include a detailed financial commitment to deliver the scheme. In addition a substantial sum of capital funding will be required to deliver the West Anglia Line rail improvements. As yet this cannot be quantified but can be mitigated through grants and further investment by development partners.
- **Vehicle & Equipment Replacement Fund**
The Fund is to finance the planned programme of replacement vehicles and equipment.
- **General Fund Capital Reserve**
This resource is available to fund new capital investment in the approved Capital Programme over the medium term. It supports the delivery of the Capital Programme set out in the main report.
- **ICT Investment Fund**
This reserve supports IT upgrades, new developments and implementation costs and is the principal source of funding for the corporate ICT Work Plan.
- **SAP Upgrade**
This reserve is set aside to finance SAP developments and improvements.
- **Revenues & Benefits Systems**
Reserve to support changes to the Revenues & Benefits systems following the CTS and other technical changes.
- **Industrial Estates Improvements**

Support to the North London Chamber of Commerce, to the Enfield Business & Retailers Association; to North London Business and North London Strategic Alliance, etc to improve the state of repairs of industrial estates in order to make them attractive for letting.

- **Working Neighbourhoods Fund**
Working Neighbourhood's Fund and Local Authority Business Growth Incentive monies from the Government in order to tackle worklessness and support enterprise.
- **Homelessness Initiative**
This is ring-fenced homelessness underspend from previous years to fund initiatives to reduce numbers in temporary accommodation.
- **Waste Recycling Reserve**
Transitional funding for the changing of the outlet for the bulking and processing of the mixed garden and food waste from the North London Waste Authority (NLWA) to Enfield's contractor. This will make significant savings in future years but due to the NLWA Levy funding mechanism, funding is needed to bridge the 2 year time lag before the NLWA levy fully reflects the reduced tonnages in 2013/14. It is anticipated that the reserve will be fully utilised during 2013/14.
- **European Match Funding**
The reserve was created as part of the 2010/11 outturn finalisation so that a further £1.5m has been set aside to provide match funding for the European Social Fund schemes run by London Councils and the Greater London Authority. Support will be given for projects which improve the employability of unemployed and economically inactive people in Enfield.
- **Enfield Community Capacity Building Fund**
As part of the Council's renewed determination to actively assist and build the capacity of all of our communities in Enfield, ring-fenced funding of £1.9m has been set aside for defrayment over the next 3 operational years to build community capacity in the Borough – the Enfield Community Capacity Building Fund. The decision to allocate this funding was agreed as part of the Council budget setting process approved in July 2010.
- **New Homes Bonus -Empty Properties**
This reserve represents Government Grant Funding for New Homes Bonus. Enfield Council received £528k in 11/12 and this has been allocated to the Private Sector Housing Team to be spent on their empty properties programme to bring back empty properties into use. This funding will be spent over 12/13 and 13/14.

- **Statutory Community Care Services - Capacity Pressure (£939k balance as at 14/01/2013)**

Within the authorities Medium term financial plan the funding of Adult social care demographic pressures in 2013/14 and 2014/15 will be partially funded from £939k one off resources identified during 2012/13.

- **NHS Social Care Grant (£5.1m balance as at 14/01/2013):**

The authority has been awarded a total of £6.8m over the last two years to fund Social care priorities which are jointly agreed between the authority and the PCT. A number of projects have slipped and as a result resources are earmarked to achieve desired outcomes in future years. Additional some of the funding has been allocated to contribute to the Council's Medium Term Financial Plan, in order to maintain current Adult Social Care Service levels to vulnerable Adults

- **Supporting People Reserve (Proposed)**

Within the authorities Medium term financial plan the Supporting People contracts have been reviewed against the savings plan. Many of the budget reductions will lead to reduction in services.. Use of one off SP under spends are identified to support deliver of savings and enable transition of services to be managed.

- **Winter Capacity Pressure (Proposed)**

The DoH has provided ringfenced funding to PCT's to support social Care Winter Capacity planning throughout the year.. Funds transferred to local authorities from PCT for investment in social care services that also benefit the health system. The funding should support joint working between health and social care services including continued focus on re-ablement and improving the interface between health and social care and will be reported back to the National Commissioning Board/DoH.

- **Other specific General Fund reserves for small projects and invest to save initiatives**

These are considered adequate for the projects concerned.

Reserves set aside to smooth expenditure between years and meet contingent risks

- **Public Finance Initiative Investment Reserve**

These balances will equalise the funding available for the PFI Street Lighting project over the whole life. Holding an earmarked reserve for this purpose is considered prudent and good practice.

- **Insurance Fund**

The internal Insurance Fund provides cover in full for tree root damage claims, burglary and "all risks" on specified equipment. The Fund also meets the cost of all claims within the external policy excesses for general building fire damage (including housing properties), motor,

cash and public and employer liability claims. In addition there is a potential liability with a former insurer of the council which would be a call on this fund.

- **Repair & Maintenance of Council buildings**
The revenue budget includes an annual contribution to the R & M fund. The fund supports day-to-day repairs, responsive maintenance, and service contracts in respect of Council buildings. The longer term requirement to match needs with resources will be addressed as part of the Council's policy to rationalise its accommodation needs. With an ageing portfolio of buildings, the risk of expensive repairs and maintenance is increasing. The Leaner Programme is mitigating this by reducing the number of buildings and investing in those that remain.
- **Interest Equalisation Reserve**
This reserve is intended to address one of the most significant risks the Council potentially faces. The global economic downturn has had unprecedented effects on the UK economy, of which the dramatic reduction in interest rates is one of the most significant. This reserve is designed to provide some cushioning against further fluctuations.
- **Restructuring and Redundancy Reserve**
This reserve refers to funding set aside to meet the "one off" costs associated with service restructuring to achieve efficiency savings.
- **Repairs Fund for private sector housing leased to Council**
This funding is set aside to cover the cost of repairs to PSL properties when the leases come to an end and the properties are handed back to their owners. It is "routine" business, with a low risk, and this reserve acts as a buffer to support the repairs work.

Other Reserves

- **HRA Repairs Fund and Capital Reserve**
These funds represent the resources available for major repairs to the Housing stock and works to achieve the Decent Homes Standard.
- **Risk Reserve**
Set aside as a contingency sum in order to provide financial funding over the period of the Medium Term Financial Plan for potential pressures as detailed in the 2011/12 Outturn Report to Cabinet.

ESTIMATED MOVEMENT IN EARMARKED RESERVES

APPENDIX 7(b)

RESERVE	2012/13		2013/17 Programmes		Estimated Reserves 31 March 2017 £'000s	Provision for Contingency Costs £'000s	Forecast Reserves as at 31 March 2016 £'000s
	Reserves as at 31 March 2012 £'000s	Net Transfers 2012/13 £'000s	Balance 31 March 2013 £'000s	Revenue £'000s			
General Fund Reserves							
Projects / Programmes							
Council Development Reserve	(1,190)	745	(445)	445	0		0
Regeneration Reserve	(1,455)	335	(1,120)	1,120	0		0
Vehicle and Equipment Replacement Fund	(756)	(1,096)	(1,852)	(5,365)	0	7,217	0
General Fund Capital Reserve	(3,244)	1,000	(2,244)	2,244	0		0
ICT Investment Fund	(6,123)	4,440	(1,683)	1,683	0		0
SAP Upgrade	(1,298)	300	(998)	998	0		0
Working Neighbourhood Fund	(326)	261	(65)	65	0		0
Revenues & Benefits Systems	(704)	488	(216)	216	0		0
Homelessness Initiatives	(4,212)	1,686	(2,526)	2,526	0		0
Waste Recycling Reserve	(1,565)	1,050	(515)	515	0		0
European match funding	(1,500)	636	(864)	864	0		0
Enfield Community Capacity Building Fund	(1,900)	1,456	(444)	300	(144)		(144)
Statutory Community Care - Capacity Pressure	0	(939)	(939)	939	0		0
NHS Social Care Grant	(3,453)	(1,647)	(5,100)	5,100	0		0
Supporting People Reserve	(570)	30	(540)	540	0		0
Winter Capacity Pressure (proposed)	0	(882)	(882)	882	0		0
Other HHASC Project Reserves	(4,487)	3,423	(1,064)	1,003	(61)		(61)
Project Carry Forwards	(7,560)	7,560	0	0	0		0
Industrial Estates Improvements	(603)	253	(350)	350	0		0
Empty Properties (New Homes Bonus 2011/12)	(528)	104	(424)	424	0		0
Other General Fund Reserves for small projects	(3,210)	935	(2,275)	(174)	(1,949)	500	(1,949)
	(44,684)	20,138	(24,546)	12,431	(2,154)	9,961	(2,154)
Risk / Smoothing							
PFI Investment Reserves	(2,607)	556	(2,051)	2,051	0		0
Insurance Fund	(3,160)		(3,160)	1,100	(2,060)	1,000 ¹	(1,060)
Repair & Maintenance of Council buildings	(932)	250	(682)		(682)		(682)
Interest Rate Equalisation Reserve	(4,254)	1,700	(2,554)	2,554	0		0
Restructuring and redundancy reserve	(1,033)	(1,000)	(2,033)	2,033	0		0
Repairs Fund for private sector housing leased to the Council	(1,343)	150	(1,193)	1,193	0		0
Risk Reserve for potential one-off pressures over period of MTFP	(2,668)	1,000	(1,668)	1,668	0		0
	(15,997)	2,656	(13,341)	10,599	(2,742)	1,000 ¹	(1,742)
Other Reserves							
Performance reward grant receivable (LSP)	(487)		(487)		(487)		(487)
S106 Receipts	(656)	141	(514)	514	0		0
Residents Priority Fund	(930)	930	0	0	0		0
Year end appropriation of underspends / contingency (estimated subject to outcome position)		(6,000)	(6,000)		(6,000)		(6,000)
	(2,072)	(4,929)	(7,001)	514	(6,487)	0	(6,487)
	(62,753)	17,865	(44,888)	23,544	(11,383)	1,000	(10,383)
GENERAL FUND RESERVES							
Other Ring-Fenced Reserves							
Dedicated Schools Grant	(4,105)	1,251	(2,854)	1,000	(1,854)		(1,854)
HRA Repairs/Capital Reserve	(8,835)	576	(8,259)	821	(7,438)		(7,438)
Total Earmarked Reserves	(75,693)	19,692	(56,001)	25,365	(20,675)	1,000 ¹	(19,675)

1. Estimated council share of pre-fund claims which are not expected to be payable in full in the near term, but over the next 20-30 years

STATEMENT OF THE SECTION 151 OFFICER UNDER THE REQUIREMENTS OF SECTION 25 OF THE LOCAL GOVERNMENT ACT 2003

ROBUSTNESS OF BUDGET ESTIMATES AND ADEQUACY OF THE RESERVES FEBRUARY 2013

1 Introduction

The Local Government Act 2003 places a duty on the Chief Finance Officer (the Council's Section 151 Officer) to report to Council as part of the budget process on the robustness of the estimates and the adequacy of the proposed financial reserves.

Guidance on balances and reserves is provided by Local Authority Accounting Panel (LAAP) Bulletin 77 (Nov 2008) which is the basis on which the Chief Finance Officer's annual financial risk assessment has been updated in the Council Budget report to Council. The LAAP emphasises the importance of taking account of the council's medium term plans and forecasts of resources, and not to focus solely on short term considerations. The majority of council services face external demand and cost pressures in future years, but two key policies that clearly fit into the council's medium term planning are the LEANER Programme and its policy of prudential borrowing.

This Appendix focuses on these two responsibilities to report to Members on:

- the robustness of estimates (s25), sections 3-5 below; and
- the adequacy of reserves (s27), section 6 below.

This Appendix builds on the statements included within the main body of the budget report, and monitoring of the 2012/13 budget.

2 Processes

Budget estimates are exactly that, estimates of spending and income made at a point in time. This statement about the robustness of estimates cannot give a guaranteed assurance about the budget, but gives members reasonable assurances that the budget has been based on the best available information and assumptions.

To meet the requirement on the robustness of estimates a number of key processes are in place, including:

- the issuing of clear guidance to accountancy teams on the preparation of budgets;
- peer review by accountancy staff involved in preparing the standstill base budget i.e. the existing budget plus inflation;
- the use of budget monitoring in 2012/13 in order to re-align budgets with current demand, for 2013/14
- an updated medium term planning process that highlights priority services;
- a review via Council Management Board of proposed savings and their achievability;

- review of the budget by the responsible Cabinet Member for the budget;
- the Chief Financial Officer providing advice throughout the process on robustness, including reflecting current demand and service standards (unless standards and eligibility are to be changed through a change in policy); and

Notwithstanding these arrangements which are designed to test the budget throughout its various stage of development, considerable reliance is placed on the Service Managers having proper arrangements in place to identify issues, project demand data, and consider value for money and efficiency.

3 Robustness of Revenue Estimates

The 2013/14 draft budget includes nearly £20m of budget cost pressures and business critical growth, partially balanced by offsetting savings and increased income. As part of developing the budget, Members have considered these options and they are reflected in the proposed budget.

Savings in the latter years of the plan have been included pertaining to efficiency and procurement. These savings are reasonable assumptions of modernisation expectations for an organisation of over £1bn gross spend. It should be noted that these savings will need to be attributed to initiatives as the LEANER programme and other modernisation initiatives are developed.

To assess the adequacy of reserves, the key financial assumptions underpinning the budget and Medium Term Financial Plan are reviewed in accordance with the criteria recommended in LAAP 77.

1. The treatment of demand led pressures

The major demand factors affecting the 2013/14 and later years' budgets are:

- Demographic pressures. The draft budget and Medium Term Financial Plan provides for significant additional cost of services due to increases in client numbers.
- Future funding. The Government has announced a two year settlement for 2013/14 and 2014/15. There is considerable uncertainty after that with further information due in the spending review in 2013.
- Legislative Changes: The localisation of council tax support and impending introduction of Universal credit potentially will increase demand on services in Enfield. The changes may result in more claimants moving to Enfield along with increases in cost

All Strategic Managers have reviewed their base budgets including demand led pressures based upon budget monitoring and projections made by service managers of demand in future years. Service managers are expected to put forward management and policy actions to manage the additional demand within the relevant legislation either within the relevant budget or reprioritising within their service budgets. If this is not possible and under-spending management action or policy actions in other service areas are not sufficient to cover the additional demand, then the minimum level of balances may have to be used to temporarily address the additional expenditure.

Such an eventuality has been considered in future years' budgets and it is assumed that general fund balances would be restored to at least the minimum prudent level in the following year.

2. The treatment of inflation and interest rates.

A 1% pay award has been provided in the 2013/14 budget for staff in line with the chancellor's announcement in the Autumn Statement.

Vacancy factors have been built into salary budgets for 2013/14 reflecting the specific circumstances for each particular service based on management judgement taking account of service needs. A review of vacancy factors has been undertaken in order to ensure that they are all achievable and reflect the level of employee turnover on the particular serve area concerned.

Current inflation is expected to continue to fall during 2013/14. Budgeted inflation has been cash limited to 1% but it is recognised that there will be externally provided services that will be subject to higher contractual rates. Managers are required to manage inflation pressures within their budgets through procurement efficiencies.

The risk that Council income will be less than budgeted due to economic problems has been factored in when calculating service budgets and contingencies. Specific fees and charges are set at levels where increase can be achieved without damaging services to residents. Council tax collection levels have been adjusted to take into account the new local council tax support system. The overall collection rate has been reduced from 98% to 96.87% to allow for council tax from taxpayers affected by the reduction in benefit support. The estimate is assumed over the life of the MTFP as achievable but will need close monitoring to ensure collection estimates are reasonable.

Minimal income is budgeted for interest earnings based on the average investment funds of £65m at a rate of 0.5%. An Interest Equalisation Fund still exists to protect the Council from future interest rate fluctuations in the short / medium term.

Interest rates for 2013/14 have been assumed at 0.5% from April 2013 for temporary investment. Most of the Council's debt is long term is at fixed interest rates with 3.5% assumed for any long term new borrowing resulting from the draft capital programme. The revenue financing costs are fully provided for in the draft revenue budget.

3. Estimates of the level and timing of capital receipts.

In the short term, unapplied capital receipts are treated as general cash balances when investing with interest earned used to support revenue expenditure. Capital receipts are used in the long term to finance new capital investment. Delays in capital receipts may add to short term borrowing costs but current low interest rates mean this a small risk to the Council's financial standing.

4. The treatment of efficiency savings/ productivity gains.

All service managers have a responsibility to ensure the efficient delivery of services and when efficiency savings are proposed that those savings are both realistic in terms of the level of savings and timing. Should the level and timing of such savings vary due to unforeseen events and under-spending, management

action or policy actions within the relevant department and corporately if appropriate, will be implemented.

The LEANER efficiency programme is the delivery mechanism for achieving this. Across the authority a significant proportion of the recently achieved savings have been through “Leaner” initiatives.

5. The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments

The sharing of risk is in accordance with the principle of the risks being borne by the party best placed to manage that risk. Inherent risks include any guarantee or variation of service throughput (service volumes). If risks materialise they will be considered in future years’ budgets and General Fund reserves restored to at least the minimum prudent level.

6. The availability of other funds and insurance to deal with major contingencies

Besides the general budget contingency of £1m, there are also General Balances of £14m and estimated Earmarked Reserves estimated at 31st March 2013 to be £53m (**Appendix 7(b)**).

The minimum level of general balances assumes that management 2013/14 and policy actions will be taken to address major issues that might arise. Should these be insufficient, general balances may have to be used temporarily and restored to at least their minimum prudent level or the optimal level through future budgets.

The Council’s insurance arrangements are a balance between external insurance premiums and internal funds to “self-insure” some areas. External premiums are also managed by an excess payable by Enfield Council for claims received. Premiums and self-funds are reactive to external perceptions of the risks faced by the Council which includes both risks that are generic to all organisations and those specific to the authority.

The level of the Insurance Reserve was subject to an actuarial review in 2012. At present it is judged to be adequate, the position being that estimated outstanding liabilities are covered by the balance on the Reserve.

7. The overall financial standing of the authority

In addition to the revenue spend that the Council will incur in 2013/14, it also has a Capital Programme that requires prudential borrowing in 2013/14 and future years (Appendix 5). The revenue financing costs are currently affordable and included in the budget and MTFP.

The assumed Council Tax collection rate for 2012/13 is 96.87% and is judged to be achievable. For each 1% not collected, the cost is approximately £1.0m in lost income to the Council. Legislation requires that any Collection Fund deficit be corrected through the Council Tax in the next year. The Collection Fund is expected to have a £1.389m surplus by March 2013.

8. The authority’s track record in budget and financial management.

The Council’s recent track record in budget and financial management is one of underspending.

The full year effect of previous decisions, demographic growth and legislative

change has been identified and will continue to be identified during the budget and Medium Term Planning process.

Ultimately, financial performance relies on all budget managers actively managing their budgets and complying with financial regulations, including not committing expenditure if there is no budget provision available. The outturn position for 2012/13 will be closely scrutinised as £12m savings and additional income were introduced in order to balance the budget. This followed £34.5m of savings which were achieved in 2011/12. The monthly monitoring process for 2012/13 indicates that the Authority is on target to achieve these savings.

9. The authority's capacity to manage in-year budget pressures

The Council has a good track record in managing in year pressures. These pressures have been identified and reported at an early stage through the monitoring process and departments have then in most cases been able to identify plans to absorb the cost. Specific contingent items have been identified and put aside to mitigate risk. For example a contingent item was set aside and then subsequently allocated in respect of the loss of income departments have experienced as a result of the economic downturn.

The 2012/13 projection is a small underspend (November monitoring) reported to Cabinet in January 2013.

10. The strength of the financial information and reporting arrangements.

It is recognised that the financial information and reporting arrangements needs to be strengthened. The Council needs to improve the usability of the system (SAP) for non-financial users.

A programme of SAP development and remedy was initiated in September 2011. The key driver for the programme is to maximise the investment made to date in SAP as a key business system. This in turn will underpin effective service delivery by exploiting additional functionality available and lead to enhanced financial and budgetary management information across the Council.

The programme consists of over a dozen projects that will help to deliver enhanced data quality and processes leading to improved management information. The following tasks were completed before the end of January,

- base salary estimates
- risk based balances calculation;
- prudential borrowing – a model was tested with advisors.
- inflation – modelling over the period of the MTFP

4 Risk

In reports to the Budget Scrutiny Commission and Scrutiny Panels in December 2012 and January 2013, Members were able to assess the robustness of their budgets, the achievability of savings, income and reductions. It is expected that the key budget risks will be:

- Social care- demographic pressures
- Future Government legislation creating extra burdens
- Further reductions in public expenditure

The budget assumptions and potential changing circumstances will require forecasts for future years to be reviewed early in each financial year leading to more detailed budgets being prepared for the next financial year and the medium term during the autumn of each financial year.

5 Capital Budget 2013-2017

The recommended programme's revenue implications are fully incorporated in the MTFP. The Council's policy is to fund its capital programme over the four year MTFP cycle, from three sources, capital receipts, grants and finally borrowing. Receipts are invested as part of the Council's normal treasury management activity and the interest continues to be used to help to support the Council's revenue expenditure.

If necessary the Council can choose to freeze parts of the programme throughout the year to ensure spend is kept within the agreed budget.

There are two main risks.

- Firstly is the risk of a shortfall in capital funding such as new capital receipts that would result in an increased need to borrow or delay schemes.
- Secondly is the ability of the Council to fully deliver the programme within the agreed timescales. Slippage relating to 2013/14 is fully funded over the MTFP period but this in itself will increase pressure on the Council to deliver the anticipated 2013/14 programme.

6 Adequacy of the level of General Balances

Under the 2003 Act the Secretary of State has reserve powers to set a minimum level of reserves. The most likely use of this power is where an authority is running down its reserves against the advice of their Chief Financial Officer.

Determining the appropriate levels of reserves is not a precise science or a formula e.g. a percentage of the Council's budget. It is the Council's safety net for unforeseen or other circumstances and must last the lifetime of the Council unless contributions are made from future years revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the Council as these can and will change over time.

Determining the appropriate levels of balances is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budgets, major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management.

The table below brings together the risk quantification, the current level of General Fund balances and the value of specific reserves as yet not committed and which could be available to temporarily meet unplanned costs. The summary indicates that the Council has sufficient funds available to meet one-off expenditure in the short term based on the likely cost if the risks materialised.

MTFP Risk summary (Excluding Schools & HRA)	Likely £m
Risk Evaluation (appendix 8(b), column 4)	18.651
General Fund Balance at 31 March 2012	(13.996)
Forecast Reserves uncommitted (Appendix 7(b))	(10.383)
MTFP Resources exceed risks	(5.728)

It should be noted that the consequences of not keeping a minimum prudent level of balances can be serious. **Appendix 8(b)** identifies risks¹ in excess of the balances and reserves shown above and whilst this scenario would never arise, in the event of a major problem or a series of events, the Council might run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

Any drawing from balances to meet non-budgeted expenditure or loss of income has to be made good in the following year's base budget, which would compound the risks in that year and weaken the Council's financial standing should the minimum level be breached.

7. External Auditor's Review of the Council's arrangements for securing financial resilience.

As part of the external auditor's work on Value for Money, an annual review is undertaken to determine if the Council has proper arrangements in place for securing financial resilience. The review looked at:

- Key indicators of financial performance
- Its approach to strategic financial planning
- Its approach to financial governance: and
- Its approach to financial control
- The report concluded that all areas were assessed as 'green' with no cause for concern and that the Council has adequate arrangements in place for achieving financial resilience. However, two main recommendations are important to the financial standing of the Council:
 - To ensure that the MTFP remains responsive given the scale of savings still required and the financial uncertainty that remains within the timeframe of the plan.
 - To maintain appropriate levels of earmarked reserves.

8. Conclusions, Statutory Advice and Guidance of the S151 Officer

Taking account of the above considerations the Director of Finance, Resources & Customer Services is of the view that the budget is robust

In the light of the risks facing the authority, the Director of Finance, Resources & Customer Services recommends that the General Fund

¹ Appendix 8(b), column 2 total £55m

balance is maintained in the order of £14m and that this recommendation is taken into account when determining the level of transfers to and from reserves in the 2012/13 revenue outturn.

ADEQUACY OF RESERVES: RISK EVALUATION

Appendix 8(b)

Probability	Grade	Range	% Used
High	A	>80%	100%
Probable	B	60%-80%	75%
Possible	C	30%-60%	50%
Low	D	<30%	25%

Event	Worst Case	Level	Assessed Risk	Assessed Impact Profiled					Total
				2013/14	2014/15	2015/16	2016/17	9	
1	2	3	4	5	6	7	8	9	
	£'000		£'000	£'000	£'000	£'000	£'000	£'000	
General Fund Revenue									
Inflation	2,000	C	1,000	1,000				1,000	
Pay 2013/14 capped at 1%. Potential for separate local government agreement	1,500	D	375	375				375	
Reduction in Income / Non-Payment	1,000	D	250	250				250	
Non-Achievement of Planned Savings 2013/14	13,000	D	3,250	3,250				3,250	
Localisation of Council Tax support. Non collection of former benefit debt and increase in caseload	5,000	D	1,250	1,250				1,250	
Temporary Accommodation Costs exceed budget provision following welfare reform changes	1,000	C	500	500				500	
Welfare Reform - other pressures on services to vulnerable residents (profiled risk as changes take affect)	2,000	C	1,000	500	500			1,000	
Business rates reduction Government safety net threshold	4,800	D	1,200	1,200				1,200	
Legal Aid, Sentencing and Punishment of Offender	600	C	300	300				300	
VAT Exemption Limit	2,300	D	575	575				575	
Bellwin Scheme (2012/13 threshold)	930	D	233	233				233	
Demographics - increased numbers / care costs	5,000	C	2,500	2,500				2,500	
Litigation	5,000	D	1,250	1,250				1,250	
North London Waste Authority Levy - increased costs	2,000	C	1,000	1,000	1,000			1,000	
Actuarial Review of the Pension Fund	2,000	C	1,000	1,000				1,000	
Further cuts as a result of Spending Review 2013	5,000	C	2,500		2,500			5,000	
Capital (Revenue Implications)									
Capital Financing Revenue Cost of shortfall in General Resources @ £.10m @ 7.5%pa	750	C	375	375				375	
Capital project overspend of £5m	375	D	94	94				94	
General Fund Total	54,255		18,651	13,651	2,500	2,500	2,500	21,151	

Appendix 9

Detailed Explanation of the 2013/14 Local Government Finance Settlement and the Business Rate Retention Scheme

Acknowledgement

This document is an adaptation of the Department of Communities and Local Government's practitioners guide to business rates retention and local government finance settlement¹ which is reproduced under the Open Government Licence for public sector information².

Overview

This Appendix provides an overview of the calculations set out in the Local Government Finance Report 2013/14 and the draft Local Government Finance Report 2014/15. It sets out how the business rates retention scheme has been set up and how it will operate

From April 2013, the Government is changing the way in which local government is funded through the introduction of the business rates retention scheme. The local government sector (local authorities and fire and rescue authorities) will now keep half of local business rates including any growth in business rates revenues. In London this will be shared 60% by Enfield and 40% by the Greater London Authority.

This year's local government finance settlement is the first under the new arrangements. It will provide each local authority with its starting position under the business rates retention scheme. This includes the following calculations, which will be fixed until the first reset that the Government intends will take place in 2020:

- Individual authority start-up funding assessment
- Baseline funding level
- Individual authority business rates baseline³
- Tariffs and top-ups

Regulations to be made early in 2013 will set out for each local authority:

- A levy rate
- A safety net threshold

The local government finance settlement also provides local authorities with information on how much Revenue Support Grant they have been allocated in 2013-14 as well as provisional allocations for 2014/15. Although not part of

¹ <http://www.local.odpm.gov.uk/finance/brr/sumcon/stepbystep.pdf>

² <http://www.nationalarchives.gov.uk/doc/open-government-licence/>

³ Tariffs and top-ups will be updated annually by the change in the small business multiplier. In previous years, this has followed changes in RPI.

the settlement process, the allocations of specific grants have also been published alongside the settlement.

Calculating the aggregate start-up funding assessment

Before calculating how much funding each local authority will receive, the Government has first determined how much overall funding will be allocated to the local government sector.

The local government spending control total

The Government determines how much it can afford to spend and reviews its expenditure priorities through the spending review. The amount of money allocated and distributed to local government through this process is known as the local government spending control total. The last spending review took place in 2010 and covers the four years until 2014/15.

The local government spending control totals are used to establish the start-up funding assessment for local authorities. The Government has based the calculation of the aggregate start-up funding assessment on the control totals for local government set out in the 2010 Spending Review as amended in the Chancellor's 2011 and 2012 Autumn Statements.

Adjustments to the local government spending control total

A number of adjustments have been made to determine the adjusted local government spending control total and therefore the aggregate start-up funding assessment for 2013/14. The changes are summarised in the following table including 2012/13 notional figures for comparison:

Government Control Totals Summary	202/13 Adjusted £m	2013/14 £m	2014/15 £m
Spending Review 2010	23,414	23,224	21,882
Functional adjustments	(29)	(21)	(19)
Council Tax Freeze Grant 2011/12	593	593	593
Autumn Statement 2011 pay restraint (1% cap)	0	(245)	(501)
Autumn Statement 2012 (2% spending reduction)	0	0	(436)
Fire Grants to remain as specific grants	0	(50)	(49)
New Development Deals (Tax Increment Finance)	0	(15)	(15)
Neighbourhood Planning	0	(15)	(20)
Top-Slice for capitalisation and safety net	0	(125)	(125)
Top-Slice for New Homes Bonus	(176)	(506)	(800)
Grants being rolled in to BRR system:			
Council Tax Support Grant	3,300	3,295	3,306
Early Intervention Grant	1,919	1,709	1,600
GLA specific grants	853	848	870
Homelessness Grant	80	80	80

Government Control Totals Summary	202/13 Adjusted £m	2013/14 £m	2014/15 £m
Lead Flood Authority Grant	21	21	21
Learning Disability & Health Reform Grant	1,378	1,413	1,448
Transfer of LACSEG to DFE	(1,047)	(1,039)	(1,029)
	30,307	29,169	26,806
Separate Police funding	(3,138)	(3,067)	(2,924)
Local Government Control Totals	27,169	26,102	23,882

Council Tax Support Grant (CTS)

The largest adjustment is the inclusion of the new CTS grant that replaces the current council tax benefit subsidy. Unlike the subsidy, CTS will only fund 90% of existing benefits. It is also a cash limited grant so will be subject to Government control unlike the previous subsidy which increased in line with benefit payments.

After making the changes outlined above, the Government has calculated the adjusted local government spending control total, which is referred to as the aggregate start-up funding assessment. This is £26.102bn in 2013/14 and £23.882bn in 2014/15.

Calculating the Estimated Business Rates Aggregate

The Government expects billing authorities in England to collect in 2013-14. This is known as the Estimated Business Rates Aggregate (EBRA) and has been set at £21.8bn.

The Estimated Business Rates Aggregate includes two downward adjustments to help local authorities manage volatility owing to losses on appeals. The first adjustment of 5.43% is made to reflect historic differences between forecast and outturn information which includes the result of appeals losses in respect of previous years. The second adjustment of 2.65%, as takes into account future losses in business rates income due to successful appeals.

Determining the central and local shares

In May 2012, the Government announced that local government would keep 50% of locally collected business rates, and so 50% of any growth, with the other 50% being paid to central Government. These shares are called the **local share** and the **central share**. The local share constitutes the funding within the business rates retention scheme.

In order to calculate the amount of funding within the local share (the local share amount), the Government has multiplied the Estimated Business Rates Aggregate by the local share percentage. In 2013/14, the local share amounts to **£10.9bn**.

The remainder of the Estimated Business Rates Aggregate is the central share, which amounts to £10.9bn in 2013/14. This will be paid by billing

authorities to central government and will be returned to the sector in its entirety to fund local government in 2013/14 and 2014/15 through Revenue Support Grant.

Calculating the overall amount of Revenue Support Grant

The government determined that the total amount of Revenue Support Grant (RSG) in 2013-14 is £15.2bn as follows:

	2013/14
	£m
Local Government Control Totals	26,102
Less Local Share	10,898
Revenue Support Grant	15,203
Less allocation to specified body	28
RSG payable to local authorities	15,175

Revenue Support Grant is an unringfenced grant and will be funded from the central share and, in 2013/14 and 2014/15 plus Government funding.

The ratio of funding provided through the local share and through Revenue Support Grant is also calculated. Due to the GLA adjustments the ratio is not a simple calculation but is shown below:

Allocation of Funding between RSG & Baseline	Baseline £m	RSG £m	Total £m
Starting point as table above	10,898	15,175	26,073
Specific Baseline Funding			
GLA Transport Grant (part only)	(758)		(758)
London Bus Operators Grant	(44)		(44)
Funding Allocation	10,096	15,175	25,271
Proportions for Start Up Funding	39.9%	60.1%	100.0%

Calculations made at local authority level

After calculating the start-up funding assessment at an aggregate level, the Government has then allocated this to individual local authorities. This makes up each local authority's individual start-up funding assessment and comprises Revenue Support Grant and the baseline funding level.

Calculating individual authority start-up funding assessments

The aggregate start-up funding assessment is allocated to local authorities in two parts:

- Formula funding
- Grants transferred in from April 2013, as announced in May 2012

Formula funding

After consultation with the local government sector, the Government has decided to base the calculation of formula funding on the 2012-13 formula grant methodology in order to provide stability.

Data used in calculating formula funding

The Government has updated all existing datasets where that is possible so that formula funding is calculated using the most up-to-date, data available at the time of the 2013/14 settlement. These data sets include 2011 census-based population projections and council tax base projections.

Technical changes to calculating formula funding

Certain changes have been made to the formulae used to calculate the individual authority start-up funding assessment. The technical changes are:

- changing the Relative Needs Formula for concessionary travel by moving to using modelled boardings data
- increasing the weight of sparsity in the Relative Needs Formula to support rural authorities and changing the definition of the sparsity indicator to give more weight to super sparse areas
- restoring the level of the Relative Resource Amount in 2013-14 to its 2010-11 level (-32.4%), making a compensating adjustment to the level of the Central Allocation (49.4%).

Enfield's start up funding assessment is set out below along with the 2012/13 Formula Grant as a reference to highlight the changes:

Enfield's Start Up Funding Assessment	2012 /13 Formula Grant	2013/14 Start Up Funding
	£m	£m
Existing Rolled in grants		
Supporting People	14.108	13.147
Housing Services for Older People	0.077	0.077
LSC Staff Transfer	0.228	0.228
HIV/AIDS Support	0.450	0.450
Preserved Rights	1.063	1.038
	15.926	14.940
Formula Grant		
Relative Needs Amount	113.627	111.970
Relative Resource Amount	(35.883)	(37.036)
Central Allocation	36.557	44.711
Floor Damping	(7.935)	(11.610)
Council Tax Freeze Compensation	3.032	3.032
	109.398	111.067
New Rolled in Grants 2013/14:		
Council Tax Support Funding		25.992
Early Intervention Funding	15,831	11.768
Homelessness Prevention Funding	650	0.547
Lead Local Flood Authority Funding	220	0.135
Learning Disability and Health Reform Funding	5,021	5.147
Total Grants Rolled in Using Tailored Distributions	21.722	43.589
LACSEG (2012/13 included in Relative Needs)	(7.417)	(7.418)
Enfield's Start Up Funding	139.629	162.178

Distributing grants transferred into the aggregate start-up funding assessment in 2013-14

In May 2012 the Government announced that a number of previously unringfenced specific grants would be transferred into the aggregate start-up funding assessment²⁸. The grants that are transferring into the aggregate start-up funding assessment have been distributed after floor damping and according to the previously announced arrangements, mostly according to their own spending control total profiles.

Calculating baseline funding levels and Revenue Support Grant for individual local authorities

Each local authority's individual authority start-up funding assessment has been split into two parts:

- Funding provided through Revenue Support Grant
- Funding provided through the business rates retention scheme (baseline funding level)

These two amounts are determined by applying the Local Share / Revenue Support Grant ratio (as described above) to each local authority's individual start-up funding assessment. Enfield's calculation is shown below:

Allocation of Start Up Funding	Funding Ratio	£m
Revenue Support Grant	60.1%	97.388
Baseline Funding from Business Rates	39.9%	64.790
Enfield's Start Up Funding		162.178

The local share amount constitutes each local authority's baseline funding level under the business rates retention scheme. Along with the individual authority business rates baseline, the baseline funding level has been used to calculate top-ups or tariffs as described in below.

Baseline funding levels will be fixed, subject to being updated by RPI, until the next reset. (estimated 2014/15 increase is 3.1%)

Calculating business rates baselines

Calculating billing authority business rate baselines

Billing authority business rates baselines have been calculated by distributing the local share of the Estimated Business Rates Aggregate between all billing authorities on the basis of proportionate shares. Proportionate shares are based on a billing authority's historic business rate collection as a percentage of the total historic business rate yield. These have been calculated using the average of business rates collected for 2010-11 and 2011-12, with a number of adjustments. The use of the most recent years balances the need to smooth the effects of volatility with the benefits of using the most recent data available.

Calculating individual authority business rate baselines

Where necessary, billing authority business rate baselines have been split between the billing authority and its major precepting authorities. These splits, known as major precepting authority shares, determine the individual authority business rate baselines. For local authorities without any major precepting authorities, their individual authority business rate baseline is equal to their billing authority business rate baseline.

In the November 2012 Policy Statement, the Government confirmed its intention to set the major precepting shares as set out below. These will be confirmed through regulations

- 80% for two-tier district councils
- 20% for two-tier county councils that have responsibility for fire and rescue services
- 18% for two-tier county councils that do not have fire and rescue service responsibilities
- 2% for single purpose fire and rescue authorities
- 100% for unitary authorities that have responsibility for fire and rescue services
- 98% for unitary authorities that do not have fire and rescue service responsibilities
- 60% for London Boroughs
- 40% for the Greater London Authority

Enfield's business rate baseline calculation is shown below:

Business Rates Baseline Assessment		£m
National Business Rates Total		21,797
50% Retention by Local Authorities		10,898
Business Rates Baseline - Enfield's share: Based on Enfield's two year business rates outturn compared to the total for England	0.00471534	51.390
Split of Individual Business Rates Baseline		
Enfield	60%	30.834
GLA	40%	20.556
		51.390

Calculating tariffs and top-ups

Whether a local authority is a tariff or a top-up authority is determined by comparing each individual local authority's baseline funding level and individual authority business rate baseline. A local authority must pay a tariff if its individual authority business rate baseline is greater than its baseline funding level. Conversely, a local authority will receive a top-up if its baseline funding level is greater than its individual authority business rate baseline.

Tariff and top-ups enable a one-off distribution of resources at the outset of the scheme. They ensure that, if business rates income is at the individual

authority business rate baseline level, then that authority will receive its baseline funding level in 2013/14 and later years. Tariff and top-ups will be fixed until the system is reset but, like business rates, will be updated each year by the increase in RPI in September

Enfield is a Top-Up authority as calculated below:

Top-Up Calculation	£m
Enfield's Baseline Funding - 50% Retained Business Rates Estimated Business Rates Baseline	64.790 (30.834)
Enfield's Business Rate Top-Up	33.956

Calculating safety net thresholds

The regulations will also set out the basis on which safety net payments will be made to authorities. The safety net will provide local authorities with protection against significant decreases in their business rate income. Income from the levy will be used in full to fund the safety net, which will be fixed at a threshold of 7.5 per cent. This will ensure that no local authority's income within the business rates retention scheme will drop below 92.5 per cent of its baseline funding level.

The Government will be required to calculate a safety net threshold for each local authority, which is 92.5 per cent of its baseline funding level and is therefore calculated as: Safety net threshold = baseline funding level x 92.5%. For Enfield in 2013/14 this is £64.79m x 92.5% = £59.4m or a reduction of £4.89m.

The regulations will provide for local authority safety net thresholds to be updated annually by the increase in the September RPI.

The safety net threshold will be used to calculate eligibility for a safety net payment. Safety net payments will be made if a local authority's retained rates income for a year is less than the safety net threshold. The amount of the safety net payment will be the difference between the retained rates income and the safety net threshold for that year

Conclusion

The process results in the following settlement for Enfield in 2013/14:

Enfield's 2013/14 Start Up Funding Assessment	£m	£m
Revenue Support Grant		97.388
Baseline Funding (50% Business Rate Retention)		
Locally retained business rates estimate	30.834	
Business Rate Top-Up	33.956	64.790
		162.178

The Safety Net threshold is £59.4m

STATUTORY CALCULATIONS AND RESOLUTIONS

The calculation of the Council's Council Tax Requirement is governed by the Local Government Finance Act 1992 (the Act) as amended by the Localism Act 2011.

Subject to Members agreeing the budget in this report, the following formal resolutions will need to be considered by Council:

- 1) it be noted that at its meeting on 30th January 2013, Council agreed the number of 87,557 as its Council Tax base for 2013/14, in accordance with the Local Authorities (Calculation of Tax base) Regulations.
- 2) the following amounts be now calculated by the Council for the year 2013/14 in accordance with Section 31 to 36 of the Act as amended:
 - (a) ~~XXXXXXX~~ being the aggregate of the amounts which the Council estimates for ~~the items set out in Section 31A(2) of the Act (gross revenue expenditure)~~,
Gross Expenditure & Income Figures to be supplied for Council
 - (b) ~~XXXXXXXX~~ being the aggregate of the amounts, which the Council estimates for items set out in section 31A(3) of the Act (**revenue income including government grants**),.
 - (c) **£96,342,500** being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above (**net revenue expenditure**), calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
 - (d) **£ 1,100.34** being the amount at (c) above, all divided by the Council Tax base of 87,557 (1 above) calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of Council Tax for the year 2013/14
 - (e)

Valuation Band	Proportion in relation to Band D	Enfield £
A	6/9	733.56
B	7/9	855.82
C	8/9	978.08
D	9/9	1100.34
E	11/9	1344.86
F	13/9	1589.38
G	15/9	1833.90
H	18/9	2200.68

being the amounts given by multiplying the amount at (d) above by the number which, in proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands;

STATUTORY CALCULATIONS AND RESOLUTIONS

- f) it will be noted that, for the year 2013/14, the Greater London Authority (GLA) has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below:

Valuation Band	Proportion in relation to Band D	Enfield £
A	6/9	202.00
B	7/9	235.67
C	8/9	269.34
D	9/9	303.00
E	11/9	370.34
F	13/9	437.67
G	15/9	505.00
H	18/9	606.00

- g) having calculated the aggregate amount in each case of the amounts at 2(e) and (f) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, sets the following amounts as the amounts of Council Tax for the year 2013/14 for each of the categories of dwellings shown below:

Valuation Band	Proportion in relation to Band D	Enfield £
A	6/9	935.56
B	7/9	1,091.49
C	8/9	1,247.42
D	9/9	1,403.34
E	11/9	1,715.20
F	13/9	2,027.05
G	15/9	2,338.90
H	18/9	2,806.68

- 3) That the Council hereby determines that its relevant basic amount of council tax for the financial year 2013/14, which reflects a nil increase for the London Borough of Enfield element of the Council Tax, is not excessive. The referendums relating to Council Tax Increases (Principles) (England) Report 2013/14 sets out the principles which the Secretary of State has determined will apply to local authorities in England in 2013/14. The Council is required to determine whether its basic amount of Council Tax is excessive in accordance with the principles approved under Section 52ZB of the Local Government Finance Act 1992.

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
1	GIS MAPPING							
	Indexed Street Map – booklet		2.20	0.00	2.20	2.30	0.00	2.30
	1:1250 OS Map Return Scheme (6 copies)	V	32.92	6.58	39.50	34.00	6.80	40.80
	Colour Copying - A4		2.20	0.00	2.20	2.30	0.00	2.30
	Colour Copying - A3		3.50	0.00	3.50	3.60	0.00	3.60
	Colour Copying - A2		4.60	0.00	4.60	4.70	0.00	4.70
	Colour Copying - A1		9.50	0.00	9.50	9.80	0.00	9.80
	Colour Copying - A0		17.90	0.00	17.90	18.50	0.00	18.50
	Colour Copying - A1/A0 Glossy Paper		40.00	0.00	40.00	41.30	0.00	41.30
	GIS Plot A3/A4 - Internal only (copyright restriction on external sales)		4.50	0.00	4.50	4.60	0.00	4.60
2	STREET NAMING & NUMBERING							
	List of streets, places & footpaths in LBE (LSPF - Alphabetical Street Index) on hard copy or CD		45.00	0.00	45.00	45.00	0.00	45.00
	Amendments to the LSPF (annual charge)		50.50	0.00	50.50	50.50	0.00	50.50
	Post & Packing		3.70	0.00	3.70	3.70	0.00	3.70
	Numbering New Residential & Commercial Units – per unit		100.00	0.00	100.00	100.00	0.00	100.00
	Naming a Street – per street		263.00	0.00	263.00	263.00	0.00	263.00
	Naming a Block – per block		142.00	0.00	142.00	142.00	0.00	142.00
3	PROVISION OF INFORMATION							
3a	PROVISION OF INFORMATION (External)							
	Per half hour or part thereof – Technical Support Staff - GIS		24.20	0.00	24.20	25.00	0.00	25.00
3b	PROVISION OF INFORMATION (Internal)							
	Mapping Work per Hour		33.70	0.00	33.70	34.80	0.00	34.80
	1/2 day Mapinfo Training (up to 3 people)		236.70	0.00	236.70	244.30	0.00	244.30
3c	ADOPTED ROAD ENQUIRIES							
	Up to 3 Questions		22.50	0.00	22.50	23.20	0.00	23.20
	3 or more Questions		45.00	0.00	45.00	46.40	0.00	46.40
4	PROVISION OF PLANNING / BUILDING CONTROL INFORMATION							
4a	COPYING / SCANNING							
	A4 Sheet (includes VAT at standard rate)	V	4.42	0.88	5.30	4.58	0.92	5.50
	Extra Copy (includes VAT at standard rate)	V	0.42	0.08	0.50	0.42	0.08	0.50
	A3 Sheet		5.60	0.00	5.60	5.80	0.00	5.80
	Extra Copy		0.80	0.00	0.80	0.80	0.00	0.80
	A3 Plan		5.60	0.00	5.60	5.80	0.00	5.80
	Extra Copy		0.80	0.00	0.80	0.80	0.00	0.80
	A2 Plan		8.50	0.00	8.50	8.80	0.00	8.80
	Extra Copy		1.40	0.00	1.40	1.40	0.00	1.40
	A1 Plan		9.60	0.00	9.60	9.90	0.00	9.90
	Extra Copy		2.00	0.00	2.00	2.10	0.00	2.10
	A0 Plan		11.50	0.00	11.50	11.90	0.00	11.90
	Extra Copy		2.70	0.00	2.70	2.80	0.00	2.80
	Discount for Conservation Study Groups:							
	Discount for Conservation Area Study Groups - 50% reduction in fees identified in 4a							
4b	Postage for letters, large letters and packets.		Standard Council charges apply			Standard Council charges apply		
5	FOOTPATH CROSSINGS & PATHS ACROSS VERGES							
	Legal Agreement to restrict the size of vehicle that can park on a forecourt		140.00	0.00	140.00	144.50	0.00	144.50
	Costs associated with amending Traffic Management Orders to facilitate footway crossovers in Controlled Parking Zones		118.00	0.00	118.00	121.80	0.00	121.80
	Application for Footway Crossovers - The Local Authorities (Transport Charges) Regulation 1998		159.00	0.00	159.00	160.00	0.00	160.00
	Construction of a crossover per square metre in paving slabs/blocks or asphalt. Excluding existing obstructions e.g. street lighting columns, street furniture, trees or utility apparatus. Note: Where a footway is currently constructed in asphalt / tarmac a new footway crossing will only be permitted to be constructed in asphalt / tarmac		155.00	0.00	155.00	160.00	0.00	160.00

Section Reference	Description of Fees & Charges	Service is VATABLE	LONDON BOROUGH OF ENFIELD						
			ENVIRONMENT DEPARTMENT						
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14			
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total	
	<i>Italics denotes statutory fees</i>								
	Provision of a footway crossover when constructed as part of a planned footway reconstruction scheme - (40% discount on full price shown above) (per square metre). Note: crossover specification to comply with scheme construction.		93.00	0.00	93.00	96.00	0.00	96.00	
	5% reduction for double crossings & bulk orders of 10 or more crossings in a limited area, per sq metre.								
	Renewal of existing White line Entrance Marking on Highway		91.00	0.00	91.00	130.00	0.00	130.00	
	New White line Entrance Marking on Highway		184.00	0.00	184.00	130.00	0.00	130.00	
	Removal and replanting of shrub bed elsewhere in the Borough - per square metre		62.00	0.00	62.00	63.00	0.00	63.00	
	Removal and replanting of grass verge elsewhere in the Borough - per square metre			NEW		55.00	0.00	55.00	
	Application for Heavy Duty Footway crossover - The Local Authorities (Transport Charges) Regulation 1998			NEW		700.00	0.00	700.00	
	Construction and site supervision of Heavy Duty crossover excluding statutory utility diversions.			NEW		Price on Application			
6	PROVISION OF STREET SEATS								
	Per seat (Estimate will be provided on request at actual contractors cost, officer time and actual cost of plaque)		Price on Application			Price on Application			
7	PROVISION OF STREET NAME PLATES								
	Per Street Name Plate		382.00	0.00	382.00	Price on Application			
	Relocation only of existing Street Name Plate for footway crossing application		Price on Application			Price on Application			
8	TEMPORARY TRAFFIC ORDER								
	14.1 TTO Standard Charge		1,250.00	0.00	1,250.00	1,290.00	0.00	1,290.00	
	14.2 Notice Standard Charge			New		645.00	0.00	645.00	
	16.A Special Event Orders - (excluding community street parties)			New		645.00	0.00	645.00	
9	RETRIEVE KEYS ETC. FROM ROAD GULLIES								
	Per occasion Note This service is not provided out of hours.		102.00	0.00	102.00	177.00	0.00	177.00	
10	LICENCE FOR SKIPS								
	Skip Licence - 30 days		47.00	0.00	47.00	47.00	0.00	47.00	
	Continuation Licence - 10 days		24.00	0.00	24.00	24.00	0.00	24.00	
11	LICENCE FOR HOARDING/SCAFFOLDING								
	Deposit before commencement of works (refundable against damage)								
	- Up to 10m ²		510.00	0.00	510.00	510.00	0.00	510.00	
	- For each additional m ² over 10		51.00	0.00	51.00	51.00	0.00	51.00	
	Licence:								
	Application fee (non refundable)		40.00	0.00	40.00	43.00	0.00	43.00	
	Licence Fee up to 2 months max (if approved)		141.00	0.00	141.00	146.00	0.00	146.00	
	Renewal licence fee each subsequent month (if approved)		48.00	0.00	48.00	43.00	0.00	43.00	
12	LICENCE FOR THE ISSUE OF A STREET WORKS LICENCE UNDER S50 OF THE NEW ROADS & STREET WORKS ACT 1991								
	Administration fee (based on 1.5 hrs admin & 2.5 hrs engineer)		177.00	0.00	177.00	183.00	0.00	183.00	
	Capitalisation fee in lieu of annual charge		590.00	0.00	590.00	610.00	0.00	610.00	
12a	Licence for Cranes								
	Licence for Cranes on the Highway up to 50 Tonnes		53.00	0.00	53.00	53.00	0.00	53.00	
	Licence for Cranes on the Highway over 50 Tonnes		158.00	0.00	158.00	158.00	0.00	158.00	
	Deposit before commencement of works (refundable against damage)		5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	
13	CONTAMINATED LAND INFORMATION								
	Contaminated Land Enquiry - Site History - where no records held		27.40	0.00	27.40	28.30	0.00	28.30	
	Contaminated Land Enquiry - Site History - where records are held		117.20	0.00	117.20	121.00	0.00	121.00	

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
14	DEVELOPMENT CONTROL SERVICES							
	Provision of Information including Solicitors & Developers Inquires - per hour (1 hour minimum charge)		51.00	0.00	51.00	52.60	0.00	52.60
	Providing written confirmation of compliance with planning permission, including a site visit.		220.50	0.00	220.50	227.60	0.00	227.60
	Planning Decision Notice		11.10	0.00	11.10	11.50	0.00	11.50
	Retrieval of planning files from storage (1948 to 2005)		4.50	0.00	4.50	4.60	0.00	4.60
	London Local Authorities (Charges for Stopping Up Orders) Regulations 2000		2,389.90	0.00	2,389.90	2,466.40	0.00	2,466.40
	Temporary signs for housing developments a returnable deposit of per sign to cover our costs in removing the signs in default		104.00	0.00	104.00	107.30	0.00	107.30
15	TRANSPORTATION SERVICES							
	Requests for Advice and Policy Guidance on Directional Signs		47.30	0.00	47.30	48.80	0.00	48.80
	Checking fee for S38 Agreements (value of works based on current LBE term contract rates) (not subject to VAT)		Flat rate of £2,500.00 for works up to £10,000 in value + 8% of the value of works over £10,000 + actual cost to accrue street lighting etc. into PFI contract			Flat rate of £2,500.00 for works up to £10,000 in value + 8% of the value of works over £10,000 + actual cost to accrue street lighting etc. into PFI contract		
	Checking & supervision fee for S278 Agreements (value of works based on current LBE term contract rates) (not subject to VAT)		Flat rate of £2,500.00 for works up to £10,000 in value + 10% of the value of works over £10,000 + actual cost to accrue street lighting etc. into PFI contract			Flat rate of £2,500.00 for works up to £10,000 in value + 10% of the value of works over £10,000 + actual cost to accrue street lighting etc. into PFI contract		
16	BUILDING CONTROL SERVICES							
	Viewing Building Control Plans	V	24.00	4.80	28.80	24.75	4.95	29.70
	Completion Letter or Certificate on Building Regulations Applications	V	48.00	9.60	57.60	49.50	9.90	59.40
	Building control information including Solicitor's enquiries	V	52.58	10.52	63.10	54.25	10.85	65.10
	Copy of Decision Notice	V	10.17	2.03	12.20	10.50	2.10	12.60
	Issuing of Completion Certificate	V	52.58	10.52	63.10	54.25	10.85	65.10
	Demolition Notice		200.00	0.00	200.00	206.40	0.00	206.40
	BUILDING CONTROL FEES							
16a	Standard Domestic Charges for Estimate of costs less than £200,000							
	<u>Loft conversions < 40m²</u>							
	Full plan	V	169.92	38.58	208.50	175.33	35.07	210.40
	Inspection charge	V	254.88	50.98	305.86	263.00	52.60	315.60
	<u>Loft conversions 40m² - 60m²</u>							
	Full plan	V	198.24	39.65	237.89	204.58	40.92	245.50
	Inspection charge	V	297.36	59.47	356.83	306.92	61.38	368.30
	<u>Each additional 20m² over 60m²</u>							
	Full plan	V	21.24	4.25	25.49	21.92	4.38	26.30
	Inspection charge	V	31.86	6.37	38.23	32.92	6.58	39.50
	<u>Extension <6m²</u>							
	Full plan	V	141.60	28.32	169.92	146.17	29.23	175.40
	Inspection charge	V	212.40	42.48	254.88	219.17	43.83	263.00
	<u>Extension 6m² - 40m²</u>							
	Full plan	V	198.24	39.65	237.89	204.58	40.92	245.50
	Inspection charge	V	297.36	59.47	356.83	306.92	61.38	368.30
	<u>Extension 40m² - 60m²</u>							
	Full plan	V	240.72	48.14	288.86	248.42	49.68	298.10
	Inspection charge	V	361.08	72.22	433.30	372.67	74.53	447.20
	<u>Extension 60m² - 100m²</u>							
	Full plan	V	311.52	62.30	373.82	321.50	64.30	385.80
	Inspection charge	V	467.28	93.46	560.74	482.25	96.45	578.70
	<u>Each additional 20m² over 100m²</u>							
	Full plan	V	42.48	8.50	50.98	43.83	8.77	52.60
	Inspection charge	V	63.72	12.74	76.46	65.75	13.15	78.90
	<u>Basements as extension above plus</u>							
	Full plan	V	113.28	22.66	135.94	116.92	23.38	140.30
	Inspection charge	V	169.92	33.98	203.90	175.33	35.07	210.40
	<u>Attached garage <30m²</u>							
	Full plan	V	141.60	28.32	169.92	146.17	29.23	175.40
	Inspection charge	V	212.40	42.48	254.88	219.17	43.83	263.00
	<u>Detached garage 30m² - 60m²</u>							
	Full plan	V	141.60	28.32	169.92	146.17	29.23	175.40
	Inspection charge	V	212.40	42.48	254.88	219.17	43.83	263.00
	<u>Through lounge</u>							
	Full plan	V	56.64	11.33	67.97	58.42	11.68	70.10

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	Inspection charge	V	84.96	16.99	101.95	87.67	17.53	105.20
	<u>Removal of chimney breasts</u>							
	Full plan	V	56.64	11.33	67.97	58.42	11.68	70.10
	Inspection charge	V	84.96	16.99	101.95	87.67	17.53	105.20
	<u>Installation of new wc/shower/utility</u>							
	Full plan	V	56.64	11.33	67.97	58.42	11.68	70.10
	Inspection charge	V	84.96	16.99	101.95	87.67	17.53	105.20
	<u>Garage conversion</u>							
	Full plan	V	141.60	28.32	169.92	146.17	29.23	175.40
	Inspection charge	V	212.40	42.48	254.88	219.17	43.83	263.00
	<u>Replacement windows up to 5 windows</u>							
	Full plan	V	56.64	11.33	67.97	58.42	11.68	70.10
	Inspection charge	V	84.96	16.99	101.95	87.67	17.53	105.20
	<u>per extra 10 windows</u>							
	Full plan	V	28.32	5.66	33.98	29.25	5.85	35.10
	Inspection charge	V	42.48	8.50	50.98	43.83	8.77	52.60
	<u>Re-roofing</u>							
	Full plan	V	70.80	14.16	84.96	73.08	14.62	87.70
	Inspection charge	V	106.20	21.24	127.44	109.58	21.92	131.50
	<u>New wiring (non competent person)</u>							
	Full plan	V	84.96	16.99	101.95	87.67	17.53	105.20
	Inspection charge	V	127.44	25.49	152.93	131.50	26.30	157.80
	<u>Discount for each multiple works above</u>							
	Full plan	V	28.32	5.66	33.98	29.25	5.85	35.10
	Inspection charge	V	42.48	8.50	50.98	43.83	8.77	52.60
	NEW BUILD DWELLINGS							
	(<300m ² per dwelling)							
	<u>1 new dwelling</u>							
	Full plan	V	240.72	48.14	288.86	248.42	49.68	298.10
	Inspection charge	V	361.08	72.22	433.30	372.67	74.53	447.20
	<u>2-5 dwellings per extra dwelling</u>							
	Full plan	V	99.12	19.82	118.94	102.33	20.47	122.80
	Inspection charge	V	148.68	29.74	178.42	153.42	30.68	184.10
	<u>6 -20 new dwellings per extra dwelling</u>							
	Full plan	V	637.20	127.44	764.64	657.58	131.52	789.10
	Inspection charge	V	955.79	191.16	1,146.95	986.42	197.28	1,183.70
	<u>Extra dwelling over 5</u>							
	Full plan	V	84.96	16.99	101.95	87.67	17.53	105.20
	Inspection charge	V	127.44	25.49	152.93	131.50	26.30	157.80
	<u>Flat conversion to form 2 flats</u>							
	Full plan	V	198.24	39.65	237.89	204.58	40.92	245.50
	Inspection charge	V	297.36	59.47	356.83	306.92	61.38	368.30
	<u>Plus for each additional flat</u>							
	Full plan	V	70.80	14.16	84.96	73.08	14.62	87.70
	Inspection charge	V	106.20	21.24	127.44	109.58	21.92	131.50
	Other works -Estimate of cost:							
	<£5000							
	Full plan	V	84.00	16.80	100.80	86.67	17.33	104.00
	Inspection charge	V	126.00	25.20	151.20	130.00	26.00	156.00
	£5001 - £10,000							
	Full plan	V	100.80	20.16	120.96	104.00	20.80	124.80
	Inspection charge	V	151.20	30.24	181.44	156.00	31.20	187.20
	£10,001 - £20,000							
	Full plan	V	142.80	28.56	171.36	147.33	29.47	176.80
	Inspection charge	V	214.20	42.84	257.04	221.08	44.22	265.30
	£20,001 - £30,000							
	Full plan	V	184.80	36.96	221.76	190.75	38.15	228.90
	Inspection charge	V	277.20	55.44	332.64	286.08	57.22	343.30
	£30,001 - £40,000							
	Full plan	V	226.80	45.36	272.16	234.08	46.82	280.90
	Inspection charge	V	340.20	68.04	408.24	351.08	70.22	421.30
	£40,001 - £50,000							
	Full plan	V	268.80	53.76	322.56	277.42	55.48	332.90
	Inspection charge	V	403.20	80.64	483.84	416.08	83.22	499.30
	£50,001 - £60,000							
	Full plan	V	302.40	60.48	362.88	312.08	62.42	374.50
	Inspection charge	V	453.60	90.72	544.32	468.08	93.62	561.70
	£60,001 - £70,000							
	Full plan	V	336.00	67.20	403.20	346.75	69.35	416.10
	Inspection charge	V	504.00	100.80	604.80	520.17	104.03	624.20
	£70,001 - £80,000							
	Full plan	V	369.60	73.92	443.52	381.42	76.28	457.70

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	Inspection charge	V	554.40	110.88	665.28	572.17	114.43	686.60
	£80,001 - £90,000							
	Full plan	V	403.20	80.64	483.84	416.08	83.22	499.30
	Inspection charge	V	604.80	120.96	725.76	624.17	124.83	749.00
	£90,001 - £100,000							
	Full plan	V	436.80	87.36	524.16	450.75	90.15	540.90
	Inspection charge	V	655.20	131.04	786.24	676.17	135.23	811.40
	£100,001 - £120,000							
	Full plan	V	470.40	94.08	564.48	485.42	97.08	582.50
	Inspection charge	V	705.60	141.12	846.72	728.17	145.63	873.80
	£120,001 - £140,000							
	Full plan	V	504.00	100.80	604.80	520.17	104.03	624.20
	Inspection charge	V	756.00	151.20	907.20	780.17	156.03	936.20
	£140,001 - £160,000							
	Full plan	V	537.60	107.52	645.12	554.83	110.97	665.80
	Inspection charge	V	806.40	161.28	967.68	832.17	166.43	998.60
	£160,001 - £180,000							
	Full plan	V	571.20	114.24	685.44	589.50	117.90	707.40
	Inspection charge	V	856.80	171.36	1,028.16	884.25	176.85	1,061.10
	£180,001 - £200,000							
	Full plan	V	604.80	120.96	725.76	624.17	124.83	749.00
	Inspection charge	V	907.20	181.44	1,088.64	936.25	187.25	1,123.50
16b	Standard Non Domestic Charges for work less than £200,000							
	Non Domestic New Builds & extensions up to 100m²							
	<i>Other Residential/Insttutional/Assembly/Recreational (<6m²)</i>							
	Full plan	V	141.60	28.32	169.92	146.17	29.23	175.40
	Inspection charge	V	212.40	42.48	254.88	219.17	43.83	263.00
	<i>Industrial and Storage(<6m²)</i>							
	Full plan	V	113.28	22.66	135.94	116.92	23.38	140.30
	Inspection charge	V	169.92	33.98	203.90	175.33	35.07	210.40
	<i>Office and Shops(<6m²)</i>							
	Full plan	V	141.60	28.32	169.92	146.17	29.23	175.40
	Inspection charge	V	212.40	42.48	254.88	219.17	43.83	263.00
	<i>Other Residential/Insttutional/Assembly/Recreational (<6-40m²)</i>							
	Full plan	V	254.88	50.98	305.86	263.00	52.60	315.60
	Inspection charge	V	382.32	76.46	458.78	394.58	78.92	473.50
	<i>Industrial and Storage(<6-40m²)</i>							
	Full plan	V	169.92	33.98	203.90	175.33	35.07	210.40
	Inspection charge	V	254.88	50.98	305.86	263.00	52.60	315.60
	<i>Office and Shops(<6-40m²)</i>							
	Full plan	V	198.24	39.65	237.89	204.58	40.92	245.50
	Inspection charge	V	297.36	59.47	356.83	306.92	61.38	368.30
	<i>Other Residential/Insttutional/Assembly/Recreational (<40-100m²)</i>							
	Full plan	V	396.48	79.30	475.78	409.17	81.83	491.00
	Inspection charge	V	594.72	118.94	713.66	613.75	122.75	736.50
	<i>Industrial and Storage(<40-100m²)</i>							
	Full plan	V	254.88	50.98	305.86	263.00	52.60	315.60
	Inspection charge	V	382.32	76.46	458.78	394.58	78.92	473.50
	<i>Office and Shops(<40-100m²)</i>							
	Full plan	V	311.52	62.30	373.82	321.50	64.30	385.80
	Inspection charge	V	467.28	93.46	560.74	482.25	96.45	578.70
16c	Shop Fitout each 100m² or part							
	Full plan	V	102.30	20.46	122.76	105.58	21.12	126.70
	Inspection charge	V	153.45	30.69	184.14	158.33	31.67	190.00
	Shop Front							
	Full plan	V	87.68	17.54	105.22	90.50	18.10	108.60
	Inspection charge	V	131.53	26.31	157.84	135.75	27.15	162.90
	Office Partitioning per 50m run							
	Full plan	V	87.68	17.54	105.22	90.50	18.10	108.60
	Inspection charge	V	131.53	26.31	157.84	135.75	27.15	162.90
	New Windows up to 10							
	Full plan	V	87.68	17.54	105.22	90.50	18.10	108.60
	Inspection charge	V	131.53	26.31	157.84	135.75	27.15	162.90
	Per Extra 10							
	Full plan	V	29.23	5.85	35.08	30.17	6.03	36.20
	Inspection charge	V	43.84	8.77	52.61	45.25	9.05	54.30
	Mezzanine Floor per 500m² or part							

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	Full plan	V	175.37	35.07	210.44	181.00	36.20	217.20
	Inspection charge	V	263.05	52.61	315.66	271.50	54.30	325.80
	Other Works-Estimate of cost:							
	<£5,000							
	Full plan	V	84.00	16.80	100.80	86.67	17.33	104.00
	Inspection charge	V	126.00	25.20	151.20	130.00	26.00	156.00
	£5001-10,000							
	Full plan	V	100.80	20.16	120.96	104.00	20.80	124.80
	Inspection charge	V	151.20	30.24	181.44	156.00	31.20	187.20
	£10,001-£20,000							
	Full plan	V	142.80	28.56	171.36	147.33	29.47	176.80
	Inspection charge	V	214.20	42.84	257.04	221.50	44.30	265.80
	£20,001-£30,000							
	Full plan	V	184.80	36.96	221.76	190.75	38.15	228.90
	Inspection charge	V	277.20	55.44	332.64	286.08	57.22	343.30
	£30,001-£40,000							
	Full plan	V	226.80	45.36	272.16	234.08	46.82	280.90
	Inspection charge	V	340.20	68.04	408.24	351.08	70.22	421.30
	£40,001-£50,000							
	Full plan	V	268.80	53.76	322.56	277.42	55.48	332.90
	Inspection charge	V	403.20	80.64	483.84	416.08	83.22	499.30
	£50,001-£60,000							
	Full plan	V	302.40	60.48	362.88	312.08	62.42	374.50
	Inspection charge	V	453.60	90.72	544.32	468.08	93.62	561.70
	£60,001-£70,000							
	Full plan	V	336.00	67.20	403.20	346.75	69.35	416.10
	Inspection charge	V	504.00	100.80	604.80	520.17	104.03	624.20
	£70,001-£80,000							
	Full plan	V	369.60	73.92	443.52	381.42	76.28	457.70
	Inspection charge	V	554.40	110.88	665.28	572.17	114.43	686.60
	£80,001-£90,000							
	Full plan	V	403.20	80.64	483.84	416.08	83.22	499.30
	Inspection charge	V	604.80	120.96	725.76	624.17	124.83	749.00
	£90,001-£100,000							
	Full plan	V	436.80	87.36	524.16	450.75	90.15	540.90
	Inspection charge	V	655.20	131.04	786.24	676.17	135.23	811.40
	£100,001-£120,000							
	Full plan	V	470.40	94.08	564.48	485.42	97.08	582.50
	Inspection charge	V	705.60	141.12	846.72	728.17	145.63	873.80
	£120,001-£140,000							
	Full plan	V	504.00	100.80	604.80	520.17	104.03	624.20
	Inspection charge	V	756.00	151.20	907.20	780.17	156.03	936.20
	£140,001-£160,000							
	Full plan	V	537.60	107.52	645.12	554.83	110.97	665.80
	Inspection charge	V	806.40	161.28	967.68	832.17	166.43	998.60
	£160,001-£180,000							
	Full plan	V	571.20	114.24	685.44	589.50	117.90	707.40
	Inspection charge	V	856.80	171.36	1,028.16	884.25	176.85	1,061.10
	£180,001-£200,000							
	Full plan	V	604.80	120.96	725.76	624.17	124.83	749.00
	Inspection charge	V	907.20	181.44	1,088.64	936.25	187.25	1,123.50
17	Planning Application Fees							
	Application Type							
	<i>Householder</i>							
	<i>Relating to one dwelling</i>		172.00	0.00	172.00	172.00	0.00	172.00
	<i>Relating to 2 or more dwellings</i>		339.00	0.00	339.00	339.00	0.00	339.00
	Certificate of Lawfulness							
	<i>Section 191 (1) (c) - Establish Use</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Section 191 (1) (a) or (b) - Existing per unit</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Section 191 (1) (a) or (b) - Existing 50 units</i>		19,049.00	0.00	19,049.00	19,049.00	0.00	19,049.00
	<i>Section 191 (1) (a) or (b) - Existing 51 and over units - per unit</i>		115 Max 250,000	0.00	115 Max 250,000	115 Max 250,000	0.00	115 Max 250,000
	<i>Section 192 - Proposed</i>		Half full fee	0.00	Half full fee	Half full fee	0.00	Half full fee
	Outline							
	<i>Site area not exceeding 2.5 ha - per 0.1ha</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Site area of 2.5 ha</i>		9,527.00	0.00	9,527.00	9,527.00	0.00	9,527.00
	<i>Site in excess of 2.5ha - per 0.1ha</i>		115 Max 125,000	0.00	115 Max 125,000	115 Max 125,000	0.00	115 Max 125,000

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
Description of Fees & Charges			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	<i>Dwellings</i>							
	<i>Per dwelling created - below 50</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>50 dwellings</i>		19,049.00	0.00	19,049.00	19,049.00	0.00	19,049.00
	<i>Per dwelling - above 50</i>		115 Max 250,000	0.00	115 Max 250,000	115 Max 250,000	0.00	115 Max 250,000
	<i>Change of use</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Other buildings</i>							
	<i>No additional floorspace and Floorspace up to 40 sq.m</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Floorspace between 40 sq.m. and 75 sq.m.</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Floorspace between 75 sq.m. and 3750 sq.m. - for each additional 75 sq.m.</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>3750 sq.m. created</i>		19,049.00	0.00	19,049.00	19,049.00	0.00	19,049.00
	<i>Each additional 75 sq.m. (or part thereof) above 3750 sq.m.</i>		115 Max 250,000	0.00	115 Max 250,000	115 Max 250,000	0.00	115 Max 250,000
	<i>Erection, on land used for the purpose of agriculture</i>							
	<i>Works upto 465 sq.m.</i>		80.00	0.00	80.00	80.00	0.00	80.00
	<i>Floorspace between 465 sq.m. and 540 sq.m.</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Floorspace between 540 sq.m. and 4215 sq.m. - for each additional 75 sq.m</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>4215 sq.m. created</i>		19,049.00	0.00	19,049.00	19,049.00	0.00	19,049.00
	<i>Each additional 75 sq.m. (or part thereof) above 3750 sq.m.</i>		115 Max 250,000	0.00	115 Max 250,000	115 Max 250,000	0.00	115 Max 250,000
	<i>Erection of glasshouses on land used for the purposes of agriculture</i>							
	<i>Works up to 465 sq.m.</i>		80.00	0.00	80.00	80.00	0.00	80.00
	<i>Works creating more than 465 sq.m.</i>		2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00
	<i>The erection, alteration or replacement of plant or machinery</i>							
	<i>Site area not exceeding 5ha- each 0.1ha or part thereof</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Site area of 5ha</i>		19,049.00	0.00	19,049.00	19,049.00	0.00	19,049.00
	<i>Site area in excess of 5ha - each additional 0.1ha or part thereof</i>		115 Max 250,000	0.00	115 Max 250,000	115 Max 250,000	0.00	115 Max 250,000
	<i>The carrying out of any operations not coming within any of the above categories - for each 0.1 ha of site area</i>		195 Max 1,690	0.00	195 Max 1,690	195 Max 1,690	0.00	195 Max 1,690
	<i>Operations connected with exploratory drilling for oil or natural gas</i>							
	<i>Site area not exceeding 7.5 ha - for each 0.1 ha of site area</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Site area of 7.5 ha</i>		28,750.00	0.00	28,750.00	28,750.00	0.00	28,750.00
	<i>Per 0.1ha in excess of 7.5ha</i>		115 Max 250,000	0.00	115 Max 250,000	115 Max 250,000	0.00	115 Max 250,000
	<i>Winning and working of materials</i>							
	<i>Per 0.1 ha site area to maximum 15 ha</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Site area of 15 ha</i>		29,112.00	0.00	29,112.00	29,112.00	0.00	29,112.00
	<i>Per 0.1 ha site area in excess of 15 ha</i>		115 Max 65,000	0.00	115 Max 65,000	115 Max 65,000	0.00	115 Max 65,000
	<i>Disposal of refuse or waste materials or for the deposit of material remaining after minerals have been extracted from the land or for the storage of minerals in the open.</i>							
	<i>Per 0.1 ha site area to maximum 15 ha</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Site area of 15 ha</i>		29,112.00	0.00	29,112.00	29,112.00	0.00	29,112.00
	<i>Per 0.1 ha site area in excess of 15 ha</i>		115 Max 65,000	0.00	115 Max 65,000	115 Max 65,000	0.00	115 Max 65,000
	<i>Construction of car parks, service roads and access for the purpose of a single undertaking</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Extant Planning Permission</i>							
	<i>Householder</i>		57.00	0.00	57.00	57.00	0.00	57.00
	<i>Major development</i>		575.00	0.00	575.00	575.00	0.00	575.00
	<i>All other applications</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Non-Material Amendment</i>							
	<i>Householder</i>		28.00	0.00	28.00	28.00	0.00	28.00

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	<i>All other applications</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Minor Material Amendment</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Reserved matters</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>For non-compliance with conditions, variation or renewal of a temporary permission</i>		195.00	0.00	195.00	195.00	0.00	195.00
	<i>Request for written confirmation of compliance with condition(s)</i>							
	<i>Householder</i>		28.00	0.00	28.00	28.00	0.00	28.00
	<i>All other applications</i>		97.00	0.00	97.00	97.00	0.00	97.00
	<i>Playing Fields</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Telecoms prior approval</i>		385.00	0.00	385.00	385.00	0.00	385.00
	<i>Buildings and roads constructed under PD for agriculture/forestry</i>		80.00	0.00	80.00	80.00	0.00	80.00
	<i>Demolition prior approval</i>		80.00	0.00	80.00	80.00	0.00	80.00
	<i>Advert to premises</i>		110.00	0.00	110.00	110.00	0.00	110.00
	<i>Directional advert</i>		110.00	0.00	110.00	110.00	0.00	110.00
	<i>All other adverts</i>		385.00	0.00	385.00	385.00	0.00	385.00
18	Coordinated Development Process & Sustainability Assessment Services							
18a	Coordinated Plan Drawing and Approval Service							
	N.B. 20% discount on Building Control Application fees included in the fees shown below.							
	Single Storey Extension	V	1,251.17	250.23	1,501.40	1,291.17	258.23	1,549.40
	Two Storey Extension	V	1,620.17	324.03	1,944.20	1,672.00	334.40	2,006.40
	Loft Conversion	V	1,476.00	295.20	1,771.20	1,523.25	304.65	1,827.90
	Combination Loft & Extension	V	3,224.33	644.87	3,869.20	3,327.50	665.50	3,993.00
	Lawful Development Certificate	V	78.92	15.78	94.70	81.42	16.28	97.70
18b	Comprehensive Code for Sustainable Homes Assessment							
	For One Unit	V	5,105.42	1021.08	6,126.50	5,268.83	1053.77	6,322.60
18c	BREEAM Assessment	V	12,003.33	2400.67	14,404.00	12,387.42	2477.48	14,864.90
19	HIGHWAY RELATED CHARGES							
A	Emergency Call-Out Service							
	(a) Daytime Monday – Friday							
	Supervisor per hour (minimum 1 hour)							
	Highways Roadgang (2 men) per hour (Minimum 1 hour)							
	(b) Overtime Monday - Saturday							
	Callout (Minimum of 2 hours)							
	Callout over 2 hours (per hour)							
	Highways Road Gang (2 men + lorry) (2 hours minimum charge)							
	Callout of Road Gang over 2 hours (per hour)							
	(c) Overtime Sunday & Bank Holidays & After Midnight							
	Callout (Minimum of 2 hours)							
	Callout (over 2 hours) per hour							
	Highways Road Gang (2 men + lorry) (2 hours minimum charge)							
	Callout of Road Gang over 2 hours (per hour)							
	(d) Bag of Granules used in Road Traffic							
	Accidents, per Bag							
	(e) Lost Lamp							
B	Replace Pedestrian Guardrails							
	One panel							
	Two panels							

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	Three panels			Price on Application		Price on Application		
	Four panels			Price on Application		Price on Application		
	Five panels			Price on Application		Price on Application		
	Six panels			Price on Application		Price on Application		
C	Street Lighting & Illuminated Street Furniture – (Removal of damaged items, & replaced to working order)			Price on Application		Price on Application		
	Illuminated bollards per unit			Price on Application		Price on Application		
	Haldo Bollard			Price on Application		Price on Application		
	600 'O' Bollard			Price on Application		Price on Application		
	Pearce Gowshall Bollard			Price on Application		Price on Application		
	Lamp Columns per unit			Price on Application		Price on Application		
	Street Lighting Column - up to 5 metre			Price on Application		Price on Application		
	Street Lighting Column – 6 metre			Price on Application		Price on Application		
	Street Lighting Column – 8 metre			Price on Application		Price on Application		
	Street Lighting Column – 10 metre			Price on Application		Price on Application		
	Illuminated Large Base Sign Post/ Directional Sign per unit			Price on Application		Price on Application		
	Double Bracket/Post			Price on Application		Price on Application		
	Single Bracket/Post			Price on Application		Price on Application		
D	Repairs to Footways – Patching & Repairs on footways e.g. Bituminous, Artificial Stone Paving, Modular Block Paving, Block Paving and Seeding/Turfing as required			Price on Application		Price on Application		
	Per m ² (over 1m2)			Price on Application		Price on Application		
E	Bollards			Price on Application		Price on Application		
	Supply and fix concrete bollard - (per bollard)			Price on Application		Price on Application		
	Supply & fix metal bollard - (per bollard)			Price on Application		Price on Application		
	Supply & fix timber bollard - (per bollard)			Price on Application		Price on Application		
F	Brickwork			Price on Application		Price on Application		
	Provision of all material & construction of brick wall up to 1.3 metre high, 225 mm thick using sand faced Fletton or equivalent stretcher bond per square metre			Price on Application		Price on Application		
G	Grounds & Arboricultural Maintenance			Price on Application		Price on Application		
	Shrub Replacement per item			Price on Application		Price on Application		
	Up to 5 litre pot			Price on Application		Price on Application		
	Up to 10 litre pot			Price on Application		Price on Application		
	Up to 15 litre pot			Price on Application		Price on Application		
	Trees Hedges & Shrubs Causing Obstructions			Price on Application		Price on Application		
	Per tree, hedge or shrub fallen from privately owned land onto Public Highway			Price on Application		Price on Application		
	Per roots from tree, hedge or shrub from privately owned land causing damage to public highway			Price on Application		Price on Application		
	Per tree, hedge or shrub from privately owned land obstructing Council owned Street Lighting or Street			Price on Application		Price on Application		
	Removal after an accident			Price on Application		Price on Application		
	Per tree - removal and replacement of tree following vehicle damage or public interference			Price on Application		Price on Application		
	Up to 320 mm - DBH			Price on Application		Price on Application		
	Up to 400 mm - DBH			Price on Application		Price on Application		
	Up to 450 mm - DBH			Price on Application		Price on Application		
	Removal of Tree for Provision of Vehicle/Garage Crossover & Replacement Elsewhere			Price on Application		Price on Application		
	Up to 50 mm DBH			Price on Application		Price on Application		
	Up to 160 mm DBH			Price on Application		Price on Application		
	Up to 240 mm DBH			Price on Application		Price on Application		
	Up to 320 mm DBH			Price on Application		Price on Application		
	Up to 400 mm DBH			Price on Application		Price on Application		
	Up to 450 mm DBH			Price on Application		Price on Application		
	Root Pruning per m2			Price on Application		Price on Application		
	Repairs to footway per m2			Price on Application		Price on Application		
	Root chasing per linear metre			Price on Application		Price on Application		
20	PEST CONTROL			See Part 2 report		See Part 2 report		

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
21	FOOD CERTIFICATES							
	Certificate	77.00	0.00	77.00	79.50	0.00	79.50	
	Additional Charge per certificate if physical examination is required	165.00	0.00	165.00	170.30	0.00	170.30	
22	FOOD HYGIENE COURSES AND BASIC HEALTH AND SAFETY COURSES – INTERNAL							
	(i) BASIC HEALTH & SAFETY COURSES (include. materials & exam registration) Total Fee per person	70.00	0.00	70.00	70.00	0.00	70.00	
	(ii) FOOD HYGIENE COURSES (include materials & exam registration) Total Fee per person	70.00	0.00	70.00	70.00	0.00	70.00	
	(iii) Replacement Certificates	28.00	0.00	28.00	28.00	0.00	28.00	
	(iv) Examination Certificates	22.00	0.00	22.00	22.00	0.00	22.00	
23	FOOD HYGIENE COURSES AND BASIC HEALTH AND SAFETY TRAINING - OFF SITE							
	(i) BASIC HEALTH & SAFETY COURSES (include. materials & exam registration) Per Course (No VAT applicable) Exam Registration charged by CIEH	570.00 0.00	0.00 0.00	570.00 0.00	600.00 0.00	0.00 0.00	600.00 0.00	
	(ii) FOOD HYGIENE COURSES (include materials & exam registration) Per Course (No VAT applicable) Exam Registration charged by CIEH	541.00 0.00	0.00 0.00	541.00 0.00	600.00 0.00	0.00 0.00	600.00 0.00	
24	PUBLIC REGISTER COPIES							
	IPC Authorised Premises Provision of copies – per premise – per officer half hour or part thereof	21.00	0.00	21.00	21.70	0.00	21.70	
	<u>Food Safety Registration</u> Single entry One category of food premises Full Register	21.00 26.00 51.00	0.00 0.00 0.00	21.00 26.00 51.00	21.70 26.80 52.60	0.00 0.00 0.00	21.70 26.80 52.60	
	Environmental Regulation of Industrial Plant			Price on Application			Price on Application	
	Notification of Cooling Towers register Copy of full register	25.00	0.00	25.00	25.80	0.00	25.80	
25	ENVIRONMENTAL CRIME UNIT							
	Daily Storage Fee in Pound – no fees set by the Highways Act <i>Disposal Costs - no fees set by the Highways Act</i> <i>DVLA release fee within 24 hours</i> <i>DVLA release fee over 24 hours</i> <i>DVLA daily pound storage fees after 48 hours in Pound (In addition to the release fee)</i> <i>Surety fee Payable if unable to provide current tax disc at time of vehicle collection. This fee is refundable if the tax disc is produced within 14 days.</i>	40.00 70.00 100.00 200.00 21.00 160.00	0.00 0.00 0.00 0.00 0.00 0.00	40.00 70.00 100.00 200.00 21.00 160.00	40.00 70.00 100.00 200.00 21.00 160.00	0.00 0.00 0.00 0.00 0.00 0.00	40.00 70.00 100.00 200.00 21.00 160.00	
	Fee for a formal complaint made in respect of high hedges and trees, under part 8 of the Anti-Social Behaviour Act 2003	330.00	0.00	330.00	330.00	0.00	330.00	
26	LICENCES							
	A. ANIMAL BOARDING ESTABLISHMENT	348.00	0.00	348.00	359.10	0.00	359.10	
	B. BREEDING OF DOGS	274.00	0.00	274.00	282.80	0.00	282.80	
	C. DANGEROUS WILD ANIMALS	392.00	0.00	392.00	404.50	0.00	404.50	
	D. PERFORMING ANIMALS							
	Registration	157.00	0.00	157.00	162.00	0.00	162.00	
	Certification	44.00	0.00	44.00	45.40	0.00	45.40	
	E. PET SHOPS	250.00	0.00	250.00	258.00	0.00	258.00	
	F. STREET TRADING							
	Vans/Stalls	162.00	0.00	162.00	167.20	0.00	167.20	
	Forecourt of shops and cafes/restaurants in designated areas	777.00	0.00	777.00	801.90	0.00	801.90	
	G. OCCASIONAL SALES							

Section Reference	<i>Italics denotes statutory fees</i>	LONDON BOROUGH OF ENFIELD						
		ENVIRONMENT DEPARTMENT						
		AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14			
		Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total	
	Initial Application		312.00	0.00	312.00	322.00	0.00	322.00
	Subsequent Applications		157.00	0.00	157.00	162.00	0.00	162.00
	H. RIDING ESTABLISHMENTS		548.00	0.00	548.00	565.50	0.00	565.50
	I. SEX SHOPS		20,000.00	0.00	20,000.00	20,640.00	0.00	20,640.00
	J. TABLES & CHAIRS							
	Up to 3 sq. m		193.00	0.00	193.00	199.20	0.00	199.20
	Between 3 and 10 sq. m		385.00	0.00	385.00	397.30	0.00	397.30
	Between 10 and 15 sq. m		770.00	0.00	770.00	794.60	0.00	794.60
	Between 15 and (maximum) 25 sq. m		1,530.00	0.00	1,530.00	1,579.00	0.00	1,579.00
	K.Zoos							
	Notification of intention to apply for a zoo licence		102.00	0.00	102.00	105.30	0.00	105.30
	New application for a zoo licence		816.00	0.00	816.00	842.10	0.00	842.10
	Renewal of licence		510.00	0.00	510.00	526.30	0.00	526.30
	Transfer of licence		612.00	0.00	612.00	631.60	0.00	631.60
	Variation of a zoo licence		612.00	0.00	612.00	631.60	0.00	631.60
	(plus the costs of inspection where applicable)							
	L. Pleasure Boats							
	Application for a boat hire licence		204.00	0.00	204.00	210.50	0.00	210.50
	Variation of a boat hire licence		102.00	0.00	102.00	105.30	0.00	105.30
	M. Hypnotism							
	Application for consent to conduct an exhibition, demonstration or performance of hypnotism		102.00	0.00	102.00	105.30	0.00	105.30
27	APPROVALS							
	CIVIL MARRIAGE VENUES - Inspection Fee (3 year approval)		676.00	0.00	676.00	697.60	0.00	697.60
	Registrars Inspection fee - C495		136.00	0.00	136.00	140.40	0.00	140.40
28	LICENSING ACT 2003 - FEES AND EXEMPTIONS (statutory fee VAT Exempt)							
A	FEES PAYABLE:							
	1.1 The fee for an application for the grant or variation of a premises licence is based on the rateable value of the property and the band specified for that rateable value, is as follows:		GRANT & VARIATION FEE PAYABLE	VAT	GRANT & VARIATION FEE PAYABLE	GRANT & VARIATION FEE PAYABLE	VAT	GRANT & VARIATION FEE PAYABLE
	RATEABLE VALUES							
	No rateable value to £4,300		100.00	0.00	100.00	100.00	0.00	100.00
	£4,300 to £33,000		190.00	0.00	190.00	190.00	0.00	190.00
	£33,001 to £87,000		315.00	0.00	315.00	315.00	0.00	315.00
	£87,001 to £125,000		450.00	0.00	450.00	450.00	0.00	450.00
	£125,001 and above		635.00	0.00	635.00	635.00	0.00	635.00
	1.2 In addition, premises in Bands D and E, where an application relates exclusively or primarily for the supply of alcohol for consumption on a premises located in a city or town centre, must pay a further fee, as follows:		GRANT & VARIATION FEE PAYABLE	VAT	GRANT & VARIATION FEE PAYABLE	GRANT & VARIATION FEE PAYABLE	VAT	GRANT & VARIATION FEE PAYABLE
	RATEABLE VALUES							
	£87,001 to £125,000		450.00	0.00	450.00	450.00	0.00	450.00
	£125,001 and above		1,270.00	0.00	1,270.00	1,270.00	0.00	1,270.00
	1.3 In addition, where 5,000 or more persons are admitted at the same time to a premises when the existing licence authorises licensable activities to take place, the application must be accompanied by a fee corresponding to the range of number of persons within which falls the maximum number of persons allowed as follows:		GRANT & VARIATION ADDITIONAL FEE	VAT	GRANT & VARIATION ADDITIONAL FEE	GRANT & VARIATION ADDITIONAL FEE	VAT	GRANT & VARIATION ADDITIONAL FEE
	MAXIMUM NUMBER OF PERSONS							
	5,000 to 9,999		1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
	10,000 to 14,999		2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00
	15,000 to 19,999		4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00
	20,000 to 29,999		8,000.00	0.00	8,000.00	8,000.00	0.00	8,000.00
	30,000 to 39,999		16,000.00	0.00	16,000.00	16,000.00	0.00	16,000.00
	40,000 to 49,999		24,000.00	0.00	24,000.00	24,000.00	0.00	24,000.00
	50,000 to 59,999		32,000.00	0.00	32,000.00	32,000.00	0.00	32,000.00
	60,000 to 69,999		40,000.00	0.00	40,000.00	40,000.00	0.00	40,000.00
	70,000 to 79,999		48,000.00	0.00	48,000.00	48,000.00	0.00	48,000.00
	80,000 to 89,999		56,000.00	0.00	56,000.00	56,000.00	0.00	56,000.00
	90,000 and over		64,000.00	0.00	64,000.00	64,000.00	0.00	64,000.00
	1.4 The annual fee payable for a premises licence, is based on the rateable value of the property and the band specified for that rateable value, as follows:		ANNUAL FEE PAYABLE	VAT	ANNUAL FEE PAYABLE	ANNUAL FEE PAYABLE	VAT	ANNUAL FEE PAYABLE

Section Reference	<i>Italics denotes statutory fees</i>	LONDON BOROUGH OF ENFIELD					
		ENVIRONMENT DEPARTMENT					
		AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
		Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	RATEABLE VALUES						
	No rateable value to £4,300	70.00	0.00	70.00	70.00	0.00	70.00
	£4,300 to £33,000	180.00	0.00	180.00	180.00	0.00	180.00
	£33,001 to £87,000	295.00	0.00	295.00	295.00	0.00	295.00
	£87,001 to £125,000	320.00	0.00	320.00	320.00	0.00	320.00
	£125,001 and above	350.00	0.00	350.00	350.00	0.00	350.00
	1.5 In addition, premises in Bands D and E, where an application relates exclusively or primarily for the supply of alcohol for consumption on a premises located in a city or town centre, must pay a further fee, as follows:						
	RATEABLE VALUES						
	£87,001 to £125,000	640.00	0.00	640.00	640.00	0.00	640.00
	£125,001 and above	1,050.00	0.00	1,050.00	1050.00	0.00	1,050.00
	1.6 In addition, where 5,000 or more persons are admitted at the same time to a premises when the existing licence authorises licensable activities to take place, the application must be accompanied by a fee corresponding to the range of number of persons within which falls the maximum number of persons allowed as follows:						
	MAXIMUM NUMBER OF PERSONS						
	5,000 to 9,999	500.00	0.00	500.00	500.00	0.00	500.00
	10,000 to 14,999	1,000.00	0.00	1,000.00	1000.00	0.00	1,000.00
	15,000 to 19,999	2,000.00	0.00	2,000.00	2000.00	0.00	2,000.00
	20,000 to 29,999	4,000.00	0.00	4,000.00	4000.00	0.00	4,000.00
	30,000 to 39,999	8,000.00	0.00	8,000.00	8000.00	0.00	8,000.00
	40,000 to 49,999	12,000.00	0.00	12,000.00	12000.00	0.00	12,000.00
	50,000 to 59,999	16,000.00	0.00	16,000.00	16000.00	0.00	16,000.00
	60,000 to 69,999	20,000.00	0.00	20,000.00	20000.00	0.00	20,000.00
	70,000 to 79,999	24,000.00	0.00	24,000.00	24000.00	0.00	24,000.00
	80,000 to 89,999	28,000.00	0.00	28,000.00	28000.00	0.00	28,000.00
	90,000 and over	32,000.00	0.00	32,000.00	32000.00	0.00	32,000.00
B	FEES PAYABLE:						
	2.1 The fee for an application for the grant or variation of a club premises certificate is based on the rateable value of the property and the band specified for that rateable value, is as follows:						
	RATEABLE VALUES						
	No rateable value to £4,300	100.00	0.00	100.00	100.00	0.00	100.00
	£4,300 to £33,000	190.00	0.00	190.00	190.00	0.00	190.00
	£33,001 to £87,000	315.00	0.00	315.00	315.00	0.00	315.00
	£87,001 to £125,000	450.00	0.00	450.00	450.00	0.00	450.00
	£125,001 and above	635.00	0.00	635.00	635.00	0.00	635.00
	2.2 The annual fee payable for club premises certificate is based on the rateable value of the property and the band specified for that rateable value, is as follows:						
	RATEABLE VALUES						
	No rateable value to £4,300	70.00	0.00	70.00	70.00	0.00	70.00
	£4,300 to £33,000	180.00	0.00	180.00	180.00	0.00	180.00
	£33,001 to £87,000	295.00	0.00	295.00	295.00	0.00	295.00
	£87,001 to £125,000	320.00	0.00	320.00	320.00	0.00	320.00
	£125,001 and above	350.00	0.00	350.00	350.00	0.00	350.00
C	OTHER FEES PAYABLE IN RESPECT OF APPLICATIONS MADE OR NOTICES GIVEN, ARE AS FOLLOWS						
	APPLICATION OR NOTICE						
	Notification of theft, loss, etc of premises licence or summary	10.50	0.00	10.50	10.50	0.00	10.50
	Application for provisional statement where premises being built, etc	315.00	0.00	315.00	315.00	0.00	315.00
	Notification of change of name or address of premises licence holder or designated premises supervisor	10.50	0.00	10.50	10.50	0.00	10.50
	Application to vary premises licence to specify individual as designated premises supervisor	23.00	0.00	23.00	23.00	0.00	23.00
	Application for transfer of premises licence	23.00	0.00	23.00	23.00	0.00	23.00
	Application for a minor variation to a premises licence	89.00	0.00	89.00	89.00	0.00	89.00

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	<i>Notice of interim authority following death etc of the premises licence holder</i>		23.00	0.00	23.00	23.00	0.00	23.00
	<i>Notification of theft, loss, etc of club premises certificate or summary</i>		10.50	0.00	10.50	10.50	0.00	10.50
	<i>Notification of change of name or alteration of rules of club</i>		10.50	0.00	10.50	10.50	0.00	10.50
	<i>Notification of change of relevant registered address of the club</i>		10.50	0.00	10.50	10.50	0.00	10.50
	<i>Application for temporary event notice</i>		21.00	0.00	21.00	21.00	0.00	21.00
	<i>Notification of theft, loss, etc of temporary event notice</i>		10.50	0.00	10.50	10.50	0.00	10.50
	<i>Application for grant or renewal of a personal licence</i>		37.00	0.00	37.00	37.00	0.00	37.00
	<i>Notification of theft, loss, etc of personal licence</i>		10.50	0.00	10.50	10.50	0.00	10.50
	<i>Notification of change of name or address of personal licence holder</i>		10.50	0.00	10.50	10.50	0.00	10.50
	<i>Notification of right of freeholder to be notified of licensing matters</i>		21.00	0.00	21.00	21.00	0.00	21.00
29	SPECIAL TREATMENT LICENCE FEES & EXEMPTIONS ANNUAL LICENCES							
	GROUP A							
	Establishments that offer invasive and high risk procedures such as lasers, electrolysis, tattooing, body piercing, body message. The treatments are:							
	Anthroposphical Medicine							
	Polarity Therapy							
	Aromatherapy							
	Qi Gong							
	Body Massage							
	Remedial/Sports Massage							
	Bowen Technique							
	Rolfing							
	Champissage/Indian Head Massage							
	Shiatsu							
	Endermologie							
	Fairbane/Tangent Method							
	Stone Therapy							
	Gyratory Massage							
	Thai Massage							
	Manual Lymphatic Drainage							
	Therapeutic/Holistic Massage							
	Marma Therapy							
	Metamorphic Technique							
	Physiotherapy							
	Tui-Na							
	Acupressure							
	Botox							
	Lasers/Intense Pulse Light							
	Collagen Implants							
	Moxibustion (if not accompanied by acupuncture it will be Group B)							
	Osteopathy							
	Sclerotherapy							
	Acupuncture							
	Micropigmentation							
	Beading							
	Bio Skin Jetting							
	Namripad Allergy Elimination Technique							
	Body Piercing							
	Electrolysis							
	Tattoo Removal							
	Korean Hand Therapy							
	Tattooing							
	NEW LICENCES		618.00	0.00	618.00	637.80	0.00	637.80
	RENEWALS		463.00	0.00	463.00	477.80	0.00	477.80
	VARIATIONS		309.00	0.00	309.00	318.90	0.00	318.90
	TRANSFER		232.00	0.00	232.00	239.40	0.00	239.40
	OCCASIONAL LICENCE		309.00	0.00	309.00	318.90	0.00	318.90
	GROUP B							

Section Reference	<i>Italics denotes statutory fees</i>	LONDON BOROUGH OF ENFIELD					
		ENVIRONMENT DEPARTMENT					
		AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
		Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	Establishments that offer medium risk and non invasive treatments such as UV tanning, facials and others. The treatments are:						
	Ayurvedic Medicine						
	Reiki						
	Sauna						
	Chiropody/Podiatry						
	Spa						
	Steam Room/Bath						
	Foot Detox						
	Hydrotherapy						
	Thalassotherapy						
	Thermo Auricular Therapy/Hopi Ear candles						
	Infra Red						
	Micro Currant Therapy/Non-Surgical Face lifts						
	Colour Therapy						
	Detox Box						
	Facials						
	Faradism						
	Reflexology						
	Floatation Tank						
	Galvanism						
	Ultra Sonic						
	High Frequency						
	Ultra Violet Tanning						
	Trichology						
	NEW LICENCES	463.00	0.00	463.00	477.80	0.00	477.80
	RENEWALS	360.00	0.00	360.00	371.50	0.00	371.50
	VARIATIONS	205.00	0.00	205.00	211.60	0.00	211.60
	TRANSFER	129.00	0.00	129.00	133.10	0.00	133.10
	OCCASIONAL LICENCE	232.00	0.00	232.00	239.40	0.00	239.40
	GROUP C						
	Establishments that offer manicures, pedicures, nail extensions and/or ear piercing only. The treatments are:						
	Nail Extensions						
	Pedicure						
	Manicure						
	Ear Piercing						
	NEW LICENCES	309.00	0.00	309.00	318.90	0.00	318.90
	RENEWALS	258.00	0.00	258.00	266.30	0.00	266.30
	VARIATIONS	180.00	0.00	180.00	185.80	0.00	185.80
	TRANSFER	77.00	0.00	77.00	79.50	0.00	79.50
	OCCASIONAL LICENCE	155.00	0.00	155.00	160.00	0.00	160.00
	REPLACEMENT COPY OF LICENCE	26.00	0.00	26.00	26.80	0.00	26.80
30	MOTOR SALVAGE OPERATORS						
	Sole Trader	150.00	0.00	150.00	154.80	0.00	154.80
	Limited Company (one director)	150.00	0.00	150.00	154.80	0.00	154.80
	Partnership	150.00	0.00	150.00	154.80	0.00	154.80
	Additional fee for second & subsequent partners	75.00	0.00	75.00	77.40	0.00	77.40
	Limited Company (multi – director)	150.00	0.00	150.00	154.80	0.00	154.80
	Additional fee for second & subsequent director	75.00	0.00	75.00	77.40	0.00	77.40
	Certified copy of Register Entry	40.00	0.00	40.00	41.30	0.00	41.30
31	WEIGHTS AND MEASURES FEES						
	(Where hourly rates are quoted, these are computed up to the nearest half hour.)						
	<u>Fees for the purpose of Section II(5) of the Weights and Measures Act 1985 & EEC Measuring Instrument (Fees) (as amended)</u>						
	(A) SPECIAL WEIGHING AND MEASURING EQUIPMENT						

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	The charges for examining, adjusting, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment be based on officer's time per hour or part hour at the place where the service is provided. Such types of equipment specifically excluded from tables (C) to (G) below include:		91.00 per hour or part hour	0.00	91.00 per hour or part hour	93.90 per hour or part hour	0.00	93.90 per hour or part hour
	(i) Automatic or totalising weighing machines							
	(ii) Equipment designed to weigh loads in motion							
	(iii) Bulk fuel measuring equipment tested following a Regulation 65 or 66 occurrence							
	(iv) Weighing or measuring equipment tested by means of statistical sampling							
	(v) The establishment of calibration curves for templets							
	(vi) Templets graduated in millilitres							
	(vii) Testing or other services in pursuance of a community obligation other than EC initial or partial verification							
	(B) SPECIAL CIRCUMSTANCES							
	Where work is requested to be undertaken during unsocial hours, including weekends, the fee shall be charged at double the hourly rate.		182.00 per hour or part hour	0.00	182.00 per hour or part hour	187.80 per hour or part hour	0.00	187.80 per hour or part hour
	A minimum callout charge of 1 meter / 1 scale / 1 item will be charged for appointments cancelled on the day of the appointment							
	Waiting time / down time, at the cause of the customer, will be charged at an hourly rate .		91.00 per hour or part hour	0.00	91.00 per hour or part hour	93.90 per hour or part hour	0.00	93.90 per hour or part hour
	(C) WEIGHTS							
	For weights submitted at the same time and on the same order there will be a fee added per weight tested as in the table below:		62.00	0.00	62.00	64.00	0.00	64.00
	(i) Weights not exceeding 25kg		14.70	0.00	14.70	15.20	0.00	15.20
	(D) MEASURES							
	For measures submitted at the same time and on the same order there will be a fee added per measure tested as in the table below:		62.00	0.00	62.00	64.00	0.00	64.00
	(i) Linear measures not exceeding 3m or 10ft each scale		14.70	0.00	14.70	15.20	0.00	15.20
	(ii) Linear measures exceeding 3m each scale		14.70	0.00	14.70	15.20	0.00	15.20
	(iii) Capacity measures without divisions		14.70	0.00	14.70	15.20	0.00	15.20
	(iv) Cubic ballast measures (other than brim measures)		144.10	0.00	144.10	148.70	0.00	148.70
	(v) Liquid capacity measures for making up and checking average quantity packages		34.70	0.00	34.70	35.80	0.00	35.80
	(vi) Templets							
	(a) per scale - first item		58.90	0.00	58.90	60.80	0.00	60.80
	(b) second and subsequent items		21.00	0.00	21.00	21.70	0.00	21.70
	(E) WEIGHING INSTRUMENTS Where an officer has to travel to the location of the weighing instrument for verification a fee will be charged in addition to the amount in the table below:		46.00	0.00	46.00	47.50	0.00	47.50
	Exceeding Not Exceeding							
	15 kg		51.50	0.00	51.50	53.10	0.00	53.10
	15kg 100kg		67.30	0.00	67.30	69.50	0.00	69.50
	100kg 250kg		92.60	0.00	92.60	95.60	0.00	95.60
	250kg 500kg		95.70	0.00	95.70	98.80	0.00	98.80
	*Where an instrument exceeds 500kg, the fee will be based on per officer hour or part hour plus the cost of hiring the test unit where applicable		91.00 per hour or part hour	0.00	91.00 per hour or part hour	93.90 per hour or part hour	0.00	93.90 per hour or part hour
	(F) MEASURING INSTRUMENTS FOR INTOXICATING LIQUOR							
	(i) Not exceeding 150ml.		23.10	0.00	23.10	23.80	0.00	23.80
	(ii) Other		41.00	0.00	41.00	42.30	0.00	42.30

Section Reference	<i>Italics denotes statutory fees</i>	LONDON BOROUGH OF ENFIELD						
		ENVIRONMENT DEPARTMENT						
		AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14			
		Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total	
	(G) MEASURING INSTRUMENTS FOR LIQUID FUEL AND LUBRICANTS							
	(i) Container type (unsubdivided)	89.40	0.00	89.40	92.30	0.00	92.30	
	(ii) Other types – single outlets	129.40	0.00	129.40	133.50	0.00	133.50	
	(iii) Other types – multi outlets	For flowmeters submitted for test at the same site on the same day there will be a charge of £53 with an additional fee of £64 per meter tested			For flowmeters submitted for test at the same site on the same day there will be a charge of £54.70 with an additional fee of £66.04 per meter tested			
	(iv) A charge to cover any additional costs involved in testing ancillary equipment which requires additional testing on site, such as credit card acceptors, be based upon the basic fee given above plus additional costs per officer hour	91.00 per hour	0.00	91.00 per hour	93.90 per hour	0.00	93.90 per hour	
	<u>CALIBRATION AND CERTIFICATION FEES FOR THE PURPOSE OF SECTION 74 OF THE WEIGHTS AND MEASURES ACT 1985.</u>							
	For weights submitted at the same time and on the same order there will be a fee added to which will be the fee per weight tested as in the table below:	V	64.00	12.80	76.80	66.08	13.22	79.30
	<u>Weights</u>							
	Up to 500g – tolerance M1/M2)	V	9.50	1.90	11.40	9.83	1.97	11.80
	Stated value	V	14.67	2.93	17.60	15.08	3.02	18.10
	(ii) 1kg to 5kg – tolerance M1/M2)	V	9.50	1.90	11.40	9.83	1.97	11.80
	Stated value	V	14.67	2.93	17.60	15.08	3.02	18.10
	(iii) 10kg to 25kg – tolerance M1/M2)	V	12.58	2.52	15.10	13.00	2.60	15.60
	Stated value	V	20.00	4.00	24.00	20.67	4.13	24.80
	Adjustment – (per weight)	V	10.50	2.10	12.60	10.83	2.17	13.00
	ID marking – (per weight)	V	3.17	0.63	3.80	3.25	0.65	3.90
	<u>MEASURES</u>							
	(NB: These fees are subject to VAT at the standard rate).							
	For measures submitted at the same time and on the same order there will be a fee added to which will be the fee per measure tested as in the table below:	V	64.00	12.80	76.80	66.08	13.22	79.30
	(i) Linear measures not exceeding 1m	V	30.50	6.10	36.60	31.50	6.30	37.80
	(ii) Capacity measures not exceeding 2L without subdivisions	V	30.50	6.10	36.60	31.50	6.30	37.80
	(iii) Capacity measures not exceeding 2L with subdivisions	V	15.83	3.17	19.00	16.33	3.27	19.60
	For each additional graduation	V	15.83	3.17	19.00	16.33	3.27	19.60
	All other measurements and tests to be based on a fee per officer hour or part hour	V	91.00	18.20	109.20	93.92	18.78	112.70
	A further discount of up to 10% may be available for bulk orders with the agreement of the Head of Trading Standards.							
	Where a collection, delivery, courier or postal service is requested by the customer a 10% administration charge/arrangement fee will be added to the cost of collection, delivery, courier or postal charge.							
32	POISONS ACT 1972							
	<u>Type of Licence</u>							
	Initial Registration		50.00	0.00	50.00	51.60	0.00	51.60
	Alteration of List		20.00	0.00	20.00	20.60	0.00	20.60
	Retention of Name on List		50.00	0.00	50.00	51.60	0.00	51.60
33	GREATER LONDON (GENERAL POWERS ACT) 1984							
	Registration to hold sales by competitive bidding		281.00	0.00	281.00	290.00	0.00	290.00
	Exemption from registration		93.00	0.00	93.00	96.00	0.00	96.00
34	LICENSING OF STORES AND REGISTRATION OF PREMISES FOR THE KEEPING OF EXPLOSIVES STATUTORY FEES							
	Licence		178.00	0.00	178.00	178.00	0.00	178.00
	Licence renewal		83.00	0.00	83.00	83.00	0.00	83.00
	Registration		105.00	0.00	105.00	105.00	0.00	105.00

Section Reference	Description of Fees & Charges	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	<i>Italics denotes statutory fees</i>							
	<i>Registration renewal</i>		52.00	0.00	52.00	52.00	0.00	52.00
	<i>Amending name of licensee or address of site</i>		35.00	0.00	35.00	35.00	0.00	35.00
	<i>Any kind of variation</i>		Reasonable cost of the work done by the licensing authority			Reasonable cost of the work done by the licensing authority		
	<i>Transfer of licence or registration</i>		34.00	0.00	34.00	34.00	0.00	34.00
	<i>Replacement licence document</i>		34.00	0.00	34.00	34.00	0.00	34.00
	<i>All year Fireworks supply licence</i>		510.00	0.00	510.00	510.00	0.00	510.00
35	CESSPOOL EMPTYING							
	- Domestic Properties (No VAT)							
	Normal time per hour	V						Price on Application
	Call out (time and ½ rates)	V						Price on Application
	Sundays, Bank Holidays or after Midnight	V						Price on Application
	Thames Water disposal charge to be added to above rates.							
36	COMMERCIAL WASTE SERVICES		See Part 2 Report			See Part 2 Report		
	(Outside the scope of VAT wef 9.2.2011)							
37	SCHEDULE 2 CLINICAL WASTE COLLECTION							
	Roll of 13 Clinical Waste Sacks	V	56.80	0.00	56.80	58.58	11.72	70.30
	Sharps Bins – 1 litre	V	5.00	0.00	5.00	5.17	1.03	6.20
	Sharps Bins – 5 litre	V	8.80	0.00	8.80	9.08	1.82	10.90
38	DOMESTIC COLLECTIONS							
	N.B. Domestic Bin Hire/Collection is Non Business - ie no VAT to be charged							
	Special Bulky Waste Collections							
	Bulky waste collection in 12 months:							
	1st Bulky waste collection up to six items (or 15 Sacks)		25.00	0.00	25.00	26.00	0.00	26.00
	2nd collection in 12 months of up to six items		50.00	0.00	50.00	52.00	0.00	52.00
	3rd collection in 12 months of up to six items		75.00	0.00	75.00	78.00	0.00	78.00
	Additional charge for non standard sized items		50.00	0.00	50.00	52.00	0.00	52.00
	GREEN WASTE BIN (per extra bin)		34.10	0.00	34.10	50.00	0.00	50.00
	Bulky electrical items / white goods (up to 3 items)			NEW		20.00	0.00	20.00
39	GAMBLING ACT 2005							
	FEES AND EXEMPTIONS (VAT exempt)							
	NB Fee capped by Government							
	New Applications							
	Bingo		3,500.00	0.00	3,500.00	3500.00	0.00	3,500.00
	Betting Shop		3,000.00	0.00	3,000.00	3000.00	0.00	3,000.00
	Adult Gaming Centre		2,000.00	0.00	2,000.00	2000.00	0.00	2,000.00
	Track		2,500.00	0.00	2,500.00	2500.00	0.00	2,500.00
	Family Entertainment Centre		2,000.00	0.00	2,000.00	2000.00	0.00	2,000.00
	New Applications - where provisional statement already issued							
	Bingo		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	Betting Shop		1,250.00	0.00	1,250.00	1250.00	0.00	1,250.00
	Adult Gaming Centre		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	Track		950.00	0.00	950.00	950.00	0.00	950.00
	Family Entertainment Centre		950.00	0.00	950.00	950.00	0.00	950.00
	Provisional Statement Applications							
	Bingo		3,500.00	0.00	3,500.00	3500.00	0.00	3,500.00
	Betting Shop		3,000.00	0.00	3,000.00	3000.00	0.00	3,000.00
	Adult Gaming Centre		2,000.00	0.00	2,000.00	2000.00	0.00	2,000.00
	Track		2,500.00	0.00	2,500.00	2500.00	0.00	2,500.00
	Family Entertainment Centre		2,000.00	0.00	2,000.00	2000.00	0.00	2,000.00
	Transfer Applications							
	Bingo		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	Betting Shop		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	Adult Gaming Centre		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	Track		950.00	0.00	950.00	950.00	0.00	950.00
	Family Entertainment Centre		950.00	0.00	950.00	950.00	0.00	950.00
	Reinstatement Applications							
	Bingo		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	<i>Betting Shop</i>		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	<i>Adult Gaming Centre</i>		1,200.00	0.00	1,200.00	1200.00	0.00	1,200.00
	<i>Track</i>		950.00	0.00	950.00	950.00	0.00	950.00
	<i>Family Entertainment Centre</i>		950.00	0.00	950.00	950.00	0.00	950.00
	Variation Applications							
	<i>Bingo</i>		1,750.00	0.00	1,750.00	1750.00	0.00	1,750.00
	<i>Betting Shop</i>		1,500.00	0.00	1,500.00	1500.00	0.00	1,500.00
	<i>Adult Gaming Centre</i>		1,000.00	0.00	1,000.00	1000.00	0.00	1,000.00
	<i>Track</i>		1,250.00	0.00	1,250.00	1250.00	0.00	1,250.00
	<i>Family Entertainment Centre</i>		1,000.00	0.00	1,000.00	1000.00	0.00	1,000.00
	Annual Fees							
	<i>Bingo</i>		870.00	0.00	870.00	870.00	0.00	870.00
	<i>Betting Shop</i>		470.00	0.00	470.00	470.00	0.00	470.00
	<i>Adult Gaming Centre</i>		840.00	0.00	840.00	840.00	0.00	840.00
	<i>Track</i>		1,000.00	0.00	1,000.00	1000.00	0.00	1,000.00
	<i>Family Entertainment Centre</i>		750.00	0.00	750.00	750.00	0.00	750.00
	<i>Notification of Change of Circumstances</i>		37.00	0.00	37.00	37.00	0.00	37.00
	<i>Request for copy of Premises Licence</i>		25.00	0.00	25.00	25.00	0.00	25.00
	GAMBLING ACT 2005 - FEES AND EXEMPTIONS (STATUTORY FEE VAT exempt)							
	Alcohol Licensed Premises Gaming Machine Permit Fees							
	<i>New</i>		150.00	0.00	150.00	150.00	0.00	150.00
	<i>New Existing S34 Permit holder (more than 2 machines)</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Variation of information on permit e.g. number of machines</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Notification of 2 machines or less (new & existing)</i>		50.00	0.00	50.00	50.00	0.00	50.00
	<i>Transfer - If transfer of Premises Licence to sell alcohol granted</i>		25.00	0.00	25.00	25.00	0.00	25.00
	<i>Name change ie new married name etc.</i>		25.00	0.00	25.00	25.00	0.00	25.00
	<i>Replacement permit</i>		15.00	0.00	15.00	15.00	0.00	15.00
	<i>Annual fee (payable by premises with three or more machines)</i>		50.00	0.00	50.00	50.00	0.00	50.00
	Club Gaming & Club Gaming Machine Permit Fees							
	<i>New</i>		200.00	0.00	200.00	200.00	0.00	200.00
	<i>New Existing Part II or Part III Gaming Act 1968 registrations</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>New (fast track) holder of Club Premises Certificate under Licensing Act 2003</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Renewal</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Variation</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Replacement permit</i>		15.00	0.00	15.00	15.00	0.00	15.00
	<i>Annual fee</i>		50.00	0.00	50.00	50.00	0.00	50.00
	Unlicensed Family Entertainment Centre Gaming Machine Permit Fees							
	<i>New</i>		300.00	0.00	300.00	300.00	0.00	300.00
	<i>New Existing Part II and Part III Gaming Act 1968 registrations</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Renewal</i>		300.00	0.00	300.00	300.00	0.00	300.00
	<i>Change of Name</i>		25.00	0.00	25.00	25.00	0.00	25.00
	<i>Replacement permit</i>		15.00	0.00	15.00	15.00	0.00	15.00
	Prize Gaming Permit Fees							
	<i>New</i>		300.00	0.00	300.00	300.00	0.00	300.00
	<i>New Existing Section 16 Lotteries & Amusement Act 1976 Permit holder</i>		100.00	0.00	100.00	100.00	0.00	100.00
	<i>Renewal (every 10 years)</i>		300.00	0.00	300.00	300.00	0.00	300.00
	<i>Change of name</i>		25.00	0.00	25.00	25.00	0.00	25.00
	<i>Replacement permit</i>		15.00	0.00	15.00	15.00	0.00	15.00
	<i>Temporary Use Notice</i>		250.00	0.00	250.00	250.00	0.00	250.00
	Small Society Lotteries							
	<i>New</i>		40.00	0.00	40.00	40.00	0.00	40.00
	<i>Annual fee</i>		20.00	0.00	20.00	20.00	0.00	20.00

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
40	STREET CLEANING							
40a	Flytip removals from private land							
	Flytip removals from private land - small items - first hour only	V	105.00	21.00	126.00	108.33	21.67	130.00
	Flytip removals from private land - large items - first hour only	V	148.33	29.67	178.00	153.08	30.62	183.70
	Area cleansing - Deep clean, clearance and/or tidy - first hour only	V	105.00	21.00	126.00	108.33	21.67	130.00
	Admin Charge (charge shall apply per job request)	V	35.00	7.00	42.00	36.08	7.22	43.30
40b	Removal of Supermarket Trolleys							
	Removal of abandoned trolley from land and Return to stores or disposal:							
	Cost per trolley (Up to 10 trolleys)	V	23.33	4.67	28.00	24.08	4.82	28.90
	Cost per trolley (Over 10 trolleys)	V	Special Charges apply			Special Charges apply		
	Cost of storage after notification (per day per trolley) (maximum 6 weeks before automatic disposal)	V	1.50	0.30	1.80	1.58	0.32	1.90
	Administrative fee per transaction	V	35.00	7.00	42.00	36.08	7.22	43.30
41	PRE-APPLICATION CHARGING SCHEME							
	Initial Assessment for all the below (up to 15 minutes)		FREE			FREE		
	Category A proposals (significant developments) - 25 or more dwellings / 2000 m2 of commercial floor space	V	2,752.50	550.50	3,303.00	2,840.58	568.12	3,408.70
	Category B proposals (schemes that are of lesser scale but fall within the Government's category for major development) - 10 - 24 dwelling units / 1000 - 2000 m2 of commercial floor space	V	1,371.67	274.33	1,646.00	1,415.58	283.12	1,698.70
	Category C proposal - 2-9 new residential units or 100-999m2 of commercial floor space	V	605.00	121.00	726.00	624.33	124.87	749.20
	Additional Specialist Advice (per hour)	V	99.17	19.83	119.00	102.33	20.47	122.80
	Follow up Meetings - charged at half the fee of initial meeting							
	Category A proposals (significant developments)	V	1,376.25	275.25	1,651.50	1,420.33	284.07	1,704.40
	Category B proposals (schemes that are of lesser scale but fall within the Government's category for major development)	V	685.83	137.17	823.00	707.75	141.55	849.30
	Category C proposal - 2-9 new residential units or 100-999m2 of commercial floor space	V	302.50	60.50	363.00	312.17	62.43	374.60
	Schemes of significant magnitude that require a series of development team meetings		Fee to be agreed between the Council and the developer based on the programme of work.			Fee to be agreed between the Council and the developer based on the programme of work.		
42	COMMERCIAL WASTE RECYCLING		See Part 2 Report			See Part 2 Report		
43	TRANSPORTATION PLANNING							
	Monitoring outputs of travel plans secured by S106 Obligations		3,325.00	0.00	3,325.00	3,431.40	0.00	3,431.40
44	SAFETY CERTIFICATES FOR SPORTS GROUNDS							
	Sports Grounds:							
	Application for a sport ground safety certificate		1,073.00	0.00	1,073.00	1,107.30	0.00	1,107.30
	Application to change a safety certificate for a sports ground		858.00	0.00	858.00	885.50	0.00	885.50
	Regulated Stands at sports grounds:							
	Application to certify a regulated stand at a sports ground		536.00	0.00	536.00	553.20	0.00	553.20
	Application to change a safety certificate for a regulated stand at a sports ground		322.00	0.00	322.00	332.30	0.00	332.30
45	ENVIRONMENTAL PERMITTING (PPC)							
	Statutory fee (set by DEFRA)							
45a	LAPPC Application Fees:							
	Application for an environmental permit part B - Standard Activities		1,579.00	0.00	1,579.00	1,579.00	0.00	1,579.00
	Additional Fee for operating without a permit		1,137.00	0.00	1,137.00	1,137.00	0.00	1,137.00
	PVRI, SWOB and Dry Cleaners Reduced Fee Activities		148.00	0.00	148.00	148.00	0.00	148.00

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	<i>PVRI & II Combined</i>		246.00	0.00	246.00	246.00	0.00	246.00
	<i>VRs and Other Reduced Fee Activities</i>		346.00	0.00	346.00	346.00	0.00	346.00
	<i>Reduced fee activities: Additional fee for operating without a permit</i>		68.00	0.00	68.00	68.00	0.00	68.00
	<i>Mobile screening and crushing plant</i>		1,579.00	0.00	1,579.00	1,579.00	0.00	1,579.00
	<i>Application fee for mobile crusher 3rd - 7th Permit</i>		943.00	0.00	943.00	943.00	0.00	943.00
	<i>Application fee for mobile crusher 8th Permit and higher</i>		477.00	0.00	477.00	477.00	0.00	477.00
	<i>Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts</i>		297.00	0.00	297.00	297.00	0.00	297.00
45b	LAPPC Annual Subsistence Charge							
	<i>Standard Processes- Low Risk</i>		739.00	0.00	739.00	739.00	0.00	739.00
	<i>Standard Processes- Low Risk - Additional charge where a permit is for a combined Part B & Waste installation</i>		99.00	0.00	99.00	99.00	0.00	99.00
	<i>Standard Processes- Medium Risk</i>		1,111.00	0.00	1,111.00	1,111.00	0.00	1,111.00
	<i>Standard Processes- Medium Risk - Additional charge where a permit is for a combined Part B & Waste installation</i>		149.00	0.00	149.00	149.00	0.00	149.00
	<i>Standard Processes- High Risk</i>		1,672.00	0.00	1,672.00	1,672.00	0.00	1,672.00
	<i>Standard Processes- High Risk - Additional charge where a permit is for a combined Part B & Waste installation</i>		198.00	0.00	198.00	198.00	0.00	198.00
	<i>Annual Subsistence Fee - Reduced Fee Activity - Low Risk</i>		76.00	0.00	76.00	76.00	0.00	76.00
	<i>Annual Subsistence Fee - Reduced Fee Activity - Medium Risk</i>		151.00	0.00	151.00	151.00	0.00	151.00
	<i>Annual Subsistence Fee - Reduced Fee Activity - High Risk</i>		227.00	0.00	227.00	227.00	0.00	227.00
	<i>Annual Subsistence Fee - Reduced Fee Activity PVR I+II - Low Risk</i>		108.00	0.00	108.00	108.00	0.00	108.00
	<i>Annual Subsistence Fee - Reduced Fee Activity PVR I+II - Medium Risk</i>		216.00	0.00	216.00	216.00	0.00	216.00
	<i>Annual Subsistence Fee - Reduced Fee Activity PVR I+II - High Risk</i>		326.00	0.00	326.00	326.00	0.00	326.00
	<i>Annual Subsistence Fee - Vehicle Respraying - Low Risk</i>		218.00	0.00	218.00	218.00	0.00	218.00
	<i>Annual Subsistence Fee - Vehicle Respraying - Medium Risk</i>		349.00	0.00	349.00	349.00	0.00	349.00
	<i>Annual Subsistence Fee - Vehicle Respraying - High Risk</i>		524.00	0.00	524.00	524.00	0.00	524.00
	<i>Annual Subsistence Fee - Mobile Crushing - Low Risk</i>		618.00	0.00	618.00	618.00	0.00	618.00
	<i>Annual Subsistence Fee - Mobile Crushing - Medium Risk</i>		989.00	0.00	989.00	989.00	0.00	989.00
	<i>Annual Subsistence Fee - Mobile Crushing - High Risk</i>		1,484.00	0.00	1,484.00	1,484.00	0.00	1,484.00
	<i>Annual Subsistence Fee - Mobile Crushing 3rd - 7th Permits - Low Risk</i>		368.00	0.00	368.00	368.00	0.00	368.00
	<i>Annual Subsistence Fee - Mobile Crushing 3rd - 7th Permits - Medium Risk</i>		590.00	0.00	590.00	590.00	0.00	590.00
	<i>Annual Subsistence Fee - Mobile Crushing 3rd - 7th Permits - High Risk</i>		884.00	0.00	884.00	884.00	0.00	884.00
	<i>Annual Subsistence Fee - Mobile Crushing 8th & subsequent permits - Low Risk</i>		189.00	0.00	189.00	189.00	0.00	189.00
	<i>Annual Subsistence Fee - Mobile Crushing 8th & subsequent permits - Medium Risk</i>		302.00	0.00	302.00	302.00	0.00	302.00
	<i>Annual Subsistence Fee - Mobile Crushing 8th & subsequent permits - High Risk</i>		453.00	0.00	453.00	453.00	0.00	453.00
	<i>Late payment fee</i>		50.00	0.00	50.00	50.00	0.00	50.00
	<i>Where a Part B installation is subject to reporting under E-PRTR Regulation add an extra £99 to the above amounts</i>		99.00	0.00	99.00	99.00	0.00	99.00
	<i>Where subsistence charges are paid in four equal installments the total amount payable is increased by £36</i>							
45c	Transfer & Surrender							
	<i>Standard process transfer</i>		162.00	0.00	162.00	162.00	0.00	162.00
	<i>Standard process partial transfer</i>		476.00	0.00	476.00	476.00	0.00	476.00
	<i>New operator at low risk reduced fee activity</i>		75.00	0.00	75.00	75.00	0.00	75.00
	<i>Surrender: all Part B activities</i>		0.00	0.00	0.00	0.00	0.00	0.00
	<i>Reduced fee activities: transfer</i>		0.00	0.00	0.00	0.00	0.00	0.00

Section Reference	<i>Italics denotes statutory fees</i>	LONDON BOROUGH OF ENFIELD						
		ENVIRONMENT DEPARTMENT						
		AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14			
		Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total	
	<i>Reduced fee activities: partial transfer</i>		45.00	0.00	45.00	45.00	0.00	45.00
	<i>Temporary transfer for mobiles: first transfer</i>		51.00	0.00	51.00	51.00	0.00	51.00
	<i>Temporary transfer for mobiles: repeat following enforcement or warning</i>		51.00	0.00	51.00	51.00	0.00	51.00
45d	Substantial Change							
	<i>Standard process</i>		1,005.00	0.00	1,005.00	1,005.00	0.00	1,005.00
	<i>Standard process where the substantial change results in a new PPC activity</i>		1,579.00	0.00	1,579.00	1,579.00	0.00	1,579.00
	<i>Reduced fee activities</i>		98.00	0.00	98.00	98.00	0.00	98.00
45e	LA-IPPC Charges:							
	<i>Application</i>		3,218.00	0.00	3,218.00	3,218.00	0.00	3,218.00
	<i>Additional fee for operating without a permit</i>		1,137.00	0.00	1,137.00	1,137.00	0.00	1,137.00
	<i>Annual subsistence fee: Low risk</i>		1,384.00	0.00	1,384.00	1,384.00	0.00	1,384.00
	<i>Annual subsistence fee: Medium risk</i>		1,541.00	0.00	1,541.00	1,541.00	0.00	1,541.00
	<i>Annual subsistence fee: High risk</i>		2,233.00	0.00	2,233.00	2,233.00	0.00	2,233.00
	<i>Late payment fee</i>		50.00	0.00	50.00	50.00	0.00	50.00
	<i>Substantial variation</i>		1,309.00	0.00	1,309.00	1,309.00	0.00	1,309.00
	<i>Transfer</i>		225.00	0.00	225.00	225.00	0.00	225.00
	<i>Partial transfer</i>		668.00	0.00	668.00	668.00	0.00	668.00
	<i>Surrender</i>		668.00	0.00	668.00	668.00	0.00	668.00
	<i>Where subsistence charges are paid in four equal installments the total amount payable is increased by £36</i>							
46	STRAY DOGS SERVICE							
	Reclaim of a stray dog:							
	Statutory Fee			NEW		25.00	0.00	25.00
	Kennelling fee (£20 per day)			NEW		20.00	0.00	20.00
	Seizure fee (£80)			NEW		80.00	0.00	80.00
	Veterinary fees(Depends on any treatment that is needed)			NEW		Price on application		
47	PARKS AND OUTDOOR FACILITIES							
	Charges marked ** do not include VAT, which will be added in certain circumstances in accordance with VAT Regulations							
	Public Liability Insurance is not included in these charges.							
	IN COMMEMORATION							
	Sponsor the planting of a tree	V	151.67	30.33	182.00	158.33	31.67	190.00
	Bench or Tree plaque & Fixing	V	105.00	21.00	126.00	108.33	21.67	130.00
	Memorial Bench	V	648.33	129.67	778.00	670.83	134.17	805.00
	CRICKET **							
	Season bookings can be made for 10 or 20 matches							
	Grade 1 - Saturdays (10 Matches)		550.00	0.00	550.00	570.00	0.00	570.00
	Grade 1 - Sundays (10 Matches)		605.00	0.00	605.00	625.00	0.00	625.00
	Grade 2 - Saturdays or Sundays (10 Matches)		468.00	0.00	468.00	485.00	0.00	485.00
	Casual matches, per day							
	Grade 1	V	64.17	12.83	77.00	66.67	13.33	80.00
	Grade 2	V	50.00	10.00	60.00	54.17	10.83	65.00
	BASEBALL – Enfield Playing Fields							
	Grade 1 (inc changing rooms & showers) Sat or Sun per session	V	30.17	6.03	36.20	31.67	6.33	38.00
	FISHING (15 June - 15 March)							
	Grovelands Park & Trent CountryPark							
	Licensed adult, per day	V	5.08	1.02	6.10	5.42	1.08	6.50
	Licensed junior, per day	V	2.83	0.57	3.40	FREE		
	Season Ticket - adult	V	42.00	8.40	50.40	43.33	8.67	52.00
	Season Ticket - junior	V	25.58	5.12	30.70	FREE		
	FOOTBALL / GAELIC FOOTBALL / RUGBY **							
	Season bookings can be made for 16 or 32 games							
	SENIOR							

Section Reference	<i>Italics denotes statutory fees</i>	LONDON BOROUGH OF ENFIELD					
		ENVIRONMENT DEPARTMENT					
		AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
Description of Fees & Charges	Service is VATABLE	Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Grade 1 - Saturdays (16 games)		658.00	0.00	658.00	680.00	0.00	680.00
Grade 1 - Sundays (16 games)		760.00	0.00	760.00	785.00	0.00	785.00
Grade 2 - Saturdays (16 games)		422.00	0.00	422.00	435.50	0.00	435.50
Grade 2 - Sundays (16 games)		460.00	0.00	460.00	475.00	0.00	475.00
<u>Casual matches, per match</u>							
Grade 1 Saturday	V	68.33	13.67	82.00	70.83	14.17	85.00
Grade 1 Sunday	V	75.00	15.00	90.00	77.50	15.50	93.00
Grade 2 Saturday	V	50.00	10.00	60.00	51.67	10.33	62.00
Grade 2 Sunday	V	55.00	11.00	66.00	56.67	11.33	68.00
JUNIOR							
Grade 2 - Saturdays or Sundays (16 games)		210.00	0.00	210.00	252.00	0.00	252.00
<u>Casual matches, per match</u>							
Grade 2	V	26.33	5.27	31.60	27.50	5.50	33.00
Mini-Soccer							
Every Saturday or Sunday (32 Matches)		310.00	0.00	310.00	320.00	0.00	320.00
Casual, per match	V	12.92	2.58	15.50	13.33	2.67	16.00
5-a-side Football, per pitch, casual	V	11.67	2.33	14.00	13.33	2.67	16.00
9-a-side Football, per pitch							
Grade 2 - Saturdays / Sundays (16 games)		335.00	0.00	335.00	364.00	0.00	364.00
Grade 2 Saturday /Sunday, casual	V	40.00	8.00	48.00	42.08	8.42	50.50
Floodlit Training - Henry Barrass Stadium, per hour							
Available Mon/Tues/Wed/Thurs 6-9pm for 32 games		792.00	0.00	792.00	820.00	0.00	820.00
Post Football litter clearance	V		NEW		26.50	5.30	31.80
GOLF (WHITEWEBBS)							
Golf Card: Adults only							
5 day Season	V	46.25	9.25	55.50	47.92	9.58	57.50
Weekday per round discount for Golf card holders (5 day season)	V	2.92	0.58	3.50	2.92	0.58	3.50
Maximum total payment (5 day season)	V	458.33	91.67	550.00	458.33	91.67	550.00
Annual Season Tickets:							
7 Days play	V	500.00	100.00	600.00	516.67	103.33	620.00
5 Days play excluding week-ends	V	333.33	66.67	400.00	345.83	69.17	415.00
Green fees:							
Standard weekday (Adults)	V	13.33	2.67	16.00	13.75	2.75	16.50
Standard weekend (Adults)	V	16.67	3.33	20.00	17.50	3.50	21.00
Early bird weekends only (before 7am)	V	8.33	1.67	10.00	12.50	2.50	15.00
Weekend off peak ticket (variable times through year)	V	14.17	2.83	17.00	14.17	2.83	17.00
Weekday off peak ticket (variable times through year)	V		NEW		11.25	2.25	13.50
Juniors weekday	V	5.42	1.08	6.50	5.83	1.17	7.00
Juniors weekend (variable times throughout year)	V	6.67	1.33	8.00	7.08	1.42	8.50
Twilight ticket (2pm GMT 4pm BST)	V	8.33	1.67	10.00	8.75	1.75	10.50
60+ Monday to Thursday	V	8.33	1.67	10.00	8.75	1.75	10.50
Super Twilight ticket 2 hours before dusk(BST)	V	5.00	1.00	6.00	5.42	1.08	6.50
Golf Lessons							
Adult per half hour	V	14.17	2.83	17.00	15.00	3.00	18.00
Adult per 60 mins	V	22.50	4.50	27.00	23.33	4.67	28.00
Up to 3 adults sessions per half hour	V	40.00	8.00	48.00	41.67	8.33	50.00
Up to 3 adults sessions per 60 mins	V	60.00	12.00	72.00	62.50	12.50	75.00
Up to 5 adults sessions per half hour	V	65.00	13.00	78.00	67.08	13.42	80.50
Up to 5 adults sessions per 60 mins	V	95.00	19.00	114.00	98.33	19.67	118.00
Juniors 5 - 8 yrs per hour group lessons only (min 8 persons)	V	3.00	0.60	3.50	3.33	0.67	4.00
Juniors 9 - 12 yrs per hour group lessons only (min 8)	V	4.00	0.80	5.00	4.17	0.83	5.00
Juniors 13 - 18 yrs per hour group lessons only (min 8)	V	5.00	1.00	6.00	5.00	1.00	6.00
Equipment Hire							
Buggy Hire	V	15.00	3.00	18.00	15.83	3.17	19.00
Buggy Hire 9 holes	V	7.50	1.50	9.00	8.33	1.67	10.00
Trolley hire - 18 holes	V	3.33	0.67	4.00	2.50	0.50	3.00

Section Reference	Description of Fees & Charges	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	<i>Italics denotes statutory fees</i>							
	Club hire - 18 holes (13 clubs)	V	4.17	0.83	5.00	4.58	0.92	5.50
	Golf Society Days							
	Spoon	V	32.50	6.50	39.00	33.58	6.72	40.30
	Brassie	V	26.67	5.33	32.00	27.50	5.50	33.00
	Mashie	V	25.00	5.00	30.00	25.83	5.17	31.00
	Niblick	V	22.08	4.42	26.50	23.33	4.67	28.00
	NETBALL**							
	Adult Teams per court, per hour (incl changing rooms & showers)	V	11.00	2.20	13.20	11.67	2.33	14.00
	Junior Teams per court, per hour (incl changing rooms & showers)	V	7.50	1.50	9.00	7.92	1.58	9.50
	PUTTING (Grovelands Park)							
	Per person per round, adult			Free		Free		
	Per person per round, junior			Free		Free		
	60+ (Mon-Fri) per round			Free		Free		
	Putter and Ball			Free		Free		
	ROUNDERS							
	Per match (all Parks sites)	V	10.00	2.00	12.00	10.42	2.08	12.50
	ATHLETIC TRACK-QEII							
	Per hour (Mon- Friday)	V	25.00	5.00	30.00	25.83	5.17	31.00
	HIRE OF PITCHES FOR SCHOOLS							
	(the charges are normally VATable but the supply to LBE maintained schools is outside the scope of VAT)							
	FOOTBALL							
	Junior Pitch	V	8.83	1.77	10.60	13.75	2.75	16.50
	Senior Pitch	V	20.83	4.17	25.00	25.83	5.17	31.00
	NETBALL	V	7.00	1.40	8.40	7.50	1.50	9.00
	ROUNDERS	V	5.33	1.07	6.40	5.83	1.17	7.00
	RUGBY							
	Senior Pitch	V	20.17	4.03	24.20	25.83	5.17	31.00
	Althletics							
	Per hour (Mon- Friday)	V	25.00	5.00	30.00	25.83	5.17	31.00
48	CEMETERY CHARGES							
	The service is non-business for VAT where marked * i.e. no VAT to be charged.							
	INTERMENT FEES							
	RESIDENTS							
	0-2 years			Waived		Waived		
	3-12 years		81.00	0.00	81.00	84.00	0.00	84.00
	Over 12 years		426.00	0.00	426.00	470.00	0.00	470.00
	NON RESIDENTS							
	0-12 years		243.00	0.00	243.00	255.00	0.00	255.00
	Over 12 years		1,278.00	0.00	1,278.00	1,410.00	0.00	1,410.00
	DIGGING FEES							
	Depth:							
	6'0" (Aged 2 years and under - fee waived for residents only)		450.00	0.00	450.00	495.00	0.00	495.00
	7'6"		520.00	0.00	520.00	575.00	0.00	575.00
	9'0"		710.00	0.00	710.00	780.00	0.00	780.00
	10'6"		800.00	0.00	800.00	880.00	0.00	880.00
	12'0"		875.00	0.00	875.00	965.00	0.00	965.00
	14'0"		1,080.00	0.00	1,080.00	1,190.00	0.00	1,190.00
	Caskets(Extra)		210.00	0.00	210.00	220.00	0.00	220.00
	SCATTERING OF CREMATED REMAINS ON GRAVES		40.00	0.00	40.00	42.00	0.00	42.00
	BURIAL OF CREMATED REMAINS IN GRAVES		210.00	0.00	210.00	220.00	0.00	220.00
	BURIAL OF CREMATED REMAINS IN COFFIN		120.00	0.00	120.00	125.00	0.00	125.00
	CHAPEL(per half hour)		90.00	0.00	90.00	95.00	0.00	95.00

Section Reference	Description of Fees & Charges	Service is VATABLE	LONDON BOROUGH OF ENFIELD						
			ENVIRONMENT DEPARTMENT						
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14			
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total	
	<i>Italics denotes statutory fees</i>								
	GREEN BURIALS								
	TREE PLANTING ASSOCIATED WITH GREEN BURIALS								
	ABOVE CHARGES FOR NON RESIDENTS								
	Except in cases where the deceased person meets one of the following criteria. Criterion 1 - where there is a substantial residence in the Borough of not less than 10 years on the part of the Deceased and that they have moved away from the Borough not more than 10 years before date of death. Criterion 2 - where the deceased was the registered owner of the grave.								
	PRIVATE GRAVES (exclusive right of burial 100 years) (Charge includes £39.00 for Grave Deed)								
	Reservation fee for Traditional graves [subject to location and availability].		300.00	0.00	300.00	310.00	0.00	310.00	
	Buyback of Unused Traditional Graves		50% of current market value			50% of current market value			
	Baby Graves		315.00	0.00	315.00	325.00	0.00	325.00	
	Traditional Grave 6' 6" x 2' 6"		2,500.00	0.00	2,500.00	2,700.00	0.00	2,700.00	
	Lawn Grave (including base)		1,500.00	0.00	1,500.00	1,700.00	0.00	1,700.00	
	Traditional Grave Outer Circle 9' x 4'		3,950.00	0.00	3,950.00	4,080.00	0.00	4,080.00	
	Traditional Grave Inner Circle 9' x 4'		2,750.00	0.00	2,750.00	2,840.00	0.00	2,840.00	
	MAINTENANCE on traditional graves								
	Tidying p.a. 6'6" x 2'6"	V	90.00	18.00	108.00	91.67	18.33	110.00	
	Tidying p.a. 9'0" x 4'0"	V	135.83	27.17	163.00	141.67	28.33	170.00	
	Planting twice 6'6" x 2'6"	V	164.17	32.83	197.00	170.83	34.17	205.00	
	Planting twice 9'0" x 4'0"	V	237.50	47.50	285.00	245.83	49.17	295.00	
	MEMORIAL permit fees [Includes Replacement Memorials]								
	Up to 3'0" with headstone only		160.00	0.00	160.00	165.00	0.00	165.00	
	Kerbs only		160.00	0.00	160.00	165.00	0.00	165.00	
	Up to 3'0" with headstone and kerb		220.00	0.00	220.00	230.00	0.00	230.00	
	3'0" to 6'6" with headstone and kerb		326.00	0.00	326.00	340.00	0.00	340.00	
	Up to 9'0"		647.00	0.00	647.00	670.00	0.00	670.00	
	Inscription fee		60.00	0.00	60.00	62.00	0.00	62.00	
	Vase		100.00	0.00	100.00	62.00	0.00	62.00	
	Headstone and kerb for baby grave		1/2 above rates			1/2 above rates			
	EXHUMATION								
	Pricing is specific to individual grave.		Special charge			Special charge			
	COPY OF GRAVE DEED		39.00	0.00	39.00	41.00	0.00	41.00	
	REGISTRATION OF TRANSFER OF RIGHTS		39.00	0.00	39.00	41.00	0.00	41.00	
	SEARCH FEE PER ENTRY	V	9.17	1.83	11.00	9.50	1.90	11.40	
	GARDENS OF REMEMBRANCE								
	Scattering of cremated remains:								
	- resident		83.00	0.00	83.00	86.00	0.00	86.00	
	- non-resident		Treble fee			Treble fee			
	Plaque	V	236.67	47.33	284.00	245.00	49.00	294.00	
	Burial of cremated remains:								
	- resident		316.00	0.00	316.00	327.00	0.00	327.00	
	- non-resident		Treble fee			Treble fee			
	The Book of Remembrance:								
	2 line entry	V	143.33	28.67	172.00	148.33	29.67	178.00	
	5 line entry	V	201.67	40.33	242.00	208.33	41.67	250.00	
	5 line entry with emblem	V	385.00	77.00	462.00	397.50	79.50	477.00	
	Remembrance card:								
	2 line entry	V	85.00	17.00	102.00	87.50	17.50	105.00	
	5 line entry	V	116.67	23.33	140.00	120.83	24.17	145.00	
	5 line entry with emblem	V	300.00	60.00	360.00	310.00	62.00	372.00	

Section Reference	<i>Italics denotes statutory fees</i>	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
Description of Fees & Charges								
	GARDENS OF REST:							
	Exclusive Right of Burial site fee [50 years]		465.00	0.00	465.00	480.00	0.00	480.00
	Memorials		100.00	0.00	100.00	105.00	0.00	105.00
	Inscription fee		60.00	0.00	60.00	62.00	0.00	62.00
	Interment fees							
	- resident		221.00	0.00	221.00	230.00	0.00	230.00
	- non resident							
	Reservation Fee		168.00	0.00	168.00	175.00	0.00	175.00
	Extension of Lease - 5 years		121.00	0.00	121.00	125.00	0.00	125.00
	COMMON GRAVES							
	Contribution towards headstone	V	51.67	10.33	62.00	53.33	10.67	64.00
	Remove / replace headstone		73.00	0.00	73.00	75.00	0.00	75.00
	Remove / replace monument		205.00	0.00	205.00	212.00	0.00	212.00
	Boards	V	56.67	11.33	68.00	58.33	11.67	70.00
	Concrete Slab	V	110.00	22.00	132.00	113.33	22.67	136.00
49	EVENTS							
	Funfairs							
	Per Operating Day (10 rides or more)			New		600.00	0.00	600.00
	Non Operating Day (10 rides or more)			New		300.00	0.00	300.00
	Per Operating Day (less than 9 rides)			New		550.00	0.00	550.00
	Non Operating Day (less than 9 rides)			New		250.00	0.00	250.00
	Circus's							
	Per Operating Day			New		450.00	0.00	450.00
	Per Non Operating Day			New		200.00	0.00	200.00
	Commercial Events							
	Administration Fee			New		150.00	0.00	150.00
	Small – Under 201 attendance							
	Per Operating Day			New		200.00	0.00	200.00
	Per Non Operating Day			New		100.00	0.00	100.00
	Medium Between 201-999 attendance							
	Per Operating Day			New		500.00	0.00	500.00
	Per Non Operating Day			New		250.00	0.00	250.00
	Large - Over 1000 attendance							
	Per Operating Day			New		750.00	0.00	750.00
	Per Non Operating Day			New		375.00	0.00	375.00
	Ticketed Events 15% of Gate Receipts							
	Community/Charities							
	Administration Fee for events over 201 attendance			New		100.00	0.00	100.00
	75% Discount on Operating and Non Operating day			New				
	Ticketed Events - 9% of Gate Receipts for Community and Local Charities (30% discount on commercial rate)			New				
	Ticketed Events - 10% of Gate Receipts for National Charities (15% discount on commercial rate)			New				
	Bonds							
	Funfair and Circus's			New		5,000.00	0.00	5,000.00
	Medium Events Over 500 -999attending			New		500.00	0.00	500.00
	Large Events 1000 – 5000 attending			New		2,000.00	0.00	2,000.00
	Extra Large Events 5001+ attending			New		5,000.00	0.00	5,000.00
50	ALLOTMENTS							
	These charges require 1 year notice to allotment plot holders, therefore the proposed charges in this schedule relate to 2014/15. Allotment charges for 2013/14 were agreed at Full Council meeting in March 2012. They are shown below for the purpose of comparison.		AGREED CHARGES FOR 2013/14			PROPOSED CHARGES FOR 2014/15		

Section Reference	Description of Fees & Charges	Service is VATABLE	LONDON BOROUGH OF ENFIELD					
			ENVIRONMENT DEPARTMENT					
			AGREED CHARGES 2012/13			PROPOSED CHARGES 2013/14		
			Basic	VAT@ 20%	Total	Basic	VAT@ 20%	Total
	<i>Italics denotes statutory fees</i>							
	Residents:							
	Note: A standard Grade A full size plot of 250 square metres (10 Pole)		95.00	0.00	95.00	95.00	0.00	95.00
	Grade A, 25 sq metres (per pole)		9.50	0.00	9.50	9.50	0.00	9.50
	Grade B, 25 sq metres (per pole)		6.50	0.00	6.50	6.50	0.00	6.50
	Concessionary rate - age concession/low inc/unemployed (Enfield Residents only from 1 April 2012)		25% Reduction above			25% Reduction above		
	Water charge per pole		1.35	0.00	1.35	1.40	0.00	1.40
	Shed rentals		19.00	0.00	19.00	19.00	0.00	19.00
	Key deposits		5.00	0.00	5.00	5.00	0.00	5.00
	Plot deposit		15.00	0.00	15.00	15.00	0.00	15.00
	Non-Enfield Residents Concession withdrawn from 1 April 2012. Full rate will apply.							
	Note: A standard Grade A full size plot of 250 square metres (10 Pole)		120.00	0.00	120.00	120.00	0.00	120.00
	Grade A, 25 sq metres (per pole)		12.00	0.00	12.00	12.00	0.00	12.00
	Grade B, 25 sq metres (per pole)		9.00	0.00	9.00	9.00	0.00	9.00
	Water charge per pole		1.90	0.00	1.90	1.90	0.00	1.90
	Shed rentals		22.00	0.00	22.00	22.00	0.00	22.00
	Key deposits		5.00	0.00	5.00	5.00	0.00	5.00
	Plot deposit		15.00	0.00	15.00	15.00	0.00	15.00

APPENDIX 12

Adult Social Care Proposed Charges, Allowance & Disregards		
	2012/13 Charge	Proposed 2013/14 Charge
<u>Residential Care</u>		
LB Enfield owned Homes for Older People (maximum)	£705.60 per week	£719.70 per week
Private or Voluntary sector homes	Maximum is full cost as determined by the home	Maximum is full cost as determined by the home
The maximum charges shown above are in most cases reduced in accordance with Department of Health Regulations (CRAG) to reflect the ability of residents to pay. Charges for residents placed by other Local Authorities in Enfield Homes are not reduced.		
<u>Community Based Services</u>		
<u>Day Services (In house and External Providers)</u>		
Physically disabled	£36.00 per day	£39.00 per day
Mental Health	£36.00 per day	£39.00 per day
Learning Disabilities	£36.00 per day	£39.00 per day
Older People	£36.00 per day	£39.00 per day
Meal contribution	£3.50	£3.50
- Snacks at Centre	Sold at cost	Sold at cost
Day care attendance for less than 4 hours will be charged at half the full day rate. Where clients attend a "drop in" service there is no charge as this service is usually for a brief period, e.g. 30 mins to 1 hour.		
<u>Transport</u>	No Charge	Proposed change to charge will be the subject of a separate consultation.
<u>Home Care:</u> Maximum (incl. Additional Support)	£16.60 per hour	£16.60 per hour
<u>Respite</u>	£75.35 per week minimum, maximum charge is full cost determined by the home	Proposed change to charge will be the subject of a separate consultation.
<u>Direct Payments</u>	Assessed as a weekly contribution in accordance with Fairer Charging guidelines as part of a Personal Budget.	
<u>Adults Placements</u>	Assessed as a weekly contribution in accordance with Fairer Charging guidelines. The maximum charge for placements in the private or voluntary sector is the full cost as determined by the placement.	
There is no charge for up to 6 weeks of any Enablement service provided.		

APPENDIX 12

	2012/13 Allowance per client	Proposed 2013/14 Allowance per client
Welfare Adaptations Under the CS & DP Act 1970	Nil	Nil
Legal charge placed on property equal to the value of the adaptation carried out.		
Personal Expense Allowance (determined by Department of Health)	£23.50	Yet to be determined by DoH
Treatment of an Individuals Capital Resources (determined by Department of Health)		
(i) Capital Resources Retained	£14,250	Yet to be determined by DoH
(ii) Income Assumed for every £250 in excess of (i) above	£1.00	Yet to be determined by DoH
(iii) Maximum charge applies where Capital Resources exceed	£23,250	Yet to be determined by DoH
NB: The department applies the values above as determined by the Department of Health		
Interest Charge for late payment and legal/deferred charges	Bank of England base rate plus 1%	
Disability Related Expenditure		
(i) DRE applicable under a full assessment	Increase by 2.5%	
(ii) Optional minimum flat rate (Individuals are able to request a full assessment if required)	£10.00	£10.25
The minimum cost of the service for charging is set at £2.50 per week.		

MUNICIPAL YEAR 2012/13 REPORT NO. 152**MEETING TITLE AND DATE:****CABINET** – 13 February 2013**JOINT REPORT OF:**

Director of Health, Housing & Adult Social Care
 Director of Finance, Resources and Customer services

Contact Officers:

Fiona Peacock, extn 5033 DDI 8379 5033

Email: Fiona.peacock@enfield.gov.uk

Paul Davey, extn 5258, DDI 8379 5258

Email: Paul.davey@enfield.gov.uk**Agenda – Part: 1****Item: 7****SUBJECT:**

Housing Revenue Account Estimates 2013/14 and Rent Setting (HRA & Temporary Accommodation)

ALL WARDS

CABINET MEMBERS CONSULTED: CLLR OYKENER
 CLLR STAFFORD

1. EXECUTIVE SUMMARY

- 1.1 The report presents for approval the revenue estimates of the Housing Revenue Account (HRA) for 2013/14 and the updated position on the HRA 30 year business plan.
- 1.2 The Council is asked to approve the level of rents and service charges to be operative with effect from 1st April 2013 for Council tenants and for tenants in temporary accommodation.

2. RECOMMENDATIONS

- 2.1 That the detailed revenue estimates of the Housing Revenue Account for 2013/14 be approved.
- 2.2 That the rents be increased in line with national social rent policy. This will result in an average increase of 3.9% for Enfield tenants.
- 2.3 That all void properties be re let at target rent.
- 2.4 The level of service charges as set out in Paragraph 6.1 for those properties receiving the services be agreed for 2013/14.
- 2.5 That the proposals for increases in other income as detailed in Appendices 2 and 3 be agreed for 2013/14.
- 2.6 That the Temporary Accommodation rents as set out in Appendix 5 be agreed for 2013/14.
- 2.7 That the total HRA capital programme of £47.5m be agreed.
- 2.8 That authority should be delegated to the Cabinet Member for Housing and the Director of Health, Housing and Adult Social Care to approve tenders for Decent Homes and General Works.

3. BACKGROUND HRA BUSINESS PLAN AND HRA SELF FINANCING

- 3.1 The Localism Act, replaced the current Housing Subsidy system with a system of HRA self financing which commenced from 1st April 2012.
- 3.2 The thirty year HRA business plan was approved by Cabinet in July 2012. The business plan is based on the following overarching assumptions:
- Rents will be increased in line with government guidelines until the end of 2015/16 and thereafter increase by RPI plus 0.5% (thus mirroring the assumptions in the government financial settlement).
 - The council is likely to borrow up to the HRA debt cap in the early years and after that it will set aside reserves to repay debt or actually repay debt. Any treasury management decisions will be taken within the context of protecting the council interests as a whole.
 - The council will improve or renew 16 estates over the next 30 years four of which will happen in the first 10 years Alma, New Avenue, Ladderswood and Highmead.
 - The Decent Homes backlog plus all elemental backlog will be cleared by the end of year 5 (March 2017).
- 3.3 The business plan also included a treasury management plan and details of planned capital expenditure.
- 3.4 This report updates the previous HRA business plan which was submitted to cabinet in July 2012. This report also sets out the proposed detailed budget for 2013/14 and the proposed increases in rents and service charges.

4. RENTS and SERVICE CHARGES

- 4.1 Each year the Council is required by law to set the level of rents for Council dwellings for the forthcoming financial year after consultation with tenants. The decision must be taken early enough for tenants to be advised of any change at least 4 weeks prior to the date of change.
- 4.2 The rent increase for 2012/13 was based on an inflation increase of 5.6%. The rent increase for 2013/14 is based on an inflation increase of 2.6%.
- 4.3 The Government decided in 2003/04 that Local Authority and Registered Social Landlord rents should be calculated using a formula based system. Since 2003/04 Enfield rents have been calculated using this National social rents policy. The formula is based on:
- the market value of the property,
 - average earnings for London manual workers
 - the national average council rent
 - the number of bedrooms in the property.

- 4.4 In addition to the rents, tenants may also be charged a service charge for certain communal services as appropriate. Government guidance gives some discretion over which services may be charged separately. The proposed charges for 2013/14 are shown in paragraph 6.1. No new service charges are proposed for 2013/14.
- 4.5 The move to formula rents (“rent convergence”), together with the separate charging for services, would have meant significant increases or decreases for some tenants if introduced immediately. In recognition of this the Government decided that the move to the new formula rents would be phased and that no rent should increase by more than £2 per week plus inflation plus 0.5%. It is intended that actual rents should converge with formula rents by the end of 2015/16.
- 4.6 The council has the freedom to establish a different rent policy but the impact of any change in policy will have a significant impact on the business plan. The Business plan as agreed in July assumed that the national social rent policy would be followed until convergence in 2015/16.

5. PROPOSED RENT CHARGES FOR 2013/14

- 5.1 As outlined in Paragraph 4.3 it is recommended that the 2013/14 rents be increased in line with National social rent policy. This calculation includes RPI of 2.6% at September 2012 plus 0.5% plus the move to convergence which is an average of 0.8%. This results in total in an average rent increase of 3.9% but because of rent restructuring and the need to move towards formula rents there is a variation in the increase of individual charges.
- 5.2 The formula rents regime sets upper limits on rents for different sized properties. In 2013/14 the caps on weekly rents are as follows:

TABLE 1 CAPS ON WEEKLY RENTS

	£
1 bed bedsit	132.15
2 bed	139.92
3 bed	147.70
4 bed	155.47
5 bed	163.24
6 bed	171.02

In cases where the formula rent exceeds the cap level the formula rent is set at the cap level and the actual rent will be moved in stages to the cap level.

- 5.3 The limit rent is set at £2 so no rent can increase by more than RPI plus 0.5% plus £2.
- 5.4 Appendix 5 shows examples of the proposed rents for 2013/14 for different property types and sizes across the Borough. It should be noted that these will vary for each tenant depending on how far the actual rent is from the formula rent.

- 5.5 There are three years left before convergence and a majority of rents are close to the formula rent. It is therefore proposed that any voids be relet at the formula rent.

6. PROPOSED SERVICE CHARGES FOR 2013/14

- 6.1 It is also recommended that the following service charges be made to those tenants in receipt of the services listed below

TABLE 2 – PROPOSED SERVICE CHARGES 2013/14

	Charge per week 2012/13 £	Charge per week 2013/14 £
Caretaking level (2) (resident)	4.57	4.74
Caretaking level (1) (non resident)	2.87	2.92
Caretaking level (2) Sheltered	From 1.30 to 3.27	From 1.38 to 3.02
Concierge	10.61	10.61
Grounds maintenance	1.16	1.20
CCTV	1.25	1.25

- 6.2 These charges aim to recover the full cost of the service. Concierge charges have remained the same and reflect the cost of the contract. There has been an increase in caretaking and grounds maintenance charges due to inflation.
- 6.3 In addition to the above, water and sewerage charges will continue to be collected through the rents on behalf of the water authorities.
- 6.4 The above charges have also been built in to the expected income from leaseholders where appropriate.

7. LEASEHOLDER SERVICE CHARGES

- 7.1 Details of estimated service charges for leaseholders are included at Appendix 4. This Appendix includes an estimate of all charges to leaseholders.
- 7.2 The administrative fee proposed for 2013/14 is £194.98 per leasehold unit; this is a 2.51% increase from 2012/13.

8 HEATING CHARGES

8.1 General Heating Costs

There will be no increase in heating costs overall. Energy costs have increased but usage, when compared to previous estimates, has declined.

8.2 General Heating Fund Charges

It is proposed to amend the method for charging heating for sheltered housing tenants within the fund, in blocks receiving gas heating. It is proposed that these tenants cease being part of the fund from April 2013 but instead are charged on a block by block basis. This will lead to different charges for each block, according to usage, but will ensure a reduction in heating charges for tenants in these blocks as there was a measure of cross subsidy of different fuel types within the fund. This new method is being consulted on with the proposal that it is implemented from the beginning of April. This is a pilot scheme and following further consultation may be extended to all blocks in 2014/15.

For all other residents, receiving electricity or oil based heating; there will be a small increase in charges of between £0.47 and £0.99 per week, dependent on bed size, to rebalance the fund.

8.3 Alma and Bliss and Purcell

There are no proposals to increase heating charges at Alma and Bliss and Purcell.

9. TEMPORARY ACCOMMODATION RENTS

Proposed Temporary Accommodation (TA) rents for 2013/14 are attached at Appendix 5. The rents have not changed from 2012/13. TA rents are now pegged to the Local Housing Allowance rate for the size of property in January 2011 less 10%, plus a flat rate management fee of £40 per week. The cap of £375 per week continues to limit rents for 4 and 5 bedroom accommodation.

10. HRA 30 YEAR BUSINESS PLAN

The updated HRA business plan is attached as Appendix 9. The capital position has been updated to reflect the changes in the estates renewals programmes, the business plan as at July 2012 included a number of indicative figures which have now been updated.

This includes the addition of the Academy Street development and changes to the assumptions made to the small sites and new avenue estate renewals. In addition the assumptions on the Alma Towers development have been adjusted to reflect the up to date position.

As a result of these updates the profile of the borrowing has changed slightly although there will be no borrowing until 2014/15 as originally planned. Interest rate assumptions have been amended based on agreement with treasury management and this has reduced costs in future years.

No amendments have been made to RTB numbers but these will be kept under review. The business plan assumes an increase from 20 to 40 per year for the next 8 years.

As a result of these changes debt could be paid back sooner starting in year 13 rather than year 16 and this has been factored in to the model.

11. BASE BUDGET FOR 2013/14

11.1 Financial Monitoring 2012/13

It is necessary to review the projected expenditure against estimates for the current financial year to determine the anticipated balances as at 31 March 2013 and to take into consideration the ongoing impact of any other major changes that have occurred during the current year. These have been highlighted throughout the year in the regular financial monitoring reports; the latest monitoring report is indicating a net surplus of £556k on the HRA. A summary of the major changes in 2012/13 based on the November monitoring position is shown in Appendix 1. Where appropriate, the ongoing impact of these variations has been included in the draft budget for 2013/14.

11.2 2013/14 Base Budget

Appendix 8 sets out the base budget for 2013/14 compared to the 2012/13 figures. The assumptions and explanations of the changes between 2012/13 and 2013/14 are outlined below.

11.3 Assumptions

Table 3 sets out the assumptions made in compiling the budget and medium term projections.

TABLE 3 - ASSUMPTIONS

Pay award	0% (1% set aside in a reserve)
Inflation on supplies and services	0%
R&M cost increases	0%
Garage income	2.6% (RPI)
RTB	40 per annum
Management fee	3% reduction (in line with the business plan)
Interest rate on borrowing	5.5% on existing debt 3.48% on new debt
Interest rate on balances	0.5% libid

12. DETAILED BUDGET CHANGES

12.1 Dwelling rents income – increase of £1.384m

This represents the additional income from an actual average increase in rents of 3.9%. This has been adjusted for the expected level of voids and the reduction in the number of hostels.

12.2 Leaseholder Service charge income – decrease of £190k

The initial charges to leaseholders are based on estimated costs but leaseholders pay actual costs for services and this reduction in expected income reflects that adjustment.

12.3 Management - increase of £44k

This represents the cost of managing the housing stock.

The management fee for 2012/13 has been reduced by £433k due to efficiency savings of 3% by Enfield Homes. There is a further decrease of £35k due to stock loss because of regeneration projects, However in line with other Housing organizations a contingency of £400k has also been set aside in the HRA in order to mitigate risk and to fund spend to save and other improvement initiatives.

In addition an IT budget has been included to fund future IT upgrades. It is also considered advisable to set aside resources for the retendering of the day to day repairs contracts. Consultants have advised that a similar exercise in other boroughs has cost £275k.

12.4 Special Services – increase of £191k

This heading represents the following services: caretaking, cleaning, concierge, CCTV, grounds maintenance, sheltered accommodation and energy costs.

12.5 Depreciation- increase of £166k

There is a requirement to include an amount for depreciation of HRA assets in the HRA. The current estimate is based on the figures in the Self Financing model. The council is required to use more precise method for calculating depreciation known as component accounting. This is currently being developed, however the council can continue to use the existing basis for the next five years whilst developing the different methodology. Depreciation is set aside to fund capital works in future years.

12.6 Bad Debts Provision – increase of £1.5m

The increase reflects the risks associated with the expected changes to benefit regulations. It is anticipated that this will be used not only to significantly increase the bad debt provision but also to increase resources where appropriate to help prevent an increase in debt.

12.7 Interest on balances- decrease of £172k

This reflects the continuing low interest rates. When the current years budget was set it was anticipated that these would rise but this has not happened.

12.8 Revenue surplus to fund future capital expenditure-decrease of £853k

This represents the amount set aside from revenue to fund future year's capital expenditure. This figure is determined by the HRA business plan. This takes account of the capital programme and the other sources of funding available.

13. ENFIELD HOMES MANAGEMENT FEE

- 13.1 The management of the Council Housing stock was reviewed in 2012 (report to cabinet 18th July) and the contract with Enfield Homes was extended for a two year period to the end of March 2015.
- 13.2 Enfield Homes is paid a management fee by the Council for managing and maintaining the Housing stock. Details of the services to be provided are included in the management agreement. The management fee agreed for 2012/13 was £15.6m.
- 13.3 It is proposed that the management fee for 2013/14 should be £15.1m. This fee has been the subject of negotiation between the Council and Enfield Homes. The management fee for 2013/14 includes expenditure in Appendix 8 under the headings General Management and Special Services and part of the expenditure listed under Repairs.
- 13.4 A number of revenue budgets remain within the Council's accounts but are delegated to Enfield Homes to manage. These are outlined below:
- Rents dwellings (including service charges)
 - Leaseholders service charges
 - Garage income
 - Repairs and maintenance
 - Contracts for services i.e. concierge, cctv and grounds maintenance

14. CAPITAL FINANCE AND PRUDENTIAL CODE

- 14.1 The Prudential Code for Capital Finance requires the authority to have regard to affordability, prudence and sustainability when considering its capital investment plans and to set and keep under review a range of prudential indicators. The prudential indicators for the HRA are:
- estimated capital financing charges as a percentage of net revenue stream
 - estimated capital expenditure
 - estimated capital financing requirement
 - incremental effect of capital investment decisions on housing rents.
- 14.2 The General Fund Budget report for 2013/14 elsewhere on the agenda sets out the background to the prudential code and shows the indicators for the HRA and the General Fund.
- 14.3 A further regulation is in force from 2012/13. As part of the self financing determination the government has imposed a cap on HRA borrowing. This relates to the valuation calculation as determined by the self financing model. The cap for this Council is £198.015m. Actual borrowing at the end of 2012/13 is estimated to be £157.728m after including the settlement for self financing.
- 14.4 In essence the Prudential regime gives scope for the HRA to borrow for capital investment if the forecasts show that the resulting charges can be afforded over the medium to long term.
- 14.5 The Code, subject to an assessment of prudence, affordability and sustainability, gives scope to borrow above current levels. There is no additional HRA borrowing

planned for 2013/14. However, the HRA business plan includes assumptions about borrowing in future years and about repaying debt during the lifetime of the business plan.

- 14.6 The CLG has made available Decent Homes funding of £82m so far (£15m in 2009/10, £35m in 2010/11, £14m in 2011/12 and £18m in 2012/13). Additional funding of £26.6m in total has been confirmed for 2013/14 and 2014/15 and this will be paid as a capital grant.
- 14.7 Enfield Homes prepared a five year capital programme for works which was approved by cabinet and council in October 2012. Projected expenditure for 2013/14 is £35.9m. There is also a contingency of £2.5m for asbestos related works.
- 14.8 In addition to the works to the stock it is anticipated that the estates renewal programme will cost £8.6m in 2013/14. This is reflected in the updated HRA business plan. This will be further updated as the business plan is developed.
- 14.9 Overall capital programme 2013/14

	£m
Works to Stock (Appendix 7) (October Cabinet)	34.1
Additional Works to Stock	1.8
Additional resources for asbestos works if required	2.5
Estate Renewals	8.6
Grants to Vacate	0.5
	47.5

- 14.10 Capital expenditure for the current year for works to the stock is estimated to be £43.209m; this is as budgeted at the start of the year. The most recent monitor confirms that expenditure is on target.

15. TREASURY MANAGEMENT STRATEGY AND BORROWING PROPOSALS

The original business plan as agreed at cabinet in July proposed that there would be no additional borrowing in 2013/14 this has not changed.

16. HRA BALANCES

- 16.1 The estimated position on balances is set out below.

TABLE 4: HRA BALANCES

	Balance at 31/03/12	Use of balances/ increase in balances in 2012/13	Estimated balance as at 31/03/13	Estimated use of balances 2013/14	Projected balance at 31/3/14
	£m	£m	£m	£m	£m
HRA General Balances	11.56	1.06	12.62	0	12.62
Repairs Fund	5.12	(0.50)	4.62	0	4.62
Total	16.68	0.56	17.24	0	17.24

- 16.2 It is considered prudent to retain at least £6m in General balances given the risks and uncertainties set out in the previous section.
- 16.3 In reality the business plan will have considerably greater balances than £6m next year. In addition to the balances of £17.24m outlined above the HRA will also have monies from depreciation and revenue surpluses to fund the capital programme and receipts to fund the estates renewals programme. These balances are estimated to total £8.58m at the start of 2013/14.
- 16.4 It is beneficial for the HRA to retain £25.82m in balances because that will allow it to treat the same amount as 'internal borrowing'. If the HRA was to borrow that amount externally then the cost over the next 10 years would be an additional £1.375m p.a. in interest costs. This would have a significant impact on the business plan. Internal borrowing exists because although the council has debt (£157.728m of which is HRA debt) it holds reserves and balances. It can offset one against the other and it does not have to externally borrow the entire amount.
- 16.5 Capital expenditure is partly funded by grant but also by revenue surpluses therefore there will be a significant increase in these surpluses and that is shown in the table above under the heading Major repairs reserve. It is expected that revenue surpluses will be set aside to fund future year's capital programmes. It is intended that £8.5m will be set aside in 2012/13 and £7.8m in 2013/14.
- 16.6 The £4.62m in the repairs fund is intended for any significant increase in repairs costs. This is particularly likely in years where there are severe weather conditions.
- 16.7 In addition it is prudent to create a separate reserve for regeneration purposes to allow carry forwards from year to year to reflect reprofiling of schemes. On that basis the reserves have been split as outlined above.
- 16.8 In addition to the above reserves, a bad debt provision of £1.5m existed at 31 March 2012. The adequacy of this amount will be reassessed at the end of the financial year to reflect the level of rent arrears. It is considered prudent to increase the provision to reflect the risks associated with the government changes to the benefit system and the introduction of universal credit.

17. RISKS AND UNCERTAINTIES

17.1 HRA 30 year business plan and self financing

The reform of the HRA has had a major impact on the operation of the Housing Revenue Account from 2012/13. The freedoms and flexibilities for the HRA have only been in operation for one year and are a major change for the management of the HRA.

17.2 Estate renewals

The following estate renewals are ongoing

Ladderswood

Highmead

Alma Towers

Small sites

New avenue

This represents a challenging position and reprofiling and additional costs can have a significant effect on the business plan.

17.3 Benefit changes

The implementation of benefit changes will impact on the HRA. Implementation will start in 2013/14. The impact is not yet clear but is likely to be significant. The contribution to the bad debt provision was increased from £300k to £500k in 2012/13. Some of this resource was used to fund additional staffing to support the new benefit system. The contribution to the bad debt provision from 2013/14 has been further increased by an additional £1.5m.

The change to the method of payment of benefit and the cap on benefits will impact significantly on tenants' ability to pay their rent and potentially on the level of arrears. The prospect of the economic outlook may also impact on the level of arrears. It is therefore prudent to significantly increase the contribution to the bad debt provision. This may change once the full impact of the benefit changes is known. Some of this resource will also be used to fund staffing to help prevent an increase in the level of rent arrears.

17.4 RTB

The increase in the RTB discount to a maximum of £75k has seen an applications increase four fold over the last year. It is becoming clear these applications will result in a large increase in actual sales. It is expected that sales in 2012/13 will total at least 31 whereas sales in 2011/12 totalled 8. The projected total of sales for 2013/14 is 40.

18. ALTERNATIVE OPTIONS CONSIDERED

Two alternatives were considered; these were not increasing rents in line with the national social rent policy as recommended by the Government and increasing rents above this guideline. These two options were both discounted. If rents were not increased this would mean significant loss of income and would undermine the business plan in future years. The HRA self financing settlement was based on the assumption that rents were increased in line with national social rent policy. If rents were increased above this policy this would put additional unnecessary financial pressures on tenants.

19. REASONS FOR RECOMMENDATIONS

In view of the implications of the alternatives mentioned in paragraph 19, it is recommended to increase rents in line with national social rent policy and Government guidance on self financing.

20. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES & CUSTOMER SERVICES OTHER DEPARTMENTS

20.1 Financial Implications

The Local Government Act 2003 requires the Chief Finance Officer to report on the robustness of estimates and the adequacy of proposed financial reserves. The 2013/14 HRA estimates have been prepared taking into account the following:

- The estimated impact of inflationary pressures. Allowance has been made for cost increases over and above the general rate of inflation where these are known;
- The estimated impact of increasing demands on resources where these are unavoidable;
- The estimated impact of underlying cost pressures, evidenced by financial monitoring reports in the current year; and
- An assessment of key risks and uncertainties.

It is therefore the view of the Director of Finance and Corporate Resources that the HRA budget is robust and that the balances held are prudent.

20.2 Legal Implications

Sections 167 to 175 of the Localism Act 2011 introduced self financing. This replaces the Housing Revenue Account (HRA) Subsidy system and local authorities currently operating HRA will be able to keep all of their rental income and use it to support their housing stock. It also provides for the determination of settlement payments calculated in accordance with such formulae as the Secretary of State may issue from time to time. The settlement payment under the 2011 Act replaced subsidy payments made under the HRA.

Local authorities have the power to set their own rents under section 24 of the Housing Act 1985, as amended by section 162 of the Local Government and Housing Act 1989. Such charge must be reasonable for the tenancy or occupation of their premises. Section 24 also requires local authorities to periodically review rents and make such changes as circumstances may require. The section confers a broad discretion as to rents and charges made to tenants. It is noteworthy that The Guide to Social Rent Reform issued by the Office of the Deputy Prime Minister (ODPM) in 2003 states that local authorities retain the discretion to decide what services can be charged for in addition to rent. Local authorities are expected to set reasonable and transparent charges which closely reflect what is being provided to tenants. The Guide recommends that protecting tenants from sudden large increases in their rent and service charges should take priority.

In relation to Temporary Accommodation rent, local authorities have discretion over the rents charged to their tenants and consequently have the power to increase the rent so long as some notice is given. The statutory 4 week notice does not apply to this category of tenants as they are not secure tenants but it is advised that a comparable amount of notice is given. The Income-Related Benefits (Subsidy to Authorities) (Temporary Accommodation) Amendment Order 2010 came into force on 1st April 2011. It makes changes to the way Housing Benefit Subsidy is calculated for tenants in temporary accommodation. The new subsidy scheme has been designed to better reflect the actual cost faced by local authorities in providing this type of accommodation and thereby encourage them to charge tenants a fair market rent for the type and location of the property occupied.

The Council has a duty to show they have consciously addressed their mind to carrying out an Equality Impact Assessment (which includes any decision to increase or introduce charges to tenants).

21. KEY RISKS

Detailed in Section 13

22. IMPACT ON COUNCIL PRIORITIES

Fairness for All

Providing high quality housing continues to be a priority. Rents are set in line with Government guidance and an increase of 3.9% is low when compared to a number of other London Boroughs.

Growth and Sustainability

The recommendations in the report will ensure that there is a sustainable HRA. The proposals will promote positive investment in the housing stock, ensure adequate funding is made available for the Council's landlord function and encourage compliance with the government regulation on setting rents.

Strong Communities

Setting fair rents, investing in the Council's housing stock and effective management of the Council's housing stock by Enfield Homes are some of the areas of this report that will have positive effect on the local community.

23. EQUALITIES IMPACT ASSESSMENT

The HRA Business Plan supports the delivery of high quality services that promote equality, and value diversity.

24. PERFORMANCE MANAGEMENT IMPLICATIONS

Setting a balanced budget for 2013/14 should enable the HRA performance targets to be met. Sound medium term financial plans are essential to support the delivery of excellent services and the efficient use of resources across the

organisation. The budget proposals set out in this paper will ensure that the Council's limited capital and revenue resources are targeted on these key priorities.

25. PUBLIC HEALTH IMPLICATIONS

There are no public Health implications arising directly from setting this rent and detailed budget for 2013/14.

Background Papers

None

APPENDIX 1

Monitoring Variations for period ending 30th November 2012

Service Centre	This Month
Retained	£'000
<u>Rents Non-Dwellings - Shops</u>	
Additional Aerial income of £90k has been received due to property services completing a review of previous year's inflation charges. The outcome of the review has identified that inflationary increases haven't been applied for several years resulting in back dated charges. Additional rental income of £25k from shops has also been identified this month	(115)
<u>General Management</u>	
The final subsidy settlement has been agreed and has resulted in a refund of £281k. This is due to changes in the consolidated rate of interest (CRI), at outturn the CRI used was 3.53% and when completing the final subsidy claim the CLG advised us to use 3.55%	(281)
<u>Services - Police Community Support Officer's (PCSO's)</u>	
The recharge for the PCSO's has been reduced by £56k due to a reduction in the service on estates during the summer Olympics	(56)
<u>Hostels running costs</u>	
The hostels running costs budget is overspending by £16k due to additional costs that weren't included when setting the budget, the charges include energy and security costs	16
<u>Services - Supporting People</u>	
An overspend of £10k in supporting people/sheltered housing budgets has been identified, this has slightly reduced this month due to an updated charge rate per client	10
<u>Interest on Balances & Cost of Capital/Interest Payable</u>	
A detailed review of the interest on balances and item 8 calculation has been completed this month. The HRA loans have been split between Capital Financing Requirement and Self Financing; we have then applied actual interest rates on the debt. The estimated CRI was 4.67% and the actual average CRI is 3.28%, this reduction in interest rates has resulted in a saving of £552k.	(552)
Total Variation	(978)
<u>Managed</u>	
<u>Rents Dwellings</u>	
An over-recovery of income in Dwellings Rent has been identified due to a reduction in the void rate, the estimated void rate was 1.6% but the current rate is 1.29%	(250)
<u>Bad Debt Provision</u>	
When calculating the 12-13 estimates a bad debt provision of £200k for welfare reform was made. As this has been delayed and will not be implemented until the new year this provision will now not be required.	(200)
<u>Council Tax of Void Properties</u>	
An overspend of £40k has been identified in council tax on void properties. This is due to a high number of voids from estate renewal projects which were previously entitled to discounts, as these have been void for a significant amount of time they are not entitled to the discount and a full year charge will be applied in 12-13.	40
<u>Garages</u>	
An under-recovery of income in Garages Rent has been identified due to a 1% increase in the void rate; the estimated void rate was 57%. A review of all garages is currently being undertaken and the results will be reported in October.	27
<u>Repairs and Maintenance</u>	
The savings target for Repairs and Maintenance was £972k for 2012-13, 80% of this target has been successfully achieved. However, there has been a 12% increase in the number of repairs to the end of October and if this trend continues then the budget is projected to overspend by £805k.	805
Total Variation	422
Total HRA Variation	(556)

OTHER PROPOSALS FOR INCREASED INCOME IN THE HRA

1. Garage Rents

- 1.1 There are 2 types of garages, which are let to Council tenants, leaseholders and private tenants, wire cage (multi-storey block) and the standard lock-up.
- 1.2 A 'non Council tenant premium' is also charged on all lets to private tenants, and any Council tenant or leaseholder who rents more than 2 garages. It is proposed that the rents be increased by 2.6%. The proposed charges for 2013/14 are:

	2012/13 Weekly Net Rent £	2013/14 Proposed Net Rent £
Category (G1) Standard Lock-up Garages	8.95	9.18
Non Council tenant premium (NCTP)	2.37	2.43
Category (G0) Garages in multi-storey blocks	5.13	5.26

2. Communal Heating Charges

- 2.1 The Council has 1,727 properties in 71 blocks of flats serviced by communal heating systems. The properties do not have individual metering. There is a mixture of electric, gas and oil fired systems but the charges for tenants (which are reviewed annually) are calculated on a pooled basis rather than on the cost of the fuel used by individual systems.
- 2.2 Since 1996 leaseholders have been charged a proportion of the actual cost of the fuel used in their blocks, calculated on the basis of individual property rateable values.

APPENDIX 4

ADMINISTRATION/MANAGEMENT CHARGE FOR LEASEHOLD UNITS

1. The administration and management charge is a flat rate added to the cost of services to cover the preparation of estimates and actual costs, billing consultation on repairs and improvement works and estate management.
2. It is estimated that by 31 March 2013 a total of 4,522 properties will have been sold under leasehold arrangements.
3. At the end of each financial year, the actual cost is determined and an appropriate adjustment made to the charge.
4. The cost of administration and management for 2013/14 is estimated at £882k and it is, therefore, recommended that the charge for 2013/14 be fixed at £194.98 per leasehold unit. This compares with the 2012/13 charge of £190.20 per leaseholder unit.
5. The charges below are estimates for 2013/14, adjustments will be made mid year to reflect actual charges.

	Charge per week 2012/13 £	Charge per week 2013/14 £
Administration & Management Charge	3.66	3.75
Caretaking level (1) (non resident)	2.87	2.92
Caretaking level (2) (resident)	4.57	4.74
Concierge		
Merlin House	10.03	10.03
Cormorant House	10.52	10.52
Kestral House	9.94	9.94
Curlew House	10.80	10.80
Walbrook House	11.82	11.82
CCTV		
Alma Road	1.09	1.09
Walbrook House	1.89	1.89
Shepcot House	1.30	1.32
Grounds Maintenance	1.16	1.20
Paladin Bins	1.60	1.70
Insurance		
1 Bed	1.71	1.80
2 Bed	1.94	2.03
3 Bed	2.21	2.32
4 Bed	2.46	2.59
Flat Repairs (Annual Charge)	1.00	1.00
Ground Rent (Annual Charge)	10.00	10.00
Estate Charge (Annual Charge)	10.00	10.00

APPENDIX 5

Rental Increase Summary

Property Type	Average Rent 12-13	Average Rent 13-14	% Increase	£ Increase
Bedsit	74.25	77.35	4.17%	3.10
1 bed flat	79.97	83.01	3.79%	3.03
1 bed house	88.27	92.98	5.34%	4.71
2 bed flat	89.31	92.34	3.40%	3.03
2 bed house	99.97	104.57	4.60%	4.60
3 bed flat	99.54	102.82	3.30%	3.29
3 bed house	109.87	114.89	4.57%	5.02
4 bed flat	103.88	107.58	3.56%	3.70
4 bed house	120.57	125.30	3.92%	4.73
5 bed house	126.49	131.54	3.99%	5.05
6 bed house	149.47	153.88	2.95%	4.41
Average	92.38	95.99	3.91%	3.61

The above are examples of the average rents likely to be charged for specific properties. They are not necessarily typical, nor the maximum or minimum rents which will be charged.

Service charges have been excluded, but will be payable in addition to the rent subject to the services provided to each property.

The rent calculation is a function of the formula rent (using the CLG formula) and the existing 2012/13 net rent and is subject to various caps and limits.

TEMPORARY ACCOMMODATION RENTS

No increase is planned for 2013/14 and there was no increase for 2012/13

Category	Weekly rent 2012/13	Weekly rent 2013/14
	£	£
Shared accommodation	178.75	178.75
1 bedroom self contained	200.88	200.88
2 bedroom	247.90	247.90
3 bedroom	310.00	310.00
4 bedroom	375.00	375.00
5 bedroom and larger	375.00	375.00

2013-14 Programme by Element													
PRIORITY	AREA/ESTATE/INDICATIVE SCHEME	BATHROOM	COMMUNAL	DOOR	ELECTRICS	HEATING	KITCHEN	LIFT	OTHER	ROOF	STRUCTURAL	WINDOWS	Grand Total
1	ANGEL 2												
*	Fore Street, Moree Way and The Mews	166,940	553,078	26,367	115,180	161,505	277,478		661,386	332,616	365,207	603,680	3,263,437
	ANGEL 4												
*	Joyce Avenue amd Snells Park	308,162	37,164	49,332	54,972	89,260	481,661		186,292	29,448		108,957	1,345,248
	HIGHWAYS 4												
*	Bouvier Road, Hoe Lane Flats, Oatlands		734,877						466,753	1,711,670	93,825	1,522,142	4,529,266
	Old Road and westcroft Close												
	HIGHWAYS 5												
	Eastfields Road, Oatlands	501,344	681,177	67,194	68,061	396,176	643,959	1,256,507	632,578	731,484	74,634	920,290	5,973,404
	Standard Road and The Sunny Road												
	PONDERS 4												
	Bowood Road, Burncroft	337,218	308,617	51,033	39,266	2,487	486,896	1,256,507	145,692	305,896	42,648	867,284	3,843,543
	Exeter Road and Goldsdown Road												
2	HIGHWAYS 3												
	Albany Road, Ashton Road, Aspen Way, Beaconsfield Road	888,884	1,206,423	207,536	539,250	602,044	1,387,392		2,631,339	723,068	405,155	1,195,909	9,787,900
	Chestnut Road, Elsinge, Fendale Road, Grove Road West												
	Holly Road, Holmwood Road, Johnby Road, Malvern Road												
	Oatlands, Ordnance Road, Park Road, Princes Avenue												
	Ramney Drive and Raynton Road												
3	LATYMER 4												
*	Klinger Estate		143,943						173,881	546,629	75,700	993,214	1,933,367
	PONDERS 2												
	High Street, Oatlands and Welsh	19,632	33,939	13,609		12,303	20,942		348,630	174,643	2,114,160	53,660	2,791,518
4	ANGEL 3												
	Cavendish Road	88,542		5,103	2,618	87,034	141,357					32,736	357,389
5	ANGEL 1												
	Bounces Road.							314,127					314,127
	Grand Total	2,310,721	3,699,217	420,175	819,347	1,350,808	3,439,686	2,827,141	5,279,287	4,555,454	3,171,328	6,265,136	34,138,299

HOUSING REVENUE ACCOUNT 2012/13 TO 2013/14

APPENDIX 8

	2012-13 Estimate	2013-14 Estimate	Variations	See Para
Expenditure				
General Management	14,320,940	14,364,760	43,820	12.3
Special Services	5,372,000	5,562,540	190,540	12.4
Rent Rates and other Charges	171,180	298,640	127,460	
Cost of Borrowing	7,456,160	6,923,500	-532,660	
Depreciation set aside to fund future repairs	13,282,000	13,447,650	165,650	12.5
Repairs and Maintenance	12,390,560	12,797,950	407,390	
Provision for bad and doubtful debts	500,000	2,000,000	1,500,000	12.6
Total Expenditure	53,492,840	55,395,040	1,902,200	
Income				
Dwellings rent and service charges	-55,875,040	-57,259,500	-1,384,460	12.1
Garages	-656,210	-658,750	-2,540	
Shops/Commercial	-2,154,300	-2,168,540	-14,240	
Leaseholder service charges	-3,150,240	-2,960,530	189,710	12.2
Total Income	-61,835,790	-63,047,320	-1,211,530	
Net cost of services	-8,342,950	-7,652,280	690,670	
Cost of Premiums and Discounts	107,840	98,100	-9,740	
Interest on Balances	-297,450	-125,000	172,450	12.7
RTB Mortgage Interest	-750	-1,000	-250	
Net Operating expenditure	-8,533,310	-7,680,180	853,130	
Contribution to Reserves for future capital expenditure	8,533,310	7,680,180	-853,130	12.8
Revenue Contribution for Capital Outlay	0	0	0	
Net Operating expenditure	0	0	0	

APPENDIX 9 Business Plan Revenue

Year	Year	Income					Expenditure							Net Operating (Expenditure)	Provision for repayment of loans	RCCO	Surplus (Deficit) for the Year	Surplus (Deficit) b/fwd	Interest	Surplus (Deficit) c/fwd
		Net rent Income	Other income	Misc Income	RTB Admin	Total Income	Managt.	Depreciation	Responsible & Cyclical	Other Revenue spend	Total expenses	Capital Charges								
		£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000							
1	2012.13	58,611	2,857	1	57	61,527	-19,740	-13,282	-12,471	-151	-45,644	-7,504	8,378	0	0	8,378	18,044	316	26,738	
2	2013.14	58,321	2,819	189	114	61,443	-19,748	-13,513	-12,819	-286	-46,365	-6,849	8,228	0	-10,175	-1,947	26,738	129	24,920	
3	2014.15	59,234	2,857	189	114	62,394	-19,636	-13,582	-13,108	-286	-46,612	-6,950	8,832	0	-10,005	-1,173	24,920	243	23,990	
4	2015.16	60,479	2,857	189	114	63,639	-19,484	-13,642	-13,433	-286	-46,845	-7,194	9,599	0	-11,895	-2,295	23,990	343	22,038	
5	2016.17	61,910	2,857	189	114	65,070	-19,508	-13,858	-13,799	-286	-47,452	-7,846	9,772	0	-11,875	-2,102	22,038	315	20,250	
6	2017.18	63,510	2,857	189	114	66,670	-19,676	-14,077	-14,203	-286	-48,242	-8,422	10,007	0	-6,283	3,724	20,250	332	24,306	
7	2018.19	65,920	2,857	0	114	68,891	-19,791	-14,522	-14,648	-151	-49,112	-9,041	10,738	0	-9,723	1,015	24,306	620	25,941	
8	2019.2	68,189	2,857	0	114	71,161	-20,034	-15,061	-15,105	-151	-50,351	-8,855	11,954	0	-16,536	-4,582	25,941	591	21,950	
9	2020.21	70,060	2,857	0	114	73,031	-20,161	-15,380	-15,576	-151	-51,267	-8,855	12,909	0	-10,819	2,090	21,950	575	24,615	
10	2021.22	72,000	2,857	0	86	74,943	-20,415	-15,706	-16,064	-151	-52,336	-8,852	13,754	0	-15,932	-2,178	24,615	588	23,026	
11	2022.23	74,018	2,857	0	86	76,961	-20,554	-16,053	-16,388	-151	-53,146	-8,815	15,000	0	-4,356	10,644	23,026	709	34,378	
12	2023.24	76,091	2,857	0	86	79,033	-20,820	-16,409	-16,781	-151	-54,161	-8,815	16,058	0	-9,297	6,761	34,378	944	42,083	
13	2024.25	78,219	2,857	0	86	81,161	-20,972	-16,771	-17,234	-151	-55,127	-8,522	17,512	-13,000	-5,411	-900	42,083	1,041	42,224	
14	2025.26	80,406	2,857	0	86	83,348	-21,252	-17,142	-17,818	-151	-56,363	-7,937	19,048	-13,000	-10,674	-4,626	42,224	998	38,596	
15	2026.27	82,651	2,857	0	86	85,594	-21,417	-17,520	-18,245	-151	-57,332	-7,352	20,909	-13,000	-6,573	1,336	38,596	982	40,917	
16	2027.28	84,991	2,857	0	57	87,905	-21,711	-17,908	-18,756	-151	-58,525	-6,767	22,613	-13,000	-10,862	-1,250	40,914	1,007	40,672	
17	2028.29	87,430	2,857	0	57	90,345	-21,890	-18,320	-19,217	-151	-59,578	-6,182	24,585	-13,000	-6,471	5,114	40,672	1,081	46,866	
18	2029.3	89,940	2,857	0	57	92,854	-22,199	-18,743	-19,857	-151	-60,949	-5,597	26,307	-13,000	-12,376	932	46,866	1,183	48,981	
19	2030.31	92,518	2,857	0	57	95,432	-22,394	-19,174	-20,344	-151	-62,063	-5,012	28,357	-13,000	-7,741	7,616	48,981	1,320	57,917	
20	2031.32	95,169	2,857	0	57	98,083	-22,718	-19,616	-21,022	-151	-63,508	-4,427	30,148	-13,000	-14,029	3,119	57,917	1,487	62,523	
21	2032.33	97,896	2,857	0	57	100,810	-22,929	-20,067	-21,616	-151	-64,764	-3,842	32,204	-13,000	-9,229	9,975	62,523	1,688	74,186	
22	2033.34	100,699	2,857	0	57	103,613	-23,270	-20,530	-22,336	-151	-66,288	-3,404	33,921	-13,000	-15,929	4,992	74,186	1,917	81,095	
23	2034.35	103,579	2,857	0	57	106,494	-23,499	-21,002	-22,884	-151	-67,536	-2,714	36,244	-13,000	-10,768	12,475	81,095	2,183	95,753	
24	2035.36	106,542	2,857	0	57	109,457	-23,857	-21,487	-23,646	-151	-69,141	-1,654	38,661	-13,000	-17,904	7,758	95,753	2,491	106,001	
25	2036.37	109,589	2,857	0	57	112,504	-24,104	-21,980	-24,226	-151	-70,461	-904	41,139	-17,015	-12,457	11,667	106,001	2,796	120,465	
26	2037.38	112,768	2,857	0	29	115,654	-24,482	-22,487	-25,129	-151	-72,249	-478	42,926	0	-39,514	3,412	120,465	3,054	126,931	
27	2038.39	116,084	2,857	0	29	118,970	-24,748	-23,026	-25,763	-151	-73,688	-478	44,803	0	-34,325	10,479	126,931	3,304	140,713	
28	2039.4	119,497	2,857	0	29	122,383	-25,145	-23,580	-26,639	-151	-75,515	-478	46,390	0	-42,993	3,397	140,713	3,560	147,671	
29	2040.41	123,010	2,857	0	29	125,896	-25,432	-24,145	-27,311	-151	-77,039	-478	48,379	0	-37,517	10,861	147,671	3,828	162,359	
30	2041.42	126,953	2,857	0	29	129,839	-25,851	-24,726	-28,296	-151	-79,023	-166	50,650	-25,000	-43,856	-18,206	162,359	3,831	147,984	

Business Plan Capital

		Expenditure							Financing							
Year	Year	Fees for Major Works £,000	Future Major Repairs £,000	Disabled Adaptations £,000	Exceptional Extensive £,000	New Build Development Costs £,000	Other £,000	Total Expenditure £,000	Borrowing £,000	RTB Receipts £,000	Other £,000	MRR £,000	RCCO £,000	Total Financing £,000	Shortfall £,000	
1	2012.13	1,999	30,378	1,800	2,936	4,700	500	42,314	0	461	20,540	21,313	0	42,314	0	
2	2013.14	2,059	29,031	1,854	3,024	8,540	3,000	47,509	0	988	19,606	16,740	10,175	47,509	0	
3	2014.15	2,121	30,022	1,910	3,115	8,104	0	45,272	0	1,033	20,644	13,590	10,005	45,272	0	
4	2015.16	2,185	30,923	1,967	3,208	5,069	0	43,352	9,661	1,070	7,085	13,642	11,895	43,352	0	
5	2016.17	2,250	31,851	2,026	3,305	13,942	0	53,374	22,930	1,099	3,612	13,858	11,875	53,374	0	
6	2017.18	1,315	15,556	1,971	3,395	8,028	0	30,265	5,848	1,129	2,928	14,077	6,283	30,265	0	
7	2018.19	1,354	17,583	2,030	3,497	1,463	0	25,927	0	1,160	522	14,522	9,723	25,927	0	
8	2019.2	1,395	18,537	2,091	3,602	7,687	0	33,311	0	1,192	522	15,061	16,536	33,311	0	
9	2020.21	1,437	19,093	2,154	3,710	1,552	0	27,945	0	1,225	522	15,380	10,819	27,945	0	
10	2021.22	1,480	20,118	2,218	3,821	8,155	0	35,792	0	1,022	3,132	15,706	15,932	35,792	0	
11	2022.23	1,064	16,075	1,344	1,853	1,647	0	21,982	0	1,051	522	16,053	4,356	21,982	0	
12	2023.24	1,096	17,037	1,384	1,908	8,652	0	30,076	0	1,080	3,291	16,409	9,297	30,076	0	
13	2024.25	1,129	17,548	1,426	1,965	1,747	0	23,815	0	1,111	522	16,771	5,411	23,815	0	
14	2025.26	1,163	18,583	1,469	2,024	9,178	0	32,417	0	1,142	3,459	17,142	10,674	32,417	0	
15	2026.27	1,198	19,140	1,513	2,085	1,853	0	25,789	0	1,174	522	17,520	6,573	25,789	0	
16	2027.28	1,134	20,468	1,558	278	9,737	0	33,175	0	767	3,638	17,908	10,862	33,175	0	
17	2028.29	1,168	21,082	1,605	286	1,966	0	26,107	0	795	522	18,320	6,471	26,107	0	
18	2029.3	1,203	22,287	1,653	295	10,330	0	35,769	0	822	3,828	18,743	12,376	35,769	0	
19	2030.31	1,239	22,956	1,702	304	2,086	0	28,287	0	851	522	19,174	7,741	28,287	0	
20	2031.32	1,277	24,252	1,754	313	10,960	0	38,554	0	880	4,029	19,616	14,029	38,554	0	
21	2032.33	1,320	25,066	1,806	322	2,213	0	30,728	0	909	522	20,067	9,229	30,728	0	
22	2033.34	1,360	26,463	1,860	332	11,627	0	41,642	0	939	4,243	20,530	15,929	41,642	0	
23	2034.35	1,400	27,257	1,916	342	2,348	0	33,263	0	970	522	21,002	10,768	33,263	0	
24	2035.36	1,442	28,758	1,974	352	12,335	0	44,862	0	1,002	4,470	21,487	17,904	44,862	0	
25	2036.37	1,486	29,621	2,033	363	2,491	0	35,993	0	1,034	522	21,980	12,457	35,993	0	
26	2037.38	2,601	48,619	2,094	830	13,086	0	67,230	0	518	4,710	22,487	39,514	67,230	0	
27	2038.39	2,679	50,078	2,157	855	2,643	0	58,410	0	537	522	23,026	34,325	58,410	0	
28	2039.4	2,759	52,350	2,221	880	13,883	0	72,094	0	556	4,965	23,580	42,993	72,094	0	
29	2040.41	2,842	53,920	2,288	907	2,803	0	62,760	0	576	522	24,145	37,517	62,760	0	
30	2041.42	2,927	56,355	2,357	934	11,841	0	74,413	0	596	5,235	24,726	43,856	74,413	0	

MUNICIPAL YEAR 2012/2013 REPORT NO. 153

MEETING TITLE AND DATE:
**Cabinet – 13th February
 2013**

REPORT OF:
 Director of Finance, Resources
 and Customer Services

Contact officer and telephone
 Number:
 Martin Garnar – 0208 379 3113

E mail: martin.garnar@enfield.gov.uk

Agenda – Part: 1	Item: 8
Subject: Fairness for All - Equality and Diversity Annual Report 2012	
Wards: All	
Cabinet Member consulted: Cllr. Doug Taylor	

1. EXECUTIVE SUMMARY

Enfield Council's Equality and Diversity Scheme Annual Report 2012 details what the Council has done in the last year, and what we plan to do in the future, to meet the duties placed on all public sector bodies under the Equality Act 2010.

2. RECOMMENDATIONS

Cabinet considers and approves the Annual Report.

3. BACKGROUND

3.1 The Equality Act 2010 -

- aimed to make the law easier to understand and implement by simplifying 116 pieces of existing equality legislation into a single Act
- identified nine protected characteristics that the legislation aims to protect from discrimination - age, disability, gender, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership

3.2 The Public Sector Equality Duty (PSED) within the Act requires public bodies to consider, and have due regard to, the needs of diverse groups when designing, evaluating and delivering services in order to -

- eliminate discrimination

- advance equality of opportunity and access, and
- foster good relations between different groups in the community.

3.3 The specific duties under the Act require all councils to publish specific and measurable equality objectives. These objectives should be revised at least every four years. In Enfield, the majority of the Council's corporate objectives relate to tackling inequality. As a result, we have adopted these as our equalities objectives, and report on the positive progress against them in our annual report.

3.4 At the time of writing, the Government's Red Tape Challenge is reviewing the PSED 'to establish whether it is operating as intended'. For that reason, the law may change in the near future.

3.5 On 9th September 2011, the Government published Statutory Instrument 2011 No. 2260 – The Equality Act (Specific Duties) Regulations 2011. These regulations apply to all local authorities in the country. All authorities with more than 150 employees must –

- publish information to demonstrate its compliance with section 149(1) of the Act by 31st January 2012 and at least annually after that.
- publish information relating to persons who share a relevant protected characteristic who are either its employees or other persons affected by its policies and practices
- publish one or more specific and measurable objectives that it thinks should achieve the requirements of the Public Sector Equality Duty. It must then publish objectives subsequently at intervals of not greater than four years

All the information above must be published in such a manner that is accessible to the public, and authorities can publish it within another document if appropriate.

3.6 The Council publishes an Equality and Diversity Scheme Annual Report that updates progress against the Council's equality objectives. The Annual Report also includes information on equality impact assessments/analyses that have been carried out, and also on latest annual population figures. The full Annual Report 2012 is attached and will be published on the Council website, and an executive summary will be sent to all interested stakeholders. Copies will also be available in the Group Offices and Members' Library. This latest version provides all information required to be published by the Equality Act 2010, particularly how the Council's objectives fit within the overall aims and priorities of the administration, and how they link to service level equality objectives.

4. ALTERNATIVE OPTIONS CONSIDERED

No alternative options were considered as this is a statutory obligation.

5. REASONS FOR RECOMMENDATIONS

The proposed recommendations will ensure that the Council fully complies with the new legislation. The recommendations also meet the requirements of the Equality Framework for Local Government for which the Council is currently seeking accreditation at the excellent level.

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

6.1 Financial Implications

There are no financial implications directly pertaining to this report – all costs will be met from existing budgets.

6.2 Legal Implications

6.2.1 Legal implications are set out in the main body of report which sets out in detail what the Council has done and must do in order to comply with the Public Sector and specific duties of the Equality Act 2010 and the Equality Act (Specific Duties) Regulations 2011.

6.2.2 The Equality Act can be enforced by a Judicial Review of a decision, a civil claim against the Council or a claim in the Employment Tribunal, depending upon the breach.

7. KEY RISKS

Approval of the Annual Report should prevent the risk of non-compliance with the Equality Act 2010.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

Meeting the requirements of the Equality Act 2010 will ensure that the Council is effectively tackling discrimination, and advancing equality of opportunity, for the benefit of all residents of the borough.

8.2 Growth and Sustainability

None

8.3 Strong Communities

Meeting the requirements of the Equality Act 2010 will ensure that the Council is effectively fostering good relations in the local community for the benefit of all residents of the borough.

9. EQUALITIES IMPACT IMPLICATIONS

An equality impact assessment/analysis of the Council's compliance with the duties of the Equality Act 2010 as been undertaken and has concluded that compliance is likely to have only a positive impact on any groups in the community, as the aim of the new legislation is to combat discrimination, advance equality of opportunity and foster good community relations. However, people who are married or in a civil partnership are only protected from the discrimination element of the duties.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

Compliance with the legal requirements of the Equality Act 2010 is essential, will contribute to the achievement of the 'excellent' rating in the Equality Framework for Local Government, and help ensure that consideration of equalities issues is embedded across the Council.

11. HEALTH AND SAFETY IMPLICATIONS

There are no health and safety implications directly pertaining to this report.

12. HR IMPLICATIONS

The annual report includes information on equalities in relation to staff who work for the Council, and the training they receive in order to provide services fairly to all customers and residents.

13. PUBLIC HEALTH IMPLICATIONS

The Annual Report covers all Council services and activities including public health. Many of the actions included in the report relate to activities designed to reduce public health inequalities through increasing access to services.

Fairness for All

Enfield Council's Equality and Diversity Annual Report 2012

www.enfield.gov.uk

in partnership with



Introduction by Councillor Doug Taylor, Leader of the Council, and Rob Leak, Chief Executive

Enfield Council takes great pride in demonstrating our commitment to ensuring that we provide high quality services and employment opportunities to all on a fair and equitable basis whilst recognising the different needs that you tell us about.

Our equality and diversity work is championed by Councillor Christine Hamilton, Cabinet Member for Community Wellbeing and Public Health, and by James Rolfe, Director of Finance, Resources and Customer Services.



Councillor Christine Hamilton James Rolfe

This is Enfield Council's Equality and Diversity Annual Report 2012 - in it, we tell you what we have done, and what we plan to do in the future, to meet the duties placed on all public sector bodies under the Equality Act 2010.

The Act requires councils to –

- combat discrimination, harassment

and victimisation

- advance equality of opportunity and access, and
- foster good relations amongst all the different communities that make up the population of Enfield.

The legislation introduced a wider set of protected characteristics – in addition to covering the traditional equality strands of race, disability, gender, age, sexual orientation, and religion or belief, the Act now covers gender identity, marriage and civil partnership, and pregnancy and maternity.

As a Council, we want to ensure that anyone who lives, works, studies, visits, or does business in Enfield does not suffer any form of inequality. We would welcome any views and comments you may have on what we plan to do.



Doug Taylor Rob Leak

What is in our annual report

Our annual report explains -

- what the law says about equality (page 4)
- who lives in Enfield (page 5)
- inequalities and challenges in Enfield (page 6-10)
- our equality objectives - positive equality outcomes (pages 11-38)
- our Equality and Diversity Action Plan 2010-14 (page 39-46)
- our equality performance indicators (page 47)
- how we assess the impact of our services (page 48)
- our programme of retrospective equality impact assessments/analyses (page 49-50)
- our programme of predictive equality impact assessments/analyses 2012 (page 51-52)
- how we plan to increase participation in public life (page 53-54)
- how we monitor our services (page 55)
- how we listen to you (page 56)
- how we can help you to access services (page 57)
- who works for the Council (page 58)
- how we train our staff (page 59)
- where to get further information (back cover)

What the law says about equality

In last year's annual report, we told you about the Equality Act that was passed on 8th April 2010. The new Act -

- tried to make the law easier to understand and implement by simplifying 116 pieces of existing equality legislation into a single Act
- identified nine protected characteristics that the legislation aims to protect from discrimination - age, disability, gender, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership

The Public Sector Equality Duty (PSED) within the Act requires public bodies to consider, and have due regard to, the needs of diverse groups when designing, evaluating and delivering services in order to -

- eliminate discrimination
- advance equality of opportunity and access, and
- foster good relations between different groups in the community.

The specific duties under the Act require all councils to publish specific and measurable equality objectives - these appear later in the annual report with a summary of the progress we have

made. These objectives will be revised at least every four years.

At the time of writing, the Government's Red Tape Challenge is reviewing the PSED 'to establish whether it is operating as intended'. For that reason, the law may change in the near future.

Who lives in Enfield?

The best estimates come from the national Census that is carried out every ten years. The last Census took place in March 2011, and the Council and its partners use this information to plan and deliver our services. The estimated population of Enfield in March 2011 was 312,500.

The latest figures suggest that –

- 59.5% of Enfield residents are from Black and Minority Ethnic (BME) communities (up from 38.8% in 2001). At least 35% of Enfield's residents were born outside the UK. The largest minority ethnic group is White Other, which includes communities from Turkey, Greece, Cyprus and Eastern Europe) – the figure stands at 18.2%. The Black British/Black African community makes up 9% of the population, while the Black British/Black Caribbean community stands at 5.5%. All these figures are above London averages
- 15.4% of people in the Borough have a long-term illness, health problem or disability that limits their daily activities or the work they could do. This is likely to be an underestimate as many people do not like to declare they have a disability
- we are an ageing population – the percentage of people over the age of 65 in Enfield is 12.7%, and 28% are over the age of fifty. These figures are predicted to increase over the next 25 years
- at the younger end of the scale, 26.3% of people are under the age of 19
- Christianity is the most common religion in the borough in all its different forms (53.6%). 16.7% of residents are of the Muslim faith, but 15.5% of people say they have no religion or belief at all
- the percentage of people who belong to the lesbian, gay, bisexual or transgender community could range from 1% to more than 10% (according to national estimates). This could equate to anything from 3,000 to 31,250 people in Enfield
- as at December 2011, 149 civil partnerships, involving 298 people, had been registered in Enfield. The Census gives 480 people in civil partnerships living in the borough (excluding those separated, widowed, or divorced).
- around 640 marriages take place in Enfield every year. 44% of Enfield residents are married.
- the annual average number of births in Enfield is around 4,800.

Inequalities and challenges in Enfield

Race

Enfield's population is diverse – in the 2011 School Census, conducted by the local education authority, Enfield pupils recorded themselves under 97 different ethnic codes.

The 2011 School Census records 154 languages or dialects being spoken by pupils who live in Enfield. The proportion of all such pupils whose first language was known, or believed not, to be English was 44%.

Language differences can compound difficulties of generic dysfunctional communication between GPs and patients – with implications for patient safety.

In terms of the employment rate based on ethnic breakdowns, latest statistics (April 2011 – March 2012) show that 64.6% of the working age population were in employment compared to 61.8% of ethnic minorities, and 26.2% of 16-64 year olds were economically inactive, compared to 29.1% of ethnic minority 16-64 year olds.

Refugees and asylum seekers are known to rarely report hate crime.

Smoking prevalence in Enfield is approximately 20% compared to the London and England average of approximately 22%. However, in the Turkish population, smoking prevalence is estimated at 45% for women, and 55% for men.

National research shows that people from black and ethnic communities may face increasing difficulties including higher rates of mental illness in some communities, and problems with access to the right care and treatment, but they are less likely to have mental health problems detected by a GP.

Educational attainment for some BME groups is lower than the national average. In 2008, 35.1% of children with a Somali background and 46.4% of children from a Turkish speaking background achieved 5 or more A* C grades at GCSE level, in comparison to 58.5% of children in Enfield as a whole.

In 2010/11, 143 race hate crimes were reported in Enfield. This dropped to 122 in 2011/12.

Disability and health

There is a significant life expectancy gap between deprived and more affluent wards within the borough. Between 55% and 60% of this life expectancy gap is accounted for by mortality due to circulatory disease, cancers and respiratory disease. There is evidence that the gap is widening for both men and women.

Social inequalities in stroke are persistent, and premature death rates in the most deprived areas are around three times higher than in the least deprived. Nearly 40% of men and more than 30% of women in England have high blood pressure, a key risk factor for stroke. Half of people with high blood pressure are not receiving treatment.

Disabled people of all ages are particularly prone to being without a bank account. 'Unbanked' individuals are more likely not to have access to a normal standard of living in the UK.

Healthcare professionals can feel uncertain and apprehensive in responding to different needs of BME patients, and this can cause them to be 'hesitant and professionally

disempowered'. Enfield Racial Equality Council (EREC) believes that people have experienced poor outcomes through not being able to access information. The main reasons are a lack of:

- qualified interpreters;
- information available in other languages/formats;
- information in particular on diseases/conditions affecting the BME community;
- listening skills amongst professionals – not enough information given;
- information that explains the healthcare system and how you access it.

Enfield has the third highest rate of obese people in London (27% Enfield, 18% London) and the rate is higher than the national average. Obesity levels among Enfield's young people are a particular concern. They are significantly above the England average with 25.1% of Enfield's young people in year 6, and 14.6% in reception year, being overweight.

Enfield has a higher percentage of poor mental health in the 16-34 (23%) and 55+ (18.5%) age groups compared to London and Outer London (16% in 16-34 and 13.3% in 55+). Local

survey data shows that Enfield would appear to have poorer low level mental illness in comparison with other London boroughs, for the following categories - women, the 16-34 age group, and the 55+ age group.

In 2010/11, two disability hate crimes were reported in Enfield. This figure rose to four in 2011/12.

Gender

Young men are particularly prone to being without a bank account. 'Unbanked' individuals are more likely not to have access to a normal standard of living in the UK.

Just under a quarter (24.9%) of pupils in Year 9 spend the recommended minimum seven hours or more a week on sport and physical exercise. There is a significant gender bias in this picture, with figures of 36.4% for boys and 16.2% for girls.

Age

The gap in life expectancy is currently 8.8 years for males and 10 years for females between the most and least deprived wards in Enfield. Whilst life

expectancy in the more affluent wards of Enfield has risen progressively since 1999, life expectancy for both males and females in the more deprived wards has remained constant or worsened.

Enfield has a population structure with a high proportion of over 65s, who are more likely to suffer from long term conditions - circulatory diseases (including coronary heart disease and stroke), cancer and respiratory disease. The numbers of deaths and morbidity in the population is therefore relatively high in Enfield.

Young people are disproportionately more likely to be victims of violent crime.

In 2011, Enfield had 21.6% of its pupils categorised as disadvantaged compared to a national average of 14.7%. Enfield also has a high proportion of pupils not having English as their first language (38.6%).

The Income Deprivation Affecting Children Index (IDACI) measures the proportion of children aged under 16 living in income deprived households. A calculation of the local authority level rates puts Enfield at 8th highest in England.

Between January 2008 and 2010, the number of children in Enfield known to be eligible for free school meals in primary and secondary schools (combined) increased from 11,451 to 12,704 (up 10.9%). The increase in secondary schools was 14.2%, far higher than London and national averages.

It is estimated that 16% of people of working age (approximately 29,000 people) suffer from depression and other neurotic disorders. Between 10-15% (3,700 and 5,500) older people are estimated to suffer from depression.

The number of older people with a diagnosis of dementia is estimated to be between 2,500 and 3,300, with a higher prevalence among women, and this number is predicted to rise by 10% over the next five years (as the number of older people increases).

Religion and belief

Enfield has high proportions in all the main non-Christian religions except Sikh, compared to national averages.

Compared to the Outer London average, Enfield has a large Muslim population.

The 2011 Census results show that 16.7% of Enfield's population classify themselves as Muslim.

In 2010/11, nine faith hate crimes were reported in Enfield, including six anti-Semitic hate crimes. In 2011/12, this rose to 12 (including five anti-Semitic incidents).

Sexual orientation

In 2010/11, 19 homophobic hate crimes were reported in Enfield. In 2011/12, this figure dropped to 11.

Marriage and civil partnership

It is mostly women who are employed part-time, and more married women than single women work part-time. Part-time work creates an inequality in the labour market.

At a national level, repeat victimisation is higher for domestic violence than any other violent crime.

Pregnancy and maternity

The latest annual teenage pregnancy data for Enfield (2010) showed that the under-18 conception rate is significantly

lower than the London and national averages. It stood at 33.9 per 1000, but the latest quarterly figures for 2011 show it has dropped further to 30.2 per 1000. Having children at a young age can damage young women's health and wellbeing and severely limit their education and career prospects. While individual young people can be competent parents, the evidence shows that children born to teenagers are much more likely to experience a range of negative outcomes in later life.

Teenage pregnancy is not evenly distributed either geographically or by ethnicity. 70% of conceptions take place to residents of four postcodes; EN1 (Bush Hill Park), EN3 (Enfield Highway, Enfield Lock, Ponders End, and Turkey Street), N9 (Edmonton Green, Lower Edmonton) and N18 (Upper Edmonton). Twenty-nine percent of births are to Black African, Black Caribbean or White/Black Caribbean mothers.

Enfield has the third highest infant mortality rate in London (5.6 per 1000 infants), and is slightly higher than London and national rates. Many areas in the east and south of the borough rank in the most deprived 10% nationally.

Our equality objectives - positive equality outcomes

The Council's vision

Our vision is to make Enfield a better place to live and work, delivering fairness for all, growth and sustainability and strong communities. Underpinning this commitment, we have a number of priorities, the delivery of which will contribute to improving the quality of life for all residents in the borough.

Aims and priorities

1. Fairness for all

Fairness for all means meeting the needs of all residents in the borough, protecting vulnerable residents and providing fair and equal access to services and opportunities. Tackling the inequalities in the borough is at the heart of what we want to achieve for Enfield.

Our priorities are to -

Serve the whole borough fairly and tackle inequality

Enfield is a borough of contrasts, with areas of affluence and areas of significant deprivation. Addressing these inequalities and narrowing the gap between different parts of the borough is central to what we want to achieve for Enfield.

Provide high quality, affordable and accessible services for all

Providing high quality services is our main driver. Despite the reductions in funding that are planned for the coming years, we are committed to maintaining excellent services that are organised around the needs of our residents including offering fair and equitable access to leisure and culture facilities across the borough. We will work creatively and innovatively to ensure we can deliver more for less.

Enable young people to achieve their potential

Evidence shows that good education and support during childhood can help young people break out of cycles of deprivation and achieve their potential. Ensuring that every child and young person in the borough is kept safe and given a good start in life with the support they need to achieve, will contribute to tackling the problems of deprivation and inequality that are present in Enfield.

2. Growth and sustainability

Like many areas of the country, Enfield has suffered during the recent recession. Unemployment has risen, and many of the problems already present within the borough have been exacerbated.

Demonstrating that Enfield is open for business will ensure that the borough makes a strong and sustainable recovery from the recession.

Our priorities are -
A clean, green and sustainable environment

A clean and safe living environment is consistently rated by our residents as one of their top priorities for the area, and our many parks and open spaces are one of our biggest attractions. We will maintain and improve this pleasant environment while also tackling challenges such as climate change and waste disposal. By ensuring we all live sustainably, we will be able to safeguard what is special about the borough, protecting it for future generations.

Bringing growth, jobs and opportunity to the borough

Enfield is beginning to recover from the recession, but it will not be a quick or easy journey, and many residents are still affected by the economic downturn. To ensure a sustainable recovery, we will promote Enfield as a good place to do business, focusing on attracting growth, jobs and opportunity for our residents. We will continue to regenerate the most deprived areas of the borough, building on the Olympics

legacy, creating communities where people want to live, and where there are high quality job opportunities.

3. Strong communities

Building strong, cohesive and resilient communities will be vital as Enfield continues to grow and change as a borough. We want Enfield to be a place where people feel proud to live, where people from all different backgrounds are welcomed and supported, where vulnerable people are protected, and where people take responsibility for their own lives and their communities.

Our priorities are to -
Encourage active citizenship

Involving and engaging local people of all ages in the decisions that affect their lives is central to our approach. We will encourage active citizenship, enabling residents to take responsibility for what happens in their lives and their local areas. We will give people more opportunities to influence the issues that matter to them, and to shape the environment in which they live.

Listen to the needs of local people and be open and accountable

As an organisation, we will listen to, and shape our services around, the needs of local people. Trust in public institutions

is at a historic low, and we will need to demonstrate that we are open and accountable to rebuild our relationship with residents.

Provide strong leadership to champion the needs of Enfield

As the sole democratically elected body in the local area, we have a duty to provide strong civic leadership, promoting the needs of Enfield locally, regionally and nationally. We will stand up for Enfield and fight for what the borough needs, acting as the borough's champion at every level of society and government.

Work in partnership with others to ensure Enfield is a safe and healthy place to live

Over the last ten years, we have forged strong links with our partners like the NHS and the Police through the Enfield Strategic Partnership. The nature of partnership working is likely to change in the coming years as the coalition government's plans for local agencies, e.g. the abolition of Primary Care Trusts, new academies and free schools and elected Police Commissioners, result in decentralisation and fragmentation. We are committed to ensuring we maintain a strong relationship with our local stakeholders, acting as a local leader. We are also committed to

creating communities where people feel safe and crime continues to fall, and where residents have access to sport and leisure activities, and can lead active and healthy lives. We will protect the most vulnerable people in society, supporting them to live as independently as possible, and to make the most of the opportunities available to them. We are focused on improving the health and wellbeing of all residents, reducing health inequalities, empowering residents to choose to lead a healthier lifestyle, and tackling serious problems such as obesity and infant mortality.

Equality and diversity objectives

The Equality Act 2010 requires councils to publish their equality objectives. In Enfield, the majority of our Council corporate objectives relate to tackling inequality. As a result we have adopted these as our equality objectives, and report on the positive progress against them later in this annual report.

The Council has also developed a Corporate Equality and Diversity Action Plan that runs from 2010-2014 to help achieve its strategic aims. It concentrates on the objectives that the Council has as a whole rather than

service level equality targets and actions, and is laid out in the next section of this annual report. The priorities within the Plan concentrate on five distinct areas -

- Knowing Our Community
- Leadership, Partnership and Organisational Commitment
- Community Engagement and Satisfaction
- Responsive Services and Customer Care
- A Modern Diverse and Reflective Workforce

Each area has a set of corporate actions. Progress against the plan is laid out between pages 39-46.

Service targets → actions → outcomes

Each service has targets relating to equality and diversity issues. These are backed up by individual actions that aim to provide positive outcomes for residents and customers. These are included within service and departmental plans, monitored through Covalent (the Council's performance management system), and are reported in the Council Business Plan (a separate document available on the Council website).

'Enfield - Equal Opportunity for All' is the Council's Policy on Valuing Diversity and Equal Opportunities.

The Council will work towards equality of opportunity for all and will devote its energies and resources to the achievement of this aim. We will not discriminate on grounds of age, colour, disability, ethnic origin, faith, gender, HIV status, immigration status, marital or partnership status, nationality or national origins, pregnancy or maternity, race, religious beliefs, responsibility for dependants, gender identity, sexual orientation, social or economic status, trade union membership or unrelated criminal conviction. We will promote equality of access and opportunity for those within our community who suffer from unfair treatment on any of these grounds, including those disadvantaged through multiple forms of discrimination.

Our Council objectives - positive equality outcomes

In this section, we tell you about the work we have done over the last year to provide positive outcomes for our residents. Some of the work is undertaken just by the Council itself, but much of the success of these activities is due to the increasing amount of work that we do in partnership with colleagues in the voluntary and community sector, the private sector, and with other public bodies such as the Police and health services.

REF.	OBJECTIVE	PROGRESS DURING 2012
1. Fairness for All		
1.1	Ensure that those residents entitled to benefits receive them and so maximise their income	<p>Working with all communities</p> <p>The Council has introduced annual poster campaigns to promote the take-up of Housing and Council Tax Benefit, as well as producing inserts that accompany the annual main Council Tax billing.</p> <p>A new on-line claim form has been introduced. This provides an easier way to claim for many customers as the form is tailored to the circumstances of the individual, and therefore has fewer questions than the usual form. The process starts with a benefit calculator that can advise a customer if they are entitled to benefits, and this saves many customers from filling out a full claim form unnecessarily.</p> <p>A new Welfare Advisor Forum has been established in conjunction with the Citizens Advice Bureau (CAB). Membership includes internal advisors from different service areas, external agencies and community groups. It shares good practice, raises awareness of diverse agencies/advice outlets that exist in the borough and which groups in the community they focus on, and ensures that a consistent level of quality advice is being provided. This has proved very successful.</p> <p>Since April 2011, the Government has introduced sweeping Welfare Reform. This has included restricting eligibility criteria and the amount of benefit. Each year, many new legislation changes are introduced. Due to these fundamental changes, the Benefit Service has moved significant resources into analysing existing caseloads and working with vulnerable customers to prepare them for these changes. One such change coming into force in April 2013 is the benefit cap that will limit total benefits available to a household.</p>
1.2	Continue to improve the educational attainment of all children and young people	<p>Working with young people</p> <p>Performance data is collected throughout the year either from schools directly or from national data sets. It is then analysed. The Information Team and School Improvement Service (SIS) produces data sets for schools, and school improvement officers offer training and support. The results are used to determine the nature and level of support for schools. Targeted interventions are agreed following the analysis of data from annual tests, published results, or external evaluations such as OFSTED. Support is prioritised for those schools at risk. Each intervention is agreed with schools and monitored. SIS also provides guidance documents and runs a training programme for schools to build capacity and to support them in meeting their statutory responsibilities. The latest results continue to show improvement in Enfield against national results particularly at GCSE and in the Early Years.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
1.3	Ensure that children and young people and vulnerable people are kept safe	<p>Working with young people</p> <p>Through the extensive engagement work that the Council's Scrutiny and Outreach Team undertakes, it was clear that a recurring issue that concerned all elements of the community was the safety of our young people from violence and, in particular, from knife crime. Councillors and officers from Enfield visited Glasgow to see a 'community call in' project in action. The Call In 'invites' young people on the fringe of gang membership to a court where they are shown very bluntly the risks and realities of being a gang member and the consequences of knife crime. It uses visual references to knife wounds. Reformed gang members, NHS emergency doctors, and mothers of victims of knife crime speak to the young people and provide them with the brutal facts of knife crime. Those that attended the visit were impressed by this initiative, and on 31st January 2012, the first 'Community Call In' for Enfield was held at a Crown Court. This was shown on BBC news and was an impressive show of force from Police, Councillors and former gang members to dissuade young people from choosing the wrong path. Two further Call-Ins are planned including the first ever Girls Call-In. This also provides a community reassurance programme letting the community know that action is being taken.</p> <p>Working with vulnerable people</p> <p>In May 2012, the Safeguarding Adults Board sought views on our new Enfield Safeguarding Adults Strategy 2012-2015, which aims to prevent the abuse of some of the most vulnerable people in Enfield. The strategy includes a three-year action plan, which was agreed by the Safeguarding Adults Board following extensive consultation with local people and a wide range of organisations. We want to work with local people and our partners so that "adults at risk" are -</p> <ul style="list-style-type: none"> • safe and able to protect themselves from abuse and neglect • treated fairly and with dignity and respect • protected when they need to be, and • able to easily get support, protection and services that they need. <p>Between 1st and 5th October, the Safeguarding Adults Board and Safeguarding Children Board worked together to stage a series of events throughout Keep Safe Week to improve understanding of how people can be supported to protect themselves and others from abuse, and how they can report concerns. The aims of the week were to -</p> <ul style="list-style-type: none"> • increase the knowledge of people who are at risk of abuse about how they can prevent themselves from experiencing harm and being exploited, and how to report concerns. • increase the knowledge of people who know an adult, child or young person who is at risk of abuse about how they can help prevent them from experiencing harm and being exploited, and how to report concerns. • increase the knowledge of staff and volunteers about how they can prevent adults, children and young people at risk from experiencing harm and being exploited, and how their concerns can be reported. • enable the Safeguarding Children Board and Safeguarding Adults Board to hear from children, young people and adults about their concerns and consider how these can be incorporated into future safeguarding planning.

REF.	OBJECTIVE	PROGRESS DURING 2012
1.4	Give people choice and control over their care and support them to lead independent lives	<p>Working with all communities</p> <p>Our venues and the Enfield Festival have recruited large numbers of volunteers (from young people, to older people, and people in care and people with a wide range of support needs and disabilities) e.g. 80+ volunteers at Millfield Arts Centre, 20+ at the Dugdale Centre, and 70 volunteers at Forty Hall.</p> <p>A Service User and Carer Reference Group has now been established and meets every six weeks. It involves service users and carers in the decision-making process for the personalisation agenda that began in 2008 and is still ongoing.</p> <p>Personalisation-focused consultations have been carried out to inform residents of the new arrangements. These include Local Account Provider Forum events and consultation at the Older People's Annual Conferences. Community road shows have also been held.</p> <p>Enfield Disability Action (EDA) is a pan disability user-led organisation that provides information and advice, advocacy and support to disabled people on all aspects of disability and independent living. This includes benefits, health and social care services and self directed care. It is part-funded by the Council. EDA provides feedback from, and supports the direct involvement of, disabled people in the planning and development of services. It has provided sessions for groups on raising awareness of safeguarding and hate crime, and support to individuals experiencing abuse and hate crime.</p> <p>The Community Equipment Service provides improved access, choice and response times for access to simple aids and equipment through the introduction of a new prescription service. Enfield is one of the best performers in London and nationally, and has been cited by the Department of Health as an exemplar of good practice. A mainstreamed and expanded enablement service in place from April 2011 supports more people to regain their independence - 65% of people accessing the service no longer require social care support.</p> <p>The modernisation of the Carterhatch supported living scheme for adults with a learning disability was completed in 2011/12.</p> <p>The Direct Payments process has been simplified, and the support service re-rendered this year enabling more people to direct their own care and support. A new stroke rehabilitation service has been developed to enable quicker and more effective response to strokes, enabling more people to regain health and independence within their own homes and minimising time spent in hospital.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
1.5	Reduce unemployment and improve the skills of Enfield's disadvantaged communities	<p>Work with people with disabilities, and their carers</p> <p>Enfield Training Services is a Council service aimed at getting young people (some may have been previously disengaged from learning) to progress to apprenticeships and jobs. In 2012, we delivered a challenging Foundation Learning programme for severely disabled learners. We used partners to recruit learners who were blind and visually impaired, deaf and hearing impaired and mentally disabled. We sought advice and guidance from specialist partners on classroom adaptations and learning resources. Social services provided individual care support for severely disabled learners and we arranged for a team of learning support assistants. Our teachers delivered a curriculum of English, Maths, Information and Communications Technology, Drama, Music, employability and personal development. All learners were guaranteed work experience. Some learners completed a two-week block while others continued on a six-week ongoing basis. Attendance levels remained high throughout the programme, achievements were good and the group integrated well with the rest of the learner cohort.</p> <p>With the support from EQUALS, the Formont Centre has employed three service users in a work placement capacity. They each work on an individual day as kitchen assistants. Their roles include washing-up, loading the dishwasher, putting things away and providing refreshments to visitors and training groups. The feedback from other service users and staff has been really positive, and hopefully this placement will lead to other work opportunities in the future.</p> <p>Our Learning Disabilities Employment Service works with special schools to increase employment opportunities for school leavers. Enfield Council continues to have the 'two tick scheme', which guarantees an interview to candidates who declare that they have a disability and meet the minimum criteria of the role.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
1.6.	Increase the number and range of opportunities for residents to participate in cultural, sporting and leisure activities	<p>Work with people with disabilities, and their carers</p> <p>As part of the Council's programme of refitting playgrounds this year, we have incorporated as much user equipment for disabled children as possible.</p> <p>A new lift at Millfield House Arts Centre enables full public access to all but two rooms in the house for the first time in its history.</p> <p>Works were undertaken at Forty Hall as part of the development project to improve access - this included the installation of a lift in the Hall allowing access to all floors and rooms for the first time in its history. The Hall reopened to the public to widespread acclaim in June 2012.</p> <p>Our Leisure Services Street Active Programme is inclusive and therefore open to all residents, especially people with disabilities, whether it is to take part in the sport, or officiating or assisting the coaches. The Paralympic Festival included a number of activities, sports opportunities and learning sessions for disabled people. Examples included 16 disabled participants attending the Edmonton Leisure Centre Sports Day, 15 people booked to view the Murderball screening at the Dugdale, and 10 booked to play football in Enfield Town Park. In total this year, we have recorded approximately 3,682 attendances by young disabled people at our Athletics, Swimming and Boccia Academies, and in addition, achieved Gold in Boccia, Silver in both male and female disability athletics, and came fifth in male disability swimming at the London Youth Games. We have recently bid for around £80k to Sport England to develop our work with disabled adults.</p> <p>In celebration of the Olympic Games, Reardon Court Care Home held their own Olympic Games for residents, tenants and day centre clients in July. Highlights included -</p> <ul style="list-style-type: none"> • volleyball and discus throwing • basketball and floor target • presentation of medals, followed by a cream tea. <p>Our Greenways initiative improves access to our parks and open spaces by providing paths suitable for wheelchairs.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Our New Options Team facilitated wheelchair users and service users with cerebral palsy to access and use the Lee Valley Athletics Centre. In addition, all festivals and special faith days are recognised and celebrated, and events such as special food days of other cultures are organised on a regular basis. They also ran 'Link' sessions, both during daytime activities and also at evening and weekend clubs - this allows service users of mixed ability levels to interact and take part in the same activities. Seated 'keep-fit' sessions allow all clients to take part (including those with mobility problems). Other activities include one-to-one outreach that allows a quality day service to be provided for the more physically challenged and those requiring a higher level of input, the employment of specialist sectional workers to enable all service users to gain the maximum benefit from sessions, and the establishment of a Friday Lunch Club where all service users, irrespective of ability, can share together in a hot meal.</p> <p>Southgate Leisure Centre underwent a major refurbishment during 2012. The work included the installation of a lift that means that the first floor is now accessible to wheelchair users/ people with other disabilities.</p> <p>Both Albany Leisure Centre and Southgate Leisure Centre are to install disability changing equipment - harnesses to move a disabled person from a changing bed to their wheelchair and vice versa. The changing beds will be able to move up and down to make the process of moving the person as easy as possible. This equipment is specifically aimed at people with severe disabilities. Fusion, the operator of our leisure centres, has agreed to make this equipment available for use by any disabled person whether or not they are making use of the leisure centre. This means that Southgate and Albany town centres are accessible to people with severe disabilities e.g. for shopping etc. as they will have somewhere to change if required. This hasn't previously been the case, and families that include a disabled person have often said that they don't go to certain areas precisely because of the lack of changing facilities available.</p> <p>Work with younger people</p> <p>The Millfield Youth Theatre in Edmonton is free to participants.</p> <p>The Enfield Town Autumn Show to those 16 years old and under, and there is an emphasis on providing a wide range of activities for young people.</p> <p>All Enfield Leisure facilities provide free swimming for young people (16 years old and under) during the school holidays, and free gym use during selected times.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with older people</p> <p>Many of the outdoor gyms installed in various locations throughout the borough have seen an increase in the number of older people that use the equipment to keep fit, despite that equipment not being specifically designed for the elderly. This has been especially evident in Pymmes Park in Edmonton.</p> <p>Our Leisure Services Active with Ease project encourages adults (16+) who are sedentary to participate in physical activity at a level that suits them. Over 50s activities including Tai Chi, swimming, bowls and classical dance are also delivered by the team.</p> <p>The Energy Card for the 50 Plus Group allows at least one hour free swimming a week for older people at Arnos Leisure Centre.</p> <p>Work with women</p> <p>Our Leisure Services Team delivered buggy walks for new mums during August.</p> <p>Dugdale Centre, Millfield Theatre, and Forty Hall Museum now have high quality baby-changing facilities and places for pregnant women to rest during their visit.</p> <p>Edmonton Leisure Centre has women-only sessions that attract many Muslim women. This is currently just for swimming but we are looking at expanding it to other activities at the centre.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with all communities</p> <p>Our Library Service has involved a range of residents in the following activities during the last year -</p> <ul style="list-style-type: none"> • a Changing Minds Mental Health Social Inclusion workshop at Enfield Town Library • Bullsmoor Library hosted two sessions with Radio Marathon. The main audience at these sessions were young adults with learning difficulties. • John Jackson Library has hosted the following activity: <ul style="list-style-type: none"> ➤ intergenerational IT ➤ Albanian women's weekly meeting ➤ Turkish mothers of Kingsmead children weekly meeting ➤ Adult Learners Week events ➤ Victim Support use the Community Room ➤ MIND use the Community Room ➤ Chatterbooks ➤ Over 50s club ➤ Makaton for children and their carers <p>The Enfield Festival provides a range of free and low cost learning and participatory activities across the borough. At Forty Hall, many of the activities are free or low cost, targeted at culturally specific groups from the east of the borough.</p> <p>Salisbury House provides free activities and a place to meet.</p> <p>Edmonton Green Shopping Centre provides an annual programme of free sports e.g. a climbing wall and basketball, cultural, and arts activities e.g. cinema, festivals, events and workshops.</p> <p>The Dugdale Centre in Enfield Town provides low cost activities during holidays and provides a place to meet.</p>
1.7	High quality services that promote equality of opportunity and reduce inequality	<p>Work with all communities</p> <p>The Council measures its performance around equality and diversity against the requirements of the Equality Framework for Local Government. At the time of writing we have assessed ourselves as reaching the 'moving towards excellent' level of the Framework.</p> <p>All Council services undertake equality impact assessments/analyses of both services and relevant proposals to assess the impact on different groups in the community. These assist managers to ensure that their services have positive impacts on different groups, and help advance equality of opportunity and access, combat discrimination, and promote community cohesion - the three requirements of the Public Sector Equality Duty in the Equality Act 2010.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
1.8	High quality accessible value-for-money customer-focused services are provided	<p>Work with our Black and Minority Ethnic communities</p> <p>The Council has enhanced its service that is available through our website. Recent improvements include the introduction of Google Translate that allows translation into 65 languages.</p> <p>The Council sub-contracts the delivery of English for Speakers of Other languages (ESOL) classes to four community providers, and delivers classes directly to parents in 15 primary schools. During the last academic year, the number of ESOL enrolments was 650. The provision reflects the priorities in the Council's ESOL Strategy, one of which is aimed at helping adults needing functional English to access employment and integrate into wider British society. All the courses are at the lower levels where the need is greatest.</p> <p>Work with people, and their carers</p> <p>The Council has enhanced its service that is available through our website. Recent improvements include –</p> <ul style="list-style-type: none"> • A text to speech facility that translates web pages into speech – this has been used 158 times since March 2012. • Introduction of a range of accessibility settings that can be used to change text sizes, contrast website colours etc. This has been used 1010 times since March 2012. • We are also developing British Sign Language videos for the top 25 used services - these will be developed in partnership with the local Enfield Deaf Image Group, and will be introduced by the end March 2013. <p>The Council's Customer Services Centre achieved Louder than Words accreditation that is recognition of the services available to customers with hearing impairments.</p> <p>Our Cemeteries Service has provided a ramp for wheelchair users to aid access to the chapel at Lavender Hill Cemetery.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with vulnerable people</p> <p>In 2012, our Customer Services Centre outsourced the emergency out-of-hours call handling services, including the Make Safe Housing Repairs Service, to a Pan London Framework Contract with nine other London Boroughs. This has led to improved call response rates and improved abandonment rates for all customers calling the Council between 6pm and 8am Monday to Friday, and on all weekends and bank holidays. In addition, there is a shared pool of Customer Services Advisors being utilised across the London Boroughs so sharing of best practice also results from this service.</p> <p>The need for vulnerable people to access good information and advice in order to use their personal budgets effectively was highlighted through consultation and engagement. The Council's response was to work in partnership with an IT provider to develop an e-market place through which people can browse through the different services available, share information, and drive market developments. The launch of the e-market place has significantly improved access to information about social care services for all vulnerable adults (older and disabled people, and those with learning disabilities and mental ill health issues) and their carers.</p> <p>The Council undertakes consultation about its budget annually - this includes provision of information packs information on our website, and holding various forums and meetings throughout the borough e.g. with the Enfield Over Fifties Forum, the Deaf Project Group, and all Enfield area forums.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
1.9	Carers are recognised and supported in their caring role	<p>Work with people with disabilities, and their carers</p> <p>Our work to develop a Carer Strategy highlighted a particular group of carers who, through their caring role, were financially disadvantaged through being unable to work, train, or enter education. In response to this, a direct payment scheme specifically for carers within this group was developed and implemented at the beginning of 2012/13. Direct payments will enable carers of vulnerable people, who are themselves vulnerable, to maintain their own health and wellbeing.</p> <p>We have published a new Essential Guide 2012—2014 on Health, Housing and Adult Social Care services to help Enfield residents find out about services available in and around the Borough. It covers a wide range of topics, from leisure activities and money matters to health and support for carers.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
<p>2. Growth and Sustainability</p> <p>2.1</p>	<p>Improve the public realm, introducing better design, cleaner streets and a greener, more sustainable environment</p>	<p>Work with people with disabilities, and their carers</p> <p>In addition to the construction of new pedestrian crossings, the Council allocates £45,000 each year from within its Highway Capital Programme for the construction of dropped kerbs. This budget allows the construction of about 20 pairs of dropped kerbs which are generally constructed opposite each other at road junctions in order to facilitate pedestrian movements where people use wheelchairs, children's pushchairs etc. These are generally constructed in response to requests that are sent in from Councillors or residents directly.</p> <p>The specification in our Highways and Civil Engineering Works Contract required our contractor to submit, as part of his tender submission, his policies for ensuring equality in his service delivery. Engineers supervising works on site therefore ensure that the contractor fulfils his obligations such as ensuring temporary barriers are placed around roadworks, complete with top and bottom rails in accordance with the national codes of practice, and also temporary ramps at kerbs where pedestrians are directed around roadworks. These measures benefit all pedestrians, but particularly those with mobility problems, children in pushchairs and people who are visually impaired. We also have a team of Streetwork Inspectors who check contractors who are undertaking utility works throughout the borough to ensure that their signs, guarding, barriers and temporary pedestrian facilities comply with codes of practice in order to ensure all pedestrians are properly catered for.</p> <p>The Council has a Bus Stop Accessibility programme that seeks to make it easier for the mobility impaired to get on and off buses. The main way we do this is ensuring the bus can get to the kerb, (reducing the height people have to step up or down to/from the bus), ensuring the kerbs are the correct height, and removing street clutter from around the bus stop.</p> <p>Any new pedestrian crossings we introduce are of particular benefit to the mobility impaired. They include tactile paving (and, in the case of traffic light crossings, audible or rotating cone warnings) to assist visually impaired users.</p> <p>Our 20 mph zone programme particularly improves safety for mobility impaired residents and the young by slowing down traffic.</p> <p>We contributed £100k in 2011/12, and will contribute a further £100k, to the introduction of lifts to Edmonton Green Station. This allows easier access for mobility impaired users, particularly wheelchair users.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
2.2	Improved quality of life for residents through regeneration of priority areas	<p>Work with our Black and Minority Ethnic communities</p> <p>Our Neighbourhood Regeneration Team's activities during 2012 included -</p> <ul style="list-style-type: none"> • translating documents into key languages for particular wards for consultations in Edmonton and Ponders End • holding a specific consultation event with Enfield Racial Equality Council (EREC) on regeneration and planning proposals in July • ensuring that there are representatives from equalities community groups on neighbourhood panels and on the Ponders End Partnership <p>Work with older people</p> <p>Our Neighbourhood Regeneration Team's activities during 2012 included -</p> <ul style="list-style-type: none"> • consulting with and making presentations to Age UK Enfield, the Enfield Over 50's Forum and other age specific groups • holding targeted events, such as the Tea Jive in September <p>Work with women</p> <p>Our Neighbourhood Regeneration Team's activities during 2012 included -</p> <ul style="list-style-type: none"> • targeting women's groups for consultations in Edmonton and Ponders End • involving Enfield Women's Centre in consultations and local events

REF.	OBJECTIVE	PROGRESS DURING 2012
<p>3. Strong Communities</p> <p>3.1</p>	<p>Increase the range of ways that residents and businesses can engage with the Council, give their views and influence decision-making</p>	<p>Work with people with disabilities, and their carers</p> <p>Our Neighbourhood Regeneration Team's activities during 2012 included -</p> <ul style="list-style-type: none"> • holding a specific consultation event with One to One (a youth group for young people with learning disability) on the Council's regeneration and planning proposals in July • ensuring that representation at neighbourhood panels includes people with disabilities, and that they take an active role within those groups. We have provided support where needed, including interpreters and key workers • delivering a workshop project funded through the Mayor's Outer London Fund, that included dance workshops for elderly and disabled residents, leading to a final performance at the Tea Jive event at Durant's Park in September • designing consultation and other events to accommodate the needs of the local community, and considering adaptations and accessibility when developing the consultation plans, including how the events are run and the materials that are used e.g. during door knocking for consultation in Ponders End, residents who needed additional support were revisited with the appropriate support including interpreters, key workers and signers <p>Work with all communities</p> <p>We have launched 250 new e-transactions on the website - ranging from enhanced payment e-forms to reporting issues with highways. We have designed the new website to guide customer journeys towards our online transactions. We have also launched a satisfaction survey for the website which is placed as a pop up survey on the homepage for one week each quarter. This feedback is used to measure general website satisfaction. We have also launched a page satisfaction survey which is utilised via the 'traffic lights' scheme on every web page - this gives us valuable detailed feedback on each page of the site. This is actioned monthly by the web team alongside the content providers themselves to directly influence website and content development.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
3.2	High quality services that value diversity and promote community cohesion	<p>Work with our Black and Minority Ethnic communities</p> <p>The Council and partners staged a comprehensive programme of events to celebrate Black History Month in October 2012 that was well received by audiences and participants. Performances included talent shows, talks, films, guest speakers and craft-making events for children.</p> <p>The work of our Learning Disabilities Team at the Formont Centre during 2012 include the following activities –</p> <ul style="list-style-type: none"> • A celebration of Chinese New Year, using photographs, videos, and symbols to bring the Spring Festival to life and look at its myths and traditions. Service users also made a papier mache dragon's head and painted it in bright colours. • A celebration of St Patrick's Day, where service users of Irish descent distributed bookmarks that had been made in the craft session, celebrating the occasion, to other members of the Centre. St David's Day was celebrated in a similar way. • Staff organised a Sunsplash Carnival (on the Notting Hill theme) where everyone wore bright colours, traditional clothing and danced to Caribbean music. A parade took place, relevant flags were displayed, and a multi-cultural menu was presented to enable everyone to taste traditional food in a true carnival atmosphere. <p>Our Libraries Service ran a 'six book challenge' between March and May 2012, in which groups met on a weekly basis. We purchased 15 collections of 'Quick Reads' from the Reading Agency and ran sessions in Fore Street, Bullsmoor, Southgate Circus and Enfield Highway Libraries. In total, 32 people registered for the challenge and of those 16 completed. Monitoring of the background of people who started the challenge showed that three participants were Black Caribbean, ten were Black African, twelve Turkish, three Somalian, one Iranian, one Bengali, one Albanian, one Spanish, and one Thai.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with our faith communities</p> <p>The Dugdale Centre supports people of faith by providing space for church and other religious groups to meet regularly. It also hosted the annual Holocaust Memorial Day event in January 2012 that featured a showing of the film 'Kazik and the Commandant's Car' by Katy Carr, along with performances by local schools, and speeches by local politicians and rabbis. Over 120 people attended the evening.</p> <p>The work of our Learning Disabilities Team at the Formont Centre during 2012 included the following activities –</p> <ul style="list-style-type: none"> • celebrating the Christian faith at Easter, and also looking at the Pagan rituals associated with Easter. This was achieved using photographs, symbols, objects, and a celebration of the benefits of chocolate eggs! • creating a display that reflected Holi, the festival of colours, celebrated by a variety of different cultures. • enabling service users to recognise the Muslim Festival of Eid at the end of Ramadan and its meaning of accepting each other and how it feels to give up something we like. A display of Islamic traditional photographs, and creation of Mendi Patterns and colouring them, supported the festival. <p>Our Neighbourhood Regeneration Team's activities during 2012 included holding specific events to celebrate Bangla Mela and Diwali.</p> <p>Our Cemeteries Service provides two separate Muslim areas in Strayfield Road Cemetery, one affiliated to the Enfield Mosque and the second to the Alevi Cultural Centre. In addition to the existing Christian Baby Section in Lavender Hill Cemetery, and in consultation with the Enfield Mosque, we have established a separate Muslim Baby Section in Strayfield Road so that parents have more choice.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with older people</p> <p>In February and March 2012, the Library Service ran a an 'Intergenerational Project' at John Jackson Library for the Over 50s, teaching them the basic skills for using a computer. They were paired up with a young person from Kingsmead School sixth form. They were taught how to use a mouse and keyboard as well how to set up and use emails and how to search on the internet. Over the course of the project, ten Over 50s were involved. We had lots of positive feedback from the over 50s involved -</p> <ul style="list-style-type: none"> • "friendly no pressure" • "helpfulness of helpers" • "the one-to-one tuition, and the fact that you could bring your own laptop" • "I was able to use my own laptop, to have a young person help me who had plenty of patience" <p>Work with the lesbian, gay, bisexual and transgender community</p> <p>As a result of discussions with the local Enfield LGBT Network, our Library Service ordered 20 new books for the LGBT collection in February, and continues to monitor take-up to see if the collection should be expanded in future.</p> <p>Work with all communities</p> <p>The Enfield Festival 2012 brought together more than 100 events and festivals across the borough. The festival entertained people from all age groups, diverse backgrounds, families, individuals, and people of faith and disability. The 2012 Festival was completed at the end of September 2012.</p> <p>The Council's Communities Team works with services from across the Council, informing them of the results of corporate consultation and engagement activities. The team promotes a greater level of understanding among service providers of the views and aspirations of residents and service users. By providing information, advice and support, the team is contributing positively to an overall sense of satisfaction with the Council from local residents. The Enfield Residents Survey of 2011 reported the highest recorded level of resident satisfaction with the Council at 62%. By closely monitoring and analysing resident satisfaction, including the views of different communities, the team is able to advise and support senior managers in their efforts to improve the quality and reach of their services.</p> <p>The Council's Citizenship Team will continue to work in close collaboration with our Community Safety Unit and Enfield Police to focus on key postcode areas in the borough where young people are at risk of being 'recruited' to join local gangs. Initiatives have included older volunteers mentoring disaffected young people who do not necessarily have good social skills or solid family networks in place. A key objective of this service is to encourage young people to consider positive opportunities in life and not get involved in anti social behaviour, petty crime or gang culture. Working together helps to break down stereotypes that exist between these generations, allowing mutual respect and understanding on both sides that develops through the supportive and non-judgemental environment that both the volunteer and young person work within.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
3.3	A thriving voluntary and community sector that makes a positive contribution to the achievement of key local issues	<p>Work with older people</p> <p>The Enfield Over 50s Forum moved into their new office in Millfield House, and now enjoy the improved accessibility offered in that building.</p> <p>Work with lesbian, gay, bisexual and transgender community</p> <p>The Council identified a lack of support for the local LGBT community. As a result, we supported the local Enfield LGBT Network by making a funding contribution towards their Chief Officer post.</p> <p>Work with volunteers</p> <p>The Council supports Enfield Voluntary Action (EVA) to run a Volunteer Centre in Enfield (VCE) to promote services to Volunteer Involving Organisations (VIOs) to support development of volunteering opportunities and good volunteer management practice by providing mentoring support and on-line information services and training courses. EVAN/CE has registered over 2000 local people to volunteer.</p> <p>The Council's School Member Governor Service has promoted a targeted 'Governor Recruitment' poster campaign to encourage more members of all communities to consider becoming school governors. Posters were published in local libraries and civic buildings, on public notice boards and in the local press. Schools were also encouraged to actively publish their vacancies locally on school notice boards and by handing out fliers.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
3.4	Effective local partnership working to improve the health and wellbeing of all residents	<p>Work with people with disabilities, and their carers</p> <p>During 2012, we established that people in Enfield were poorly served by stroke services through qualitative analysis and benchmarking data. As a result, a Stroke Strategy was developed and implemented that has resulted in the development of stroke services which have significantly improved outcomes for disabled people, including better achievement of rehab goals, access to better information across the whole community, and improved support.</p> <p>The work of our Learning Disabilities Team at the Formont Centre during 2012 include the following activities –</p> <ul style="list-style-type: none"> • supporting service users and their families through the end of life and bereavement process, using culturally sensitive methods, including social stories (celebrating the life of the person, the faith and beliefs), to prepare for the end of life and coping mechanisms for the loss of a loved one. • staging a Mini Olympic sports day, whereby a number of countries were represented by service users and staff (by picking names out of a hat), and in their diverse teams representing a particular country. Everyone took part in races, swimming races and pool basketball, water gun shooting range, archery, bowling and other sports. Winners were presented with gold medals in true Olympic tradition. A display board with the history of the Olympics and Paralympics supported the event. • staging an Art Exhibition in March promoting the creativity of people with disabilities, and supporting their achievements by holding an auction of the artwork that was very successful with celebrity guests in attendance. • holding regular health monitoring, blood pressure, and GP liaison sessions, working in partnership with Community Nurses. A mobile optician and dentist were also involved. • establishing staff champions for communication, epilepsy, dysphagia, and community access, along with a transition co-ordinator, and equalities and diversities cultural advisors. • a staff member has now been fully trained in sexual relationship awareness and supports occupational therapists to run sessions throughout the borough.

REF.	OBJECTIVE	PROGRESS DURING 2012
3.5	<p>Deliver the Safer and Stronger Communities Board priorities including reducing levels of crime and anti-social behaviour</p>	<p>Work with people with disabilities, and their carers</p> <p>In July 2012, the Council's Community Safety Unit, with the support of the Enfield Hate Crime Forum, organised a public event that highlighted the need to improve reporting services for disability hate crime. The event featured a moving performance from One-to-One (a local charity supporting people with learning disability) on how to identify disability hate crime, along with an insight into hate crime legislation by Enfield Disability Action.</p> <p>Work with our Black and Minority Ethnic communities</p> <p>In October 2012, a special Enfield Hate Crime Forum brought together speakers from Hope, not Hate and Show Racism the Red Card to present to the local community in Edmonton. The speakers empowered the community to understand the importance of good community relations and how young people can bring communities together.</p> <p>Working with young people</p> <p>In January and February 2012, the Community Safety Unit invited young people from around the borough to come together and showcase their aspirations and talents at two different venues. The selected few from these two events went on to share their dreams to a packed audience at the Millfield Theatre late in February 2012.</p> <p>In September 2012, the Community Safety Unit asked primary school pupils from the borough to nominate their Paralympian of choice, who inspired them the most. Prizes were awarded for the most inspiring nominations out of all the entries received.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with lesbian, gay, bisexual and transgender community</p> <p>The Council's Park Avenue Disability Resource Centre works in partnership with many voluntary sector service providers, and, in 2012, received training from the Enfield LGBT Network to allow the centre to be a hate crime reporting centre. Park Avenue offers a fully accessible and supportive environment, and is well placed to offer this service to lesbian and gay residents of the borough.</p> <p>The Council worked in partnership with the Enfield LGBT Network with the support of the Enfield Hate Crime Forum to stage its first ever event to celebrate LGBT History Month at the Dugdale Centre in February 2012. Around 75 people attended.</p> <p>Work with all communities</p> <p>In March 2012, Fair Trading Officers provided a training session at the Ruth Winston House. The two-hour session identified how Enfield residents become victims of crime on their doorstep, and what mechanisms people can employ to avoid this happening. The training was attended by twenty session leaders and partner organisations, with the aim of cascading information to the community, empowering local residents to understand the dangers of some doorstep callers and to take positive steps to prevent themselves becoming victims of crime.</p> <p>Work with pregnant women</p> <p>Our Community Safety Unit has worked on the following initiatives around domestic violence over the last year –</p> <ul style="list-style-type: none"> • we delivered Domestic Violence/Intimate Partner Violence Awareness sessions at the Young Parent's Project (to young women who were pregnant or had a child) • we developed close working links with Health Visitors and supported/worked in collaboration on their Routine Enquiry Protocol. All Health Visitors, School Nurses and midwives trained in Enfield talk routinely about domestic violence with pregnant women and every mother with a child under one year old. This has led to higher rates of disclosure and early intervention/prevention • we have undertaken focused work in secondary schools on Violence Against Women and Girls including coercion and sexual exploitation • we have introduced a multi-agency partnership Safe Choices programme identifying girls and gang-affected girls at risk of domestic/sexual violence – this involves a six-week group work programme to promote positive choice and outcomes • we have embedded the provision of training facilitated by the Domestic Violence Coordinator into the Enfield Safeguarding Children's Board annual programme and other areas including Health, Police, Probation, Housing, Multi Agency partners etc. • we have produced a Joint Housing Providers Protocol for Local Authority Community Housing, Enfield Homes and accredited Registered Providers (RSLs) that outlines good practice guidance and minimum standards to reduce risk for victims and hold perpetrators accountable • we have commissioned research for gang-affected girls to identify problems encountered by young women and girls in Enfield in relation to gangs and sexual exploitation

REF.	OBJECTIVE	PROGRESS DURING 2012
3.6	Young people have access to a range of positive activities	<p>Work with people with disabilities, and their carers</p> <p>Our Youth Support Service commissioned a project with the Joint Disability Service to arrange "buddies" to help disabled young people to access mainstream facilities such as youth clubs.</p> <p>Work with young people</p> <p>Our Leisure Services Team runs 'Street Active' sessions that have attracted significant numbers of young people from BME communities to the different activities. These sessions are targeted at young people aged between 8 and 24 in the east of the borough.</p> <p>Girls are encouraged to participate in the girls and women-only sessions as part of the Street Active sessions provided by Leisure Services. During International Women's week in March, we held activities in partnership with the Everybody Active Team, four local sports clubs and Enfield Children's and Young Peoples Services. We also run ongoing women-only activities in yoga and Pilates. We also held targeted activities during national Men's Health Week.</p> <p>Our Leisure Services Team runs activities for under-fives throughout term time and the summer holidays including tots football, pre-school gym, tots trampolining, ballet and pony rides - all activities were extremely popular, and needed extra sessions put on over the summer.</p> <p>Our Neighbourhood Regeneration Team's activities during 2012 included -</p> <ul style="list-style-type: none"> • holding events in partnership with youth area forums e.g. New Southgate event in June • holding youth specific consultations with youth area forums, the Youth Parliament, and secondary and primary schools • working with youth area forums to design consultation questionnaires to target young people in Edmonton and Ponders End. <p>80 young people in all have attended Area Youth Forum meetings. There are 16 young people fully elected onto the Enfield Youth Parliament (EYP), and a further four EYP members are nominated to represent specific services.</p> <p>The Council's Positive Activities for Young People Commissioner facilitated the involvement of young people in designing, commissioning and reviewing the successful Summer 2012 University programme. Young people prioritised provision, allocated resources and monitored implementation. The programme was hugely successful with over 800 young people enjoying a wide range of opportunities.</p> <p>Our Schools and Children's Service has worked in partnership with NHS (North Central London) to actively engage young people in the Child and Adolescent Mental Health Service Transformation Project.</p>

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>There are currently two annual events for primary schools, and one event annually for secondary schools, that encourage and support pupils to get involved in work of school councils.</p> <p>Social media, and the Youth Enfield and 4YP Facebook pages in particular, are being actively used to promote services and opportunities. The launch of a new youth portal enables young people to give their views and have better access to information. We have also redesigned the Youth Support Service website to address feedback that online information on activities and services for young people were not easy to find. Consultation with young people through our Youth Centres helped shape the final design. The content structure has also been revised in response to help young people navigate and find information quickly. The new design gives news, events, opportunities and ways to get involved - all in one place. We wanted a design that appealed to all young people, no matter their background or circumstances.</p> <p>We have also started to use Facebook to promote and invite young people to our youth support service events, including some that may appeal to specific communities and faiths and people of different sexual orientation. This has the added advantage of tracking who may be interested in coming along as well as extending invites to 'friends' of the young people who have 'liked' our page.</p> <p>Work with parents of young people</p> <p>Our Parental Engagement Project (PEP) continued to work with families that are isolated or who do not normally engage with others outside of their own communities. Parent Champions bridge the gap between the community and professional support. PEPs now operate in Bush Hill Park, Lower Edmonton, Upper Edmonton, Turkey Street and Enfield Island Village. Positive outcomes include -</p> <ul style="list-style-type: none"> • accredited helpers advising new mothers on the importance of breastfeeding. • raising awareness around childhood obesity, healthy eating and early health screening. • identifying early speech and language issues • delivering workshops to young people and parents around managing conflict within secondary schools. • delivering accredited Parenting Programmes • volunteers working in schools with reading and writing projects.

REF.	OBJECTIVE	PROGRESS DURING 2012
		<p>Work with women</p> <p>Our Youth Services Team commissioned a project called Goals for Girls from the Enfield Children's and Young Peoples Service to provide football and other activities for girls only in Edmonton with all female staff and coaches.</p> <p>Work with lesbian, gay, bisexual and transgender community</p> <p>Enfield schools work closely with Stonewall and are an 'Education Champion'. We have just recently completed an assessment against their Education Equality Index, and Enfield came eleventh nationally. We are aiming to get in the top ten next year.</p> <p>In 2012, the Children's Trust Commissioning Service identified a gap in provision for young LGBT people. Discussions with the Enfield LGBT Network and Enfield Children's and Young People's Service illustrated the need for a regular drop-in session where young people could socialise and discuss issues relevant to their lives in a safe and supported environment. Funding was allocated to help develop this provision and the new service was launched in June 2012. The group meets monthly and is facilitated by positive role models. Individual mentoring is available to any young LGBT person who requires more intensive support.</p> <p>Work with pregnant women</p> <p>The Council's Teenage Pregnancy Service has contributed to dramatic reductions over recent years in the rates of teenage pregnancy in Enfield. In addition, services for teenage parents have improved. For example, in both 2011 and 2012, teenage mothers from Enfield, together with their babies, have attended a weekend of motivation and aspiration-increasing activities at Brunel University. All those who attended in 2011 have since enrolled at college.</p>

Our Equality and Diversity Action Plan 2010-14

The action plan covering 2010-14 sets out the activities undertaken as a Council to tackle inequality in Enfield. This plan was developed through consultation with our partners in the voluntary and community sector who are the umbrella groups representing all aspects of equality and diversity in the borough i.e.

- Enfield Racial Equality Council
- Enfield Disability Action
- Enfield Women's Centre
- Enfield Over Fifties Forum
- Age UK Enfield
- Enfield Faith Forum, and
- Enfield Lesbian, Gay, Bisexual and Transgender Network

In our Equality and Diversity Annual Reports, we will update you on the progress we are making against these actions. This year's annual report shows you what progress we have made since 2011.

REF.	ACTION	PROGRESS SINCE 2011
1. KNOWING OUR COMMUNITY/EQUALITY MAPPING		
1.1	Equalities Monitoring	
1.1.1	Produce detailed baseline data for equalities monitoring	Population projections are produced on an annual basis covering all protected characteristics, and are made available to managers to analyse against service take-up information.
1.1.2	Produce annual reports on all services undertaking equalities monitoring	<p>We now monitor a wider range of services than we ever have done before in order to effectively plan and develop services for the future. We do this on an annual basis by asking managers to –</p> <ul style="list-style-type: none"> • identify the main findings arising from analysing the data • list what actions they plan to take as a result • identify any problem areas, and • promote areas of best practice in their service areas that could be transferable across the organisation. <p>The results are then presented to the Corporate Equalities Group, the Corporate Management Board, and also to the regular meeting we have with Enfield Racial Equality Council. It is also circulated to other key umbrella voluntary and community sector organisations with an interest in equality issues. We also issue regular guidance to managers on monitoring their services, and have recently updated our equalities monitoring categories to take account of the new protected characteristics and the 2011 Census results.</p>
2. PLACE SHAPING, LEADERSHIP, PARTNERSHIP AND ORGANISATIONAL COMMITMENT		
2.1	Policy and Action Plan Development and Review	
2.1.1	Ensure that general update information for staff on equality and diversity issues is produced and distributed, particularly regarding service planning, impact assessments/analyses and the implications of future legislation.	<p>The Council produces an Equalities Matters newsletter on a regular basis to keep staff abreast of current equality and diversity developments.</p> <p>Presentations on the Equality Act 2010 have been given to councillors and senior officers.</p>
2.1.2	Ensure that the Council's Valuing Diversity and Equal Opportunities Policy is reviewed annually, and that the Council's Equality and Diversity Action Plan is reviewed every four years	The Council's Valuing Diversity and Equal Opportunities Policy was last reviewed in September 2012, and the current Council Equality and Diversity Action Plan covers 2010 to 2014.

REF.	ACTION	PROGRESS SINCE 2011
2.1.3	Publish regular progress to the Council's Equality and Diversity Action Plan (CEDAP) covering 2010-2014, and make it available in a variety of relevant formats	The Council Equality and Diversity Action Plan was originally published in our Equality and Diversity Scheme Annual Report 2010, which is available in hard copy and on the Council's website. We offer to provide copies in other formats on request. Updates appear in subsequent annual reports.
2.1.4	Make equalities and diversity information easier for customers to access on the Council's website	Many of the Council's publications on equalities and diversity issues are available on the Council's website, including our Valuing Diversity and Equal Opportunities Policy and copies of all equality impact assessments/analyses undertaken by Council services.
2.2	Complying with Existing Legislation	
2.2.1	Publish an Equality and Diversity Annual Report including progress reports on actions, and ensure they reach the widest possible audience through innovative and creative distribution	This Annual Report is the latest version of our Equality and Diversity Scheme, and is published on the Council's website. Copies in other formats are provided on request.
2.3	Equality Framework for Local Government	
2.3.1	Achieve Council accreditation at the excellent level of the Equality Framework for Local Government	At December 2012, the Council had achieved the 'moving towards excellent' level of the Framework, and is working towards achieving the 'excellent' level.
2.4	Forthcoming Legislation	
2.4.1	Comply with forthcoming legislative requirements of the Equality Act 2010	The Council complies with all current requirements of the Equality Act, and awaits the results of the forthcoming Government review
2.5	Enfield Strategic Partnership (ESP)	
2.5.1	Revise the ESP equalities action plan so that partners from all sectors can have a shared vision of equalities and diversity	A revised Equalities Statement was approved by ESP Board in July 2011, and a revised Equality and Diversity Action Plan was approved at the December 2012 Board meeting.
2.5.2	Improve the engagement of representative voluntary and community sector equality groups in the work of the ESP	As a result of the recent review of the structure of the ESP Board, many members of the Board represent organisations working in the field of equality.
2.6	Promoting Equality and Diversity	
2.6.1	Plan a programme of equality and diversity promotional events	Equality and diversity events are held throughout the year, and include Black History Month events, LGBT History Month events and Holocaust Memorial Day.

REF.	ACTION	PROGRESS SINCE 2011
3. COMMUNITY ENGAGEMENT AND SATISFACTION		
3.1	Engagement and Consultation	
3.1.1	Implement the Council's Engagement Framework and produce an accompanying Toolkit	The ESP produced an Engagement Framework in 2010, alongside a toolkit that shows how the standards highlighted in the Framework, can be put into action. The Toolkit looks at each stage of the engagement process. Starting with the planning stage and finishing with providing feedback and evaluating engagement activities, it also provides partners with details of useful resources and contacts.
3.2	Equality and Diversity Scheme Annual Report	
3.2.1	Consult fully on the Council's Equality Scheme Annual Report,	The Annual Report was developed through consultation with our partners in the voluntary and community sector who are the umbrella groups representing all aspects of equality and diversity in the borough.
3.3	Council's Equality and Diversity Action Plan (CEDAP)	
3.3.1	Circulate revisions to the CEDAP for consultation to the umbrella stakeholder groups for each equality strand	The Plan was also developed through consultation with the partners in the voluntary and community sector mentioned above.
3.3.2	Elected members should be consulted on, and approve/endorse, the CEDAP	The current Action Plan was approved by the Council's Cabinet in 2010.
3.3.3	Circulate any revisions to the CEDAP for consultation to relevant trades unions and staff groups	Trades unions and the Minority Ethnic Staff Group were consulted on the current Action Plan.
3.4	Valuing Diversity and Equal Opportunities Policy	
3.4.1	Consult on revisions to the Council's Valuing Diversity and Equal Opportunities Policy with all stakeholders	The Policy is reviewed annually, and is submitted for approval by elected members, the Corporate Equalities Group, staff groups and partners in the voluntary and community sector.
3.5	Community Cohesion Strategy	
3.5.1	Develop a partnership-wide Community Cohesion Strategy	Enfield Strategic Partnership's Community Cohesion Strategy, "Enfield Together", was published in September 2010. The strategy demonstrates our vision of building a cohesive borough that all people can identify with, feel proud of, and where everyone is valued, built upon positive relationships within and across local communities that create a sense of belonging.

REF.	ACTION	PROGRESS SINCE 2011
4. RESPONSIVE SERVICES AND CUSTOMER CARE		
4.1	Complaints	
4.1.1	Maintain a complaints system that meets the best practice guidance contained in the Local Government Ombudsman's "Guidance on Running a Complaint System" comprising the six principles of accessibility, communication, timeliness, fairness, credibility and accountability	Training courses for officers investigating complaints are run by the Ombudsman Service, and focus on effective complaints handling.
4.1.2	Report any instances of upheld complaints with a significant equalities dimension to the Corporate Equalities Group twice yearly	Any equalities issues arising from the regular six-monthly review of organisational learning from complaints are passed to the Corporate Equalities Group.
4.2	Equalities in Procurement	
4.2.1	Review relevant procurement and contracted services with regard to performance against equality targets and objectives, and monitor regularly – this should cover both service delivery and employment issues	All contracts are let on the basis of satisfactory evidence of compliance with the Council's equality policy. Contractors must continue to comply throughout the term of the agreement. Contracts are all managed by a named "contract owner" who is responsible for ensuring that suppliers meet, and continue to meet, equality requirements throughout their contract term.
4.3	Equality Impact Assessments/Analyses (EQIAs)	
4.3.1	Carry out programmes of generic retrospective and predictive equality impact assessments/analyses covering all strands of equalities and diversity, and ensure that all stakeholders have opportunities to engage in the EQIA process	Every service within the Council undertakes a retrospective equality impact assessment/analysis as part of a three-year rolling programme. Predictive EQIAs are carried out whenever a relevant new proposal is considered. A constituent part of the EQIA process is the need to consult with all stakeholders to assess impact on different groups. All EQIAs are published on the Council's website.

REF.	ACTION	PROGRESS SINCE 2011
5. A MODERN DIVERSE AND REFLECTIVE WORKFORCE		
5.1	Harassment Policies	
5.1.1	Improve understanding of the definitions of bullying and harassment and improve awareness of the support available to staff	Our Anti Harassment Policy is the Council's guidance on dealing with harassment that occurs within the community, and between members of the public/service users and Council employees or Councillors. Harassment occurring between employees is covered by the Council's Dignity at Work Policy. More detailed guidance on dealing with hate crime issues in schools was launched in 2011.
5.2	Monitoring and Reviewing	
5.2.1	Produce recruitment and workforce monitoring reports on a regular basis to measure the Council's performance in relation to ensuring that the Council workforce continues to mirror the make-up of Enfield's economically active population.	Reports outlining the employee profile and the recruitment profile are currently produced for the Corporate Management Board twice yearly. Employee data is produced as at 31 March and 30 September. The recruitment activity and profile is produced for annual and half year figures. Latest figures show that the proportion of BME staff matches the percentage of economically active BME residents in the borough's population.
5.2.2	Develop initiatives to improve the number of women and under-represented groups in senior management positions	We have designed a 'Women into Management' programme and offer mentoring to the women into management groups. We also continue to encourage applications from BME and female staff onto management development programmes. We have also introduced personal effectiveness training aimed specifically at giving BME staff the skills and confidence to apply for more senior posts within the organisation.

REF.	ACTION	PROGRESS SINCE 2011
5.3	Recruitment and Selection	
5.3.1	Undertake random sampling of recruitment activities to ensure compliance with the Council's equalities policies and the Recruitment Policy and procedures	<p>Random sampling of recruitment was undertaken between September 2009 and February 2010. Concerns had been expressed around the number of ethnic minority applicants who had applied for jobs compared with the number being offered employment with Enfield Council. At the recruitment and short-listing stage, there were no findings of intentional bias. As a result of the exercise, the following actions were agreed -</p> <ul style="list-style-type: none"> • Increasing the use of tests and presentations during the interview processes • Introduction of a mandatory form to include ethnicity and other equality strands, as part of the recruitment process • Banner advertising in the BME press • A move towards greater use of CVs <p>Another audit of internal recruitment processes and sampling of job offers is being conducted. The scope of the project has been broadened to also include focus groups' and candidates' perceptions, therefore the target date has been moved to March 2013.</p> <p>The project now incorporates a review of our Human Resources processes and procedures along with recommendations from peer reviews to ensure that the Council's recruitment process does not discriminate against any individuals with a protected characteristic.</p>
5.3.2	Carry out recruitment/employment workshops and consultation targeted at people with disabilities to ensure that the Council workforce continues to mirror the make-up of Enfield's economically active population.	The Council continues to be represented at specialist recruitment events and fairs – this is dependent on the lifting of the current moratorium on the external advertisement of jobs.
5.3.3	Improve the awareness of managers on disability and legal aspects of reasonable adjustments	The Council revised its Disability Policy following the Equality Act 2010. We continue to train managers on our Recruitment and Selection course about the Two Tick scheme, and the importance of making reasonable adjustments. Our Principles of Managing Absence and Attendance have been updated with a section on disability-related absence. Associated bitesize training explains the duty of employers to manage disability related absence and make adjustments were reasonable at work.

REF.	ACTION	PROGRESS SINCE 2011
5.3.4	Create an equality framework in line with the Equality Act	Framework completed by 1st April 2011. The Council meets all current legal requirements, although these may change as a result of the ongoing consultation around the Equality Act.
5.3.5	Support engagement with staff groups such as the Minority Ethnic Staff Group and the Staff with Disabilities Action Group	Achieved - both groups are now fully established and meet regularly to discuss staff concerns.
5.4	Development and Training	
5.4.1	Continue to develop a management training programme for both new and aspiring managers, middle managers and senior managers	Training programmes have now been developed, and are continually reviewed.
5.4.2	Develop management development training specifically aimed at under-represented groups	BME and female staff are given priority on management and leadership courses as they are under-represented at senior levels in the Council's workforce. A personal effectiveness training course for BME staff graded at PO level and above was piloted between July and September 2012.
5.4.3	Develop a training programme for elected members to raise awareness of equality and diversity issues	A training programme has been developed, and training sessions have taken place. Awareness raising sessions on our legal requirements were delivered in July 2012.
5.5	Equal Pay	
5.5.1	Develop and publish an Equal Pay Policy Statement	The Localism Act requires councils to annually adopt a statutory pay policy which Enfield is currently drafting. The policy states that the appropriate rate of pay for each job is established through the application of an appropriate job evaluation scheme. The Pay Policy was adopted in February 2012.
5.5.2	Publicise equal pay policies, procedures and targets to staff	The Council's Equal Opportunities in Employment Policy includes a statement that the Council will avoid unlawful discrimination in all aspects of employment including pay and benefits. The policy is backed up by policy updates on a range of human resources issues. The Pay Policy was adopted in February 2012.
5.6	Staff Appraisal Mechanisms	
5.6.1	Review and improve the equality competency	A customer and community focus staff appraisal competency was developed in winter 2010 that focuses on equality and diversity issues, and is a core behaviour in the Competency Framework.

Our equality performance indicators

NO.	INDICATOR	2009/10	2010/11	2011/12	2012/13
1	Percentage of residents who feel their local area is a place where people from different backgrounds get on well	75.2%	76%	75%	71%
2	Percentage of the top 5% of Enfield Council staff that are women	51.68%	56.69%	54.58%	52.31%
3	Percentage of the top 5% of Enfield Council staff who are from an ethnic minority	15.63%	17.93%	18.89%	15.43%
4	Percentage of the top 5% of Enfield Council staff who have a disability	3.7%	5.19%	3.83%	3.16%
5	Percentage of Enfield Council employees with a disability	4.18%	4.44%	4.3%	Not available
6	Percentage of Enfield Council staff who are from an ethnic minority	22.12%	23.71%	24.32%	23% (target)
7	Percentage of adults with learning disabilities in employment (figures given are quarter 2 of each year)	3.56%	6.85%	14.87%	17.33%
8	Adults receiving secondary mental health services in employment (figures given are quarter 2 of each year)	5	7	92	63
9	Special Education Needs (SEN)/non-SEN gap – achieving 5 A*-C GCSEs including English and Maths	48%	50.32%	44% (target)	Not available
10	Achievement gap between pupils eligible for free school meals and their peers achieving the expected level 4 at Key Stage 4	26.75%	22.60%	23.60% (target)	Not available
11	Adults with learning disabilities in employment (data recorded each November)	Not available	6.85%	14.87%	17.33%
12	Older people who have been made more independent through rehabilitation/intermediate care after a hospital episode (figures given are quarter 2 of each year)	85.39%	92.63%	83.66%	77.68%
13	Carers receiving needs assessment or review and a specific carer's service or advice and information (figures given are for November of each year)	15.78%	21.06%	21.83%	30.46%
14	Social care clients receiving Self Directed Support (figures given are for November of each year)	7.59%	20.53%	44.57%	64.59%

How we assess the impact of our services

The Council uses an assessment questionnaire that service managers use to analyse if the Council's services, functions, policies or proposals could -

- affect any one community group more adversely than another
- prevent people from accessing services, or
- could possibly be discriminatory.

The assessment asks service managers to indicate how they –

- consult about their service with service users and staff
- can improve access to their service and to information about their service
- carry out monitoring of who uses their service
- train their staff to provide an appropriate service

Equality Impact Assessments/Analyses (EQIAs) cover issues around race, disability, gender, age, religion and belief, sexual orientation and all other protected characteristics. An improvement plan at the end of each analysis shows what work needs to be done to improve the service for our customers and staff.

Between 2007 and 2010, we carried out retrospective assessments/analyses of all Council services, and are repeating these again in a three-year programme between 2010 and 2013. In addition, we carry out predictive impact assessments/analyses of any relevant proposals for major changes to services or policies. Copies of assessments can be requested from Martin Garnar – contact details appear on the last page of this report. Our current programme of assessments appears on the following pages. We also publish all EQIAs on the Council's website at http://www.enfield.gov.uk/homepage/399/equality_impact_assessmentsanalyses

Our programme of retrospective equality impact assessments/analyses 2010/11-2012/13

SERVICE CENTRE	DUE
CHIEF EXECUTIVE'S OFFICE	
Communities, Communications, Policy and Performance	COMPLETED
Human Resources including Learning and Development	COMPLETED
ENVIRONMENT SERVICES	
Community Safety	COMPLETED
Occupational Health and Safety	2012/13
Planning and Environmental Protection including Corporate Health and Safety, Building Repairs and Maintenance	2012/13
Highways and Transportation covering Highways, Traffic and Transportation Planning, Fleet Services and Parking Services	2012/13
Waste Management	2012/13
Parks and Open Spaces including Cemeteries	2012/13
FINANCE, RESOURCES AND CUSTOMER SERVICES	
Corporate Procurement	COMPLETED
Property Services	COMPLETED
Corporate Information Technology	COMPLETED
Legal Services including Registration Service	COMPLETED
Land Charges	COMPLETED
Governance inc. Electoral Services, Democratic Services, Scrutiny, and Audit and Risk	COMPLETED
Borough Finance Division	2012/13
Customer Services	2012/13
Revenues and Benefits	2012/13
HEALTH, HOUSING AND ADULT SOCIAL CARE	
Learning Difficulties	COMPLETED
Strategy, Policy and Performance	COMPLETED
Procurement and Contracting	COMPLETED
Drug and Alcohol Action Team	COMPLETED
Commissioning Team	COMPLETED

SERVICE CENTRE	DUE
Safeguarding Adults, Quality and Complaints	COMPLETED
Transformation	COMPLETED
Resources and Business Management	COMPLETED
At Home Service	COMPLETED
Care Pathway Services including Physical Disability/Sensory Impairment/HIV/Park Avenue/Older People's Services	COMPLETED
Community Housing	2012/13
Public Health (not transferring to Council control until 2013/14)	2013/14
REGENERATION, LEISURE AND CULTURE	
Leisure and Culture	COMPLETED
Job Brokerage for Economic Development	COMPLETED
Libraries and Museums	COMPLETED
Neighbourhood Regeneration	2012/13
SCHOOLS AND CHILDREN'S SERVICES	
Community Access, Childcare and Early Years Service	COMPLETED
Educational Psychology and Child and Adolescent Mental Health Service	COMPLETED
Enfield Training Services	COMPLETED
Children's Trust Commissioning	COMPLETED
Safeguarding Division inc. Youth Offending Service	COMPLETED
Asset Management and Development	COMPLETED
Youth Support Service	COMPLETED
Governor Support Service	2012/13
Behaviour Support Service	2012/13
Adult and Community Learning	2012/13
Schools Admissions Service	2012/13
Special Needs and Inclusion Service	2012/13
Strategy, Systems and Performance	2012/13
Education Business Partnership inc. Work Experience	2012/13
School Improvement Service	2012/13

All equality impact assessments/analyses are available to view on the Enfield Council website.

Our programme of predictive equality impact assessments/analyses 2012

The following predictive equality impact assessments/analyses were carried out in 2012, and are available to view on the Enfield Council website.

CHIEF EXECUTIVE'S OFFICE

Community Capacity Building Fund
 Corporate Human Resources Budget Savings
 Deletion of Assistant Director Post
 Email, Internet and Social Networking Policy
 Equality Act 2010

ENVIRONMENT SERVICES

Allotment Structures and Fences
 Arboricultural Services Restructuring
 Go Ape in Trent Park
 Licensing Act Cumulative Impact Policy
 Palace Gardens Car Park – Automated Number Plate Recognition
 Parks Operation Restructure
 Re-use of Graves in Edmonton Cemetery
 Street Lighting Trimming and Dimming

FINANCE, RESOURCES AND CUSTOMER SERVICES

Gangs Working Group Recommendations
 Property Services Restructure

HEALTH, HOUSING AND ADULT SOCIAL CARE

Alma Estate Redevelopment
 Housing Allocations - Revised Scheme
 Housing Revenue Account Business Plan
 Joint Services Centre
 New Avenue Redevelopment
 New Options
 Newly Qualified Social Workers – Probation Period
 Public Health Transfer Project
 Re-provision of Older People's Care Homes
 Small Housing Sites Redevelopment

REGENERATION, LEISURE AND CULTURE

Business Growth Programmes to Small and Medium Size Enterprises

Child and Family Poverty Strategy
Edmonton Green Master Plan
Enfield Life Gallery
Enfield Local Studies Library Opening Hours
Enfield Timebank
European Regional Development Fund Funding Bids
Library Strategy 2012

Millfield and Dugdale Staff Restructure
Ponders End High Street Redevelopment

SCHOOLS AND CHILDREN'S SERVICES

Adolescent and Leaving Care Service
Careers Education Service Restructure
Children in Need Single Point of Entry
Children Youth and Supplementary Schools Fund
Family Support Service Budget Reductions
Music Support Service
School Funding Arrangements
Schools Forum Arrangements
Semi Independent Accommodation for Looked After Children
Short Breaks for Disabled Children

How we plan to increase participation in public life

The Public Sector Equality Duty (PSED) of the Equality Act 2010 requires all local authorities and other public bodies to have due regard to the need to -

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not.

These are sometimes referred to as the three aims of the general equality duty. The Act explains that having due regard for advancing equality involves -

- removing or minimising disadvantages suffered by people due to their protected characteristics
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people, and
- **encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.**

Many of the activities that the Council and our partners undertake involve encouraging residents from under-represented communities to play a more active role in public life. In many of these areas, participation is disproportionately low for some protected groups, compared with the make-up of the local population.

These include the number of elected members from protected groups, and representatives on bodies such as the Parent Engagement Panel, the Childminding Support Network, and school governing bodies. However, other bodies have been more successful e.g. the Youth Engagement Panel, and specialist staff groups within the Council. In order to improve the situation, the Council has met with various voluntary and community sector organisations in Enfield that represent different communities to gather views on what needs to be done to increase the numbers of people willing and able to play a role in public life. In addition, we have spoken to all of our staff groups to gather their views.

Suggestions received so far include –

- Council services should undertake exit interviews or surveys that ask

about individuals' experiences of public participation, when it is directly overseen by the Council, to establish why they are leaving.

- where applicable, use mentoring or buddy schemes to support new public participants and help train volunteers
- networking and support groups should be encouraged to reduce feelings of isolation among under-represented groups
- acknowledge and publicise the achievements of those making an active contribution to public life
- consider offering provision for childcare or childcare expenses where it is a barrier to individuals participating
- target attempts to engage individuals from under-represented communities
- work more closely on co-production of materials related to public participation, e.g. consultation documents, with Voluntary and Community Sector organisations, especially disability groups
- work with political groups to help them improve the representation of candidates at the next local elections
- work with schools to help them improve the representation of school governors.

At the time of writing, analysis suggests that 27% of our elected members are female, and 43% come from Black and Minority Ethnic communities. We are working with the Local Government Association to look at possible ways of increasing the representativeness of local councillors, such as encouraging current councillors to act as talent spotters for prospective new elected members.

Many of these ideas will be considered by senior officers and elected members in early 2013.

How we monitor our services

Monitoring how our services are used (and reasons why they are not used) can tell us if our policies and services are having any positive or adverse impact on different communities. We report this information to the Council's Corporate Management Board and Corporate Equalities Group, and also to the regular meetings that the Council has with Enfield Racial Equality Council. Our monitoring reports are also shared with other equality groups in the voluntary and community sector.

The Council's overall performance on tackling inequality is measured by how we perform against the requirements of the Equality Framework for Local Government. The Framework sets out a series of requirements that we have to meet across all our services. We have currently achieved the 'moving towards excellent' level of the Framework.

How we listen to you

What we have done so far

We are fully committed to engaging with our partners and all community groups to gain feedback to make our equality work more effective. We are continuously developing different ways to consult and engage with residents, voluntary sector organisations and other stakeholders so that local people are better able to influence the Council's decision-making process, and to get the services they need. Your views and comments have informed our Equality Scheme, our Equality and Diversity Action Plan and individual service plans.

We have a two-stage customer complaints scheme - this covers complaints about the way people feel they were treated at the point of service delivery, accessing a service, or felt that they were not provided with a service due to their race, faith, belief or other forms of disadvantage.

What we will do

We will continue to meet in partnership with community representatives and management committees of local voluntary and community sector groups and organisations that represent the

different communities that make up Enfield's diverse population. These include –

- Enfield Racial Equality Council
- Enfield Disability Action
- Enfield Women's Centre
- Age UK Enfield
- Enfield Over Fifties Forum
- Enfield Faith Forum
- Enfield Lesbian, Gay, Bisexual, Transgender Network

We will also continue to use the Enfield Residents Panel, and other surveys, to understand the views and needs of the different parts of Enfield's community on Council and other services.

How we can help you to access services

What we have done so far

- we use a translation and interpreting service that co-ordinates requests from service departments for assistance. We will translate any of our literature, information leaflets, letters, forms, etc. into any language or format requested. You can write to us in any language or format, and we will translate it into English for our officers
- we continue to arrange for emergency interpreters, or use an interpreter via the telephone, if you try to access our service and English is not your first language. We will identify your needs and arrange an appointment with a professional interpreter at another time
- in order to help those with visual impairment, dyslexia or learning difficulties, each page of the Council's website - www.enfield.gov.uk – now has a feature which will read back the main content of each page to the user. Unlike other websites, our system requires no special equipment or downloads from the web. You can even use this function to read back the links from each page and navigate the site without using your computer's mouse
- our telephone Contact Centre (0208

379 1000) receives all first contact calls into the Council. Through the use of electronic systems and electronic interaction with the services, it deals with all straightforward enquiries, along with more complex transactions, without referring the caller on to another service or asking them to call back again

- the Council has increased the amount of information and number of services it delivers electronically, both through our website (www.enfield.gov.uk) and via the Contact Centre
- we have joined forces with Disabled Go to provide access for disabled people to a web-based directory that gives detailed information on a wide range of services and facilities in the borough

What we will do

This year, we will offer even more transactional services through the website including more online forms and the ability to report problems.

Who works for the Council

We strive to continually improve the collection of equalities information about our staff to ensure that we can accurately understand the profile of our workforce and are able to provide comparisons with the local community that we serve.

Our latest figures at March 2012 show that -

- There are a greater number of women in the council than males – 69%.
- 34% of employees occupy part time positions. The majority of these part time workers are female – 91%
- The greatest proportion of staff by age is the in the 45-54 age category at 32%. Those aged 44 and below are less represented than in comparison to the local population. However, the proportion of staff in the 15-24 age category has increased from 2.33% in August 2009 to 4% in March 2012. The continuing recruitment of apprentices is increasing the number of younger employees into the council.
- The majority of Enfield Council staff describe themselves as White – 61%. 29% of the total workforce state that

they are from a Black and Minority Ethnic Group and 10% have not declared this information. The largest BME group is Black Caribbean (6%) followed by Black African (5%) and Other Black or Black British (4%).

- 4% of the workforce have declared that they consider themselves to have a disability

More detailed information on the make-up of our workforce is published on the Council's website. For further information, please contact Louise Allen, Workforce Planning Analyst on 020 8379 3072, or by email to louise.allen@enfield.gov.uk

In addition, we will continue to engage with the Council's Minority Ethnic Staff Group and Staff with Disabilities Action Group to identify their concerns and solutions. Our work with staff with disabilities includes piloting the implementation of an online forum for the group, and discussing future proposed technology and website changes. The Council is also currently investigating whether to establish staff groups for our lesbian, gay, bisexual and transgender employees, and also for staff with caring responsibilities.

How we train our staff

What we have done so far

- we have introduced a comprehensive programme of equalities and diversity training including bite-size training in 'race and faith' and 'gender equality', and other sessions on 'bullying and harassment', and 'sexual orientation'
- in order to address the under-representation of female and BME staff at senior levels in the Council, we give priority in our Leadership training programme to female and BME staff, and have also designed a separate Women into Management programme
- we have piloted personal effectiveness training for BME staff to help provide skills needed to apply for more senior positions
- we continue to provide equalities and diversity awareness training in our mandatory induction programme for all new staff. The session includes facts and figures about the diversity of Enfield's population and the Council's commitment to combat discrimination, advance equality of opportunity and foster good relations between different groups in the community

What we will do

- we will continue to work with, and seek support from, the Council's Minority Ethnic Staff Group and Staff with Disabilities Action Group to gain feedback on training and future training needs for staff
- we will continue with our Women into Management programmes and evaluate the impact
- we will continue to encourage applications from female and BME staff onto the management development programmes
- we will run more training programmes effectively targeting under-represented staff

If you want to know more...

Please contact Martin Garnar,
Equalities Officer, on 020 8379 3113,
or email to
martin.garnar@enfield.gov.uk

or write to the
Communities, Communications,
Policy and Performance Team,
B Block South,
Civic Centre,
Silver Street, Enfield,
Middlesex EN1 0XY



For help with this document please call 020 8379 3113

Contact Enfield Council

Civic Centre
Silver Street
Enfield
EN1 3XY
Tel: 020 8379 1000
www.enfield.gov.uk



MUNICIPAL YEAR 2012/2013 REPORT NO. **154**

MEETING TITLE AND DATE:

Cabinet, 13 February 2013.

REPORT OF:

Chief Executive's Unit
Communities, Communications, Policy
and Performance Division (CCPP)

Contact officer and telephone number:

Ilhan Basharan, Communities
Manager, and Phil Webb, Consultation
Officer

Tel: 020 8379 3123 / 4757

Email: ilhan.basharan@enfield.gov.uk
and philip.webb@enfield.gov.uk

Agenda – Part: 1	Item: 9
Subject: 2012 Enfield Residents' Survey – Topline Results	
Wards: Borough-wide	
Cabinet Members consulted: Councillor Taylor and Councillor Georgiou	

1. EXECUTIVE SUMMARY

- 1.1 This report highlights the key findings from the 2012 Enfield Residents' Survey, conducted on behalf of the Council by ICM Research, between 1 October and 12 November 2012.
- 1.2 Overall, the findings are positive. Satisfaction with the Council has improved significantly, and more residents feel that the quality of Council services is good. In most instances, satisfaction with specific services – when considering the views of those whose family use or benefit from the service – has increased since 2011. Significant increases in satisfaction are evident in several service areas including refuse collection, doorstep recycling, parks, libraries, highways maintenance and schools.
- 1.3 Recommendations seek to utilise the data in order to improve future service planning and delivery.

2. RECOMMENDATIONS

- 2.1 Note the contents of the report.
- 2.2 Comment on any aspects of the findings as detailed in Section 4 of the report.
- 2.3 Note the intention to present relevant findings to Departmental Management Teams, and other forums for further consideration.

3. BACKGROUND AND SURVEY METHODOLOGY

- 3.1 Residents' surveys in Enfield are conducted on a regular basis. They are used to assess residents' perceptions towards the local area as a place to live, the Council and the services it provides. The 2012 Enfield Residents' Survey was conducted using a face-to-face/in-home methodology and included questions drawn from previous borough-wide surveys.
- 3.2 The survey therefore builds on previous research and affords the Council with opportunities to track changes over time, and where appropriate to make comparisons with the 2011, 2007, 2005, 2004 and 2002 Residents' Surveys. The annual surveys carried out between 2008 and 2010 used a postal methodology and the topline data is therefore not directly comparable to the findings from the 2012 Residents' Survey.
- 3.3 A total of 1,150 residents were interviewed by ICM Research. The face-to-face interviews were conducted in residents' homes. Quotas for this survey were set to ensure a representative sample of residents and reflected the demographic profile of Enfield residents by ward, gender, age, work status and ethnicity using the Census and mid-year population estimates.
- 3.4 It is important to note that we should treat the results with a certain amount of caution, especially when interpreting the results since we are dealing with a sample rather than the entire population of Enfield. All results are therefore subject to sampling tolerances, which means that not all differences are significant. With a sample base of 1,150, differences of more than 2% to 3% are required in order to conclude whether a significant change has taken place. We should also bear in mind that we are looking at residents' perceptions and not facts. Perceptions will, in part, be influenced by contextual factors. The impact of context cannot be measured but it should be considered when viewing the findings.
- 3.5 The ordering of some questions has changed since 2011. These minor alterations may have had a marginal affect on the way residents responded to some questions.
- 3.6 Where relevant, benchmarking data has been included in this report to help to set the findings in context to support the local authority and its partners in judging how well it compares with other areas. The Council has obtained residents survey data from another outer London authority. Both Enfield and the authority used the same methodology and the fieldwork took place at a similar time of year, thus meaningful comparisons can be made.
- 3.7 Due to the relatively small number of respondents in some postal districts, the findings can vary significantly from one year to the next. This year, the data is available by Area Forum. In general, the numbers of respondents in each Forum are higher than those in the postal districts. The numbers of residents in the various Area Forums are comparable. For these reasons, it is felt that comparisons by Area Forum provide a higher quality of analysis.

4. 2012 ENFIELD RESIDENTS' SURVEY - TOPLINE RESULTS

4.1 Overall satisfaction with the council

4.2 In 2012, **overall satisfaction with the Council** (71%) was higher than that recorded in the 2011 Enfield Residents' Survey (62%).

4.3 Just over a quarter of residents are *very satisfied* (26%). Previously, when using a face-to-face methodology, the highest proportion of residents who said they were *very satisfied* was 5% (2005 and 2011). The significant increase in the 'top box' score, in comparison to previous years, appears to be a common theme in the 2012 findings.

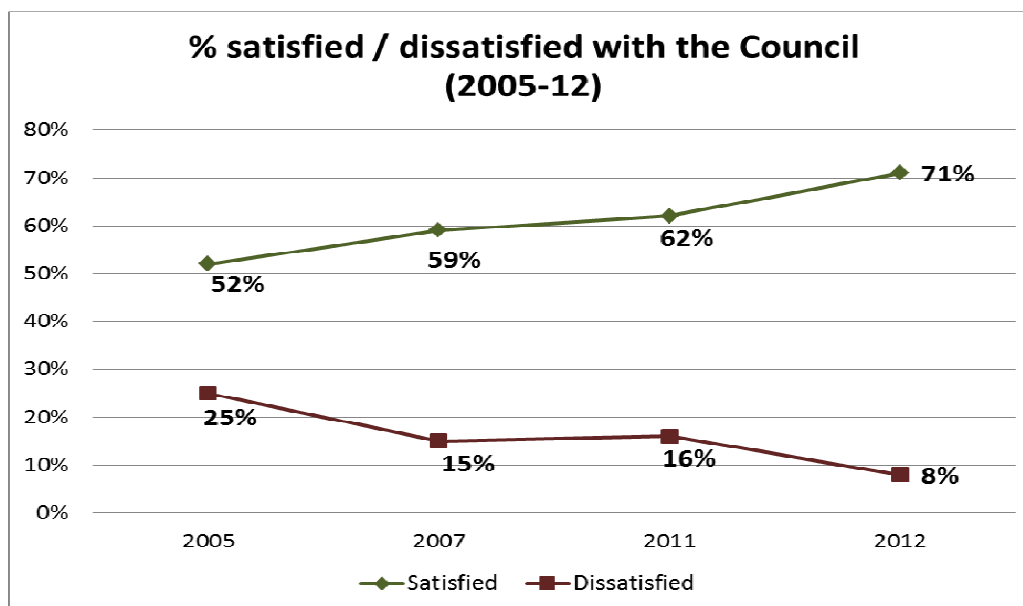
4.4 Table 1 shows the full breakdown of responses since 2005, while Chart 1 shows the trend of *satisfied* and *dissatisfied* during the same period.

Q. Taking everything into account, how satisfied or dissatisfied are you with the way Enfield Council is running the borough?

	2012 Enfield Residents' Survey	2011 Enfield Residents' Survey	2007 Enfield Residents' Survey	2005 Enfield Residents' Survey
Very satisfied	26%	5%	4%	5%
Fairly satisfied	45%	57%	55%	47%
Neither	17%	20%	25%	21%
Fairly dissatisfied	5%	13%	11%	18%
Very dissatisfied	3%	3%	4%	7%
No opinion/don't know	5%	2%	2%	2%
<i>Satisfied (combined)</i>	71%	62%	59%	52%
<i>Dissatisfied (combined)</i>	8%	16%	15%	25%
<i>Net satisfaction</i>	63%	46%	44%	27%

Base size: 1,150 (2012), +1,000 (2005, 2007, 2011)

Table 1



Base size: 1,150 (2012), +1,000 (2005, 2007, 2011)

Chart 1

- 4.5 Overall, the trend is positive with satisfaction having increased by 19% points since 2005.
- 4.6 The proportion of residents in Enfield that are *satisfied* with the Council (71%) compares favourably with that recorded in Council A (67%). In terms of national comparisons, the latest figure available was recorded by Ipsos MORI as part of its national Capibus face-to-face survey¹ in 2011. The research indicated that 55% of the population were *satisfied* with their local authority – sixteen percentage points lower than the proportion of Enfield residents *satisfied* with the Council in 2012.
- 4.7 Satisfaction among the different Area Forums varies, with satisfaction highest in ‘Chase, Southbury and Town’ (80%). No area forum has a level of satisfaction significantly lower than the borough average (71%).
- 4.8 Local area**
- 4.9 There has been no significant change, over the last year in the proportion of those **satisfied with the local area** (83% in 2011, 81% in 2012).
- 4.10 Table 2 shows the full breakdown of responses since 2005, while Chart 2 shows the trend of *satisfied* and *dissatisfied* since 2002.

Q. How satisfied or dissatisfied are you this local area as a place to live?

(N.B. Respondents were informed that ‘local area’ should be considered as within 15-20 walk from their home)

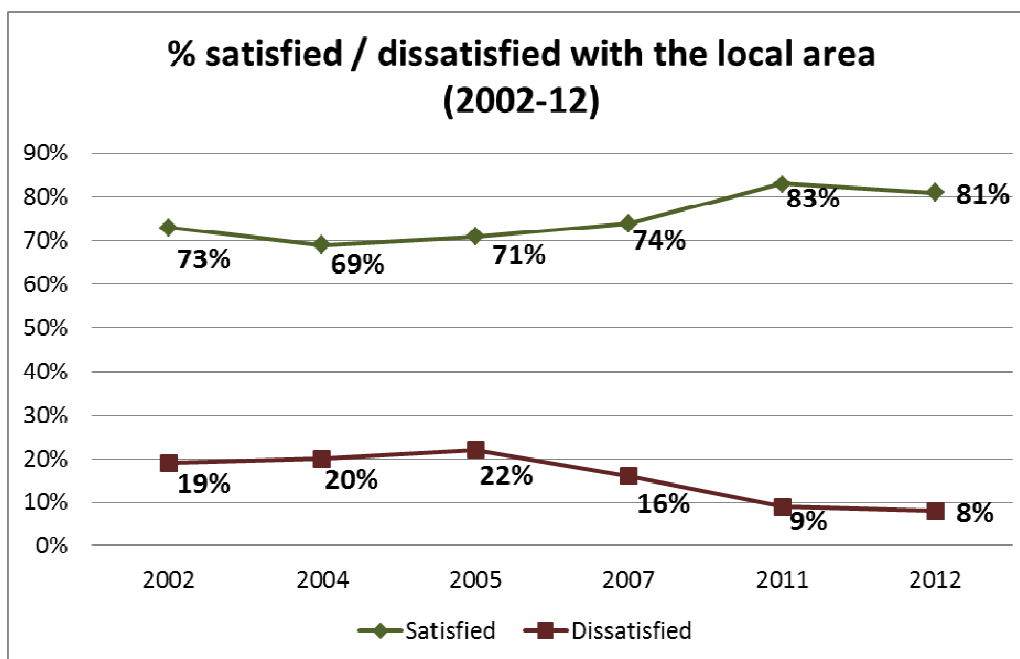
	2012 Enfield Residents' Survey	2011 Enfield Residents' Survey	2007 Enfield Residents' Survey	2005 Enfield Residents' Survey
Very satisfied	37%	26%	23%	24%
Fairly satisfied	45%	57%	51%	47%
Neither	10%	7%	10%	6%
Fairly dissatisfied	6%	6%	12%	15%
Very dissatisfied	3%	3%	4%	7%
Don't know	1%	>1%	1%	1%
Satisfied (combined)	81%*	83%	74%	71%
Dissatisfied (combined)	8%	9%	16%	22%
Net satisfaction	73%	74%	58%	49%

Base size: 1,150 (2012), +1,000 (2005, 2007, 2011)

* This figure is rounded. The figure of 81% is derived by adding together ‘very satisfied’ and ‘fairly satisfied’ before these figures are rounded

Table 2

¹ Ipsos MORI Capibus (Base: 874 face-to-face interviews in homes across the country 2011)



Base size: 1,150 (2012), +1,000 (2002, 2005, 2007, 2011)

Chart 2

- 4.11 The level of satisfaction with the local area in 2012 is comparable to that recorded in both Council A and across London by the GLA (both 79%).
- 4.12 Satisfaction among the different Area Forums varies, with satisfaction highest in 'Chase, Southbury and Town' and 'Bush Hill Park, Grange and Winchmore Hill' (both 88%). No Area Forum has a level of satisfaction significantly lower than the borough average (81%).
- 4.13 Generally, when residents were asked what they **most like about the local area**, the three issues residents like most are: the *local area is quiet* (19%), *access to public transport* (14%) and *feeling safe* (14%). *Note*: This was an open-ended question. Thus respondents were not given a list of options/suggestions like they had in previous years.
- 4.14 Using the same question format (i.e. open-ended), residents were asked what they **most dislike about the local area**. No single issue stood out. However, residents did highlight a number of street scene issues, including: *litter/rubbish* (8%), *dirty streets/pavements* (3%), *rubbish collections/streets not swept* (2%) and *poor maintenance of roads and pavements* (2%) Interestingly, 41% of residents said *nothing at all*.
- 4.15 There are a number of consistencies between this research and the feedback received as part of the On Your Doorstep (OYD) community engagement programme. As part of the OYD programme, residents were asked what concerns they have with the local area. In the 17 events held as part of OYD, no individual issues stood out, with many residents stating that they had no concerns.

- 4.16 Around four out of five residents (81%) **feel proud of the local area** - an increase of six percentage points since 2011 (75%). While almost nine out of ten (87%) local people have a **strong sense of belonging to the local area** – 18% points higher than last year (69%). A similar proportion of residents (85%) have a **strong sense of belonging to the Borough**. However, sense of belonging with **London** and **England** is higher (90% and 93% respectively).
- 4.17 In 2012, around four out of five *agree* that their local area is one in which **people from different backgrounds get on well together** (81%). This represents a ten percentage point increase since 2011 (71%).
- 4.18 In the ‘Jubilee, Lower Edmonton and Ponders End’ area (170 respondents), 92% *agree* that people from different backgrounds get on well together, with 2% stating they *tend to disagree*. Residents in this area, more than anywhere else in the borough, *agree* that residents from different backgrounds get on well together.
- 4.19 However, the proportion of residents in Enfield who *agree* that people from different backgrounds get on well together, is marginally lower than the other authorities from which the Council has obtained benchmarking data:
- Council A (90%)
 - LB Merton (87%)
 - RB Kensington and Chelsea (86%)

4.20 Satisfaction with Council Services

- 4.21 Table 3 shows levels of satisfaction and dissatisfaction between 2005 and 2012 with a selection of services provided or supported by Enfield Council.

Q. How satisfied or dissatisfied are you with each of the following services provided or supported by Enfield Council? Whose family use or benefit from the service (N.B. the base sizes are in brackets)

		2012 Enfield Residents' Survey	2011 Enfield Residents' Survey	2007 Enfield Residents' Survey	2005 Enfield Residents' Survey
Keeping public land clear of litter and refuse (2012 base: 1,150)	<i>Satisfied</i>	80%	65%	-	-
	<i>Neither</i>	8%	13%	-	-
	<i>Dissatisfied</i>	10%	21%	-	-
	<i>Don't know</i>	2%	1%	-	-
Refuse collection (1,150)	<i>Satisfied</i>	88%	82%	78%	82%
	<i>Neither</i>	6%	6%	10%	7%
	<i>Dissatisfied</i>	5%	11%	11%	11%
	<i>Don't know</i>	1%	1%	1%	>1%
Doorstep recycling (1,150)	<i>Satisfied</i>	82%	74%	67%	76%
	<i>Neither</i>	8%	9%	13%	8%
	<i>Dissatisfied</i>	6%	12%	13%	12%
	<i>Don't know</i>	4%	5%	6%	5%

		2012 Enfield Residents' Survey	2011 Enfield Residents' Survey	2007 Enfield Residents' Survey	2005 Enfield Residents' Survey
Recycling centres/tips (1,150)	<i>Satisfied</i>	62%	56%	-	-
	<i>Neither</i>	9%	15%	-	-
	<i>Dissatisfied</i>	5%	15%	-	-
	<i>Don't know</i>	23%	13%	-	-
Libraries* (571)	<i>Satisfied</i>	89%	83%	80%	92%
	<i>Neither</i>	5%	8%	3%	4%
	<i>Dissatisfied</i>	3%	7%	1%	2%
	<i>Don't know</i>	4%	2%	15%	1%
Museums / galleries* (118) <i>small base size</i>	<i>Satisfied</i>	80%	44%	-	-
	<i>Neither</i>	9%	16%	-	-
	<i>Dissatisfied</i>	0	38%		
	<i>Don't know</i>	12%	2%		
Theatres / concert halls* (127) <i>small base size</i>	<i>Satisfied</i>	80%	49%	-	-
	<i>Neither</i>	9%	16%	-	-
	<i>Dissatisfied</i>	1%	31%	-	-
	<i>Don't know</i>	11%	4%	-	-
Parks and open spaces* (860)	<i>Satisfied</i>	91%	84%	76%	84%
	<i>Neither</i>	5%	7%	5%	6%
	<i>Dissatisfied</i>	3%	9%	6%	10%
	<i>Don't know</i>	1%	>0.5%	14%	>0.5%
Public car parks* (543)	<i>Satisfied</i>	70%	48%	55%	50%
	<i>Neither</i>	12%	16%	22%	12%
	<i>Dissatisfied</i>	15%	32%	18%	34%
	<i>Don't know</i>	3%	4%	6%	4%
Street lighting (1,150)	<i>Satisfied</i>	90%	85%	73%	74%
	<i>Neither</i>	4%	7%	11%	10%
	<i>Dissatisfied</i>	5%	8%	13%	15%
	<i>Don't know</i>	1%	>0.5%	3%	1%
Council/social housing* (256)	<i>Satisfied</i>	75%	52%	50%	67%
	<i>Neither</i>	10%	17%	5%	6%
	<i>Dissatisfied</i>	7%	26%	22%	26%
	<i>Don't know</i>	8%	5%	23%	2%
Maintenance of street trees, shrubs and grass verges (1,150)	<i>Satisfied</i>	79%	68%	57%	-
	<i>Neither</i>	8%	16%	21%	-
	<i>Dissatisfied</i>	8%	15%	15%	-
	<i>Don't know</i>	5%	1%	8%	-
Pavement maintenance (1,150)	<i>Satisfied</i>	65%	52%	47%	46%
	<i>Neither</i>	13%	14%	21%	12%
	<i>Dissatisfied</i>	17%	33%	27%	41%
	<i>Don't know</i>	5%	1%	4%	1%
Road maintenance (1,150)	<i>Satisfied</i>	64%	54%	48%	47%
	<i>Neither</i>	13%	16%	21%	15%
	<i>Dissatisfied</i>	14%	29%	26%	35%
	<i>Don't know</i>	8%	1%	5%	2%
Special schools* (16) <i>Very small base size. Expressed as absolutes</i>	<i>Satisfied</i>	12	18	6	4
	<i>Neither</i>	1	8	0	1
	<i>Dissatisfied</i>	2	6	1	0
	<i>Don't know</i>	1	2	3	18
Primary schools* (291)	<i>Satisfied</i>	88%	79%	70%	80%
	<i>Neither</i>	3%	5%	7%	10%
	<i>Dissatisfied</i>	5%	12%	5%	8%
	<i>Don't know</i>	3%	3%	19%	2%

		2012 Enfield Residents' Survey	2011 Enfield Residents' Survey	2007 Enfield Residents' Survey	2005 Enfield Residents' Survey
Secondary schools* (196)	<i>Satisfied</i>	85%	76%	69%	75%
	<i>Neither</i>	4%	8%	9%	9%
	<i>Dissatisfied</i>	7%	15%	10%	13%
	<i>Don't know</i>	4%	1%	12%	2%
Social services – children and families* (35) <i>Small base size.</i>	<i>Satisfied</i>	60%	56%	71%	74%
	<i>Neither</i>	14%	18%	10%	12%
	<i>Dissatisfied</i>	14%	20%	3%	12%
	<i>Don't know</i>	12%	7%	16%	3%
Social services – adults and older people* (51) <i>Small base size</i>	<i>Satisfied</i>	70%	62%	58%	70%
	<i>Neither</i>	11%	13%	10%	10%
	<i>Dissatisfied</i>	8%	18%	11%	17%
	<i>Don't know</i>	11%	7%	20%	3%
Facilities for young people* (158) <i>Small base size</i>	<i>Satisfied</i>	75%	39%	44%	59%
	<i>Neither</i>	10%	14%	21%	20%
	<i>Dissatisfied</i>	9%	33%	11%	22%
	<i>Don't know</i>	6%	9%	1%	5%
Leisure centres and swimming pools* (518)	<i>Satisfied</i>	81%	81%	72%	85%
	<i>Neither</i>	9%	7%	6%	9%
	<i>Dissatisfied</i>	4%	10%	5%	6%
	<i>Don't know</i>	5%	3%	17%	>0.5%
Sports courses and activities (134)* <i>Small base size</i>	<i>Satisfied</i>	78%	63%	67%	73%
	<i>Neither</i>	14%	13%	3%	15%
	<i>Dissatisfied</i>	4%	13%	8%	9%
	<i>Don't know</i>	4%	10%	22%	2%
Council Tax enquiries (1,150)	<i>Satisfied</i>	49%	37%	28%	43%
	<i>Neither</i>	13%	24%	28%	24%
	<i>Dissatisfied</i>	5%	13%	6%	11%
	<i>Don't know</i>	33%	27%	38%	22%
Academy schools* (26) <i>Small base size.</i> 2012 figures expressed as absolutes	<i>Satisfied</i>	20	64%	-	-
	<i>Neither</i>	1	8%	-	-
	<i>Dissatisfied</i>	3	12%	-	-
	<i>Don't know</i>	2	2%	-	-

Table 3

The number of respondents (base size) who responded in 2012 is in brackets.

Don't know = don't know / no opinion

Satisfaction scores may fluctuate significantly when the base size is low

* Service users only

4.22 Chart 3 shows Council services that residents are most satisfied with.

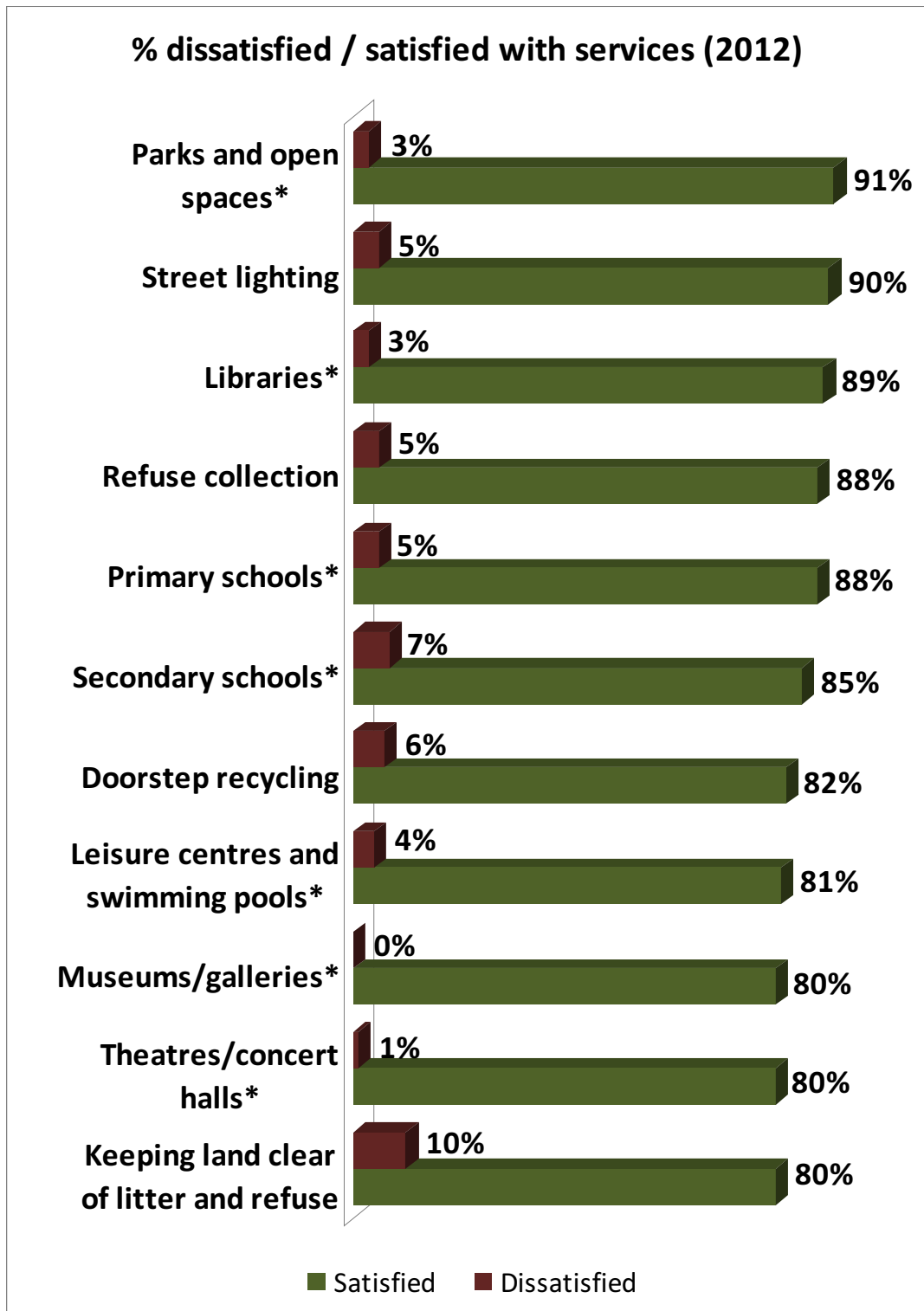


Chart 3

**Those whose family use or benefit from the service*

Base size varies. Refer to figures in brackets in Table 3

4.23 Key findings (services)

- For the first time, no service has experienced a decrease in the proportion of those *satisfied* over the previous 12 months.
- Almost nine out of ten residents are now satisfied with their **refuse collection** (88%), an increase of six percentage points in the last 12 months. It is worth noting that in 2012, the majority of residents are *very satisfied* (59%). Previously, the highest proportion of those *very satisfied* was 35% (2005).
- Just over four out of five residents are satisfied with **doorstep recycling** (82%). Satisfaction with recycling has increased by eight percentage points since 2011. As with refuse collection, satisfaction with doorstep recycling has consistently improved since 2007.
- The services with the biggest increases in satisfaction levels between 2011 and 2012 are:
 - Facilities for young people (36% points increase)
 - Museums/galleries (36% points increase)
 - Theatres/concert halls (31% points increase)
 - Council/social housing² (23% points increase)
 - Public car parks (22% points increase)
 - Keeping public land clear of litter and refuse (15% points increase)
- It is worth noting that some services could not experience such a significant increase since 2011 as they already had satisfaction levels of around 80%.
- Levels of satisfaction with **museums/galleries** and **theatres/concert halls** have increased significantly in the last 12 months. The refurbished Forty Hall was opened to the public during 2012/13 and since October 2011 the theatre at the Dugdale Centre has implemented a new business model and increased promotional activities. Although the number of people who responded to these questions, as a user or beneficiary, is relatively small, it is noticeable that no respondent is dissatisfied with museums/galleries and only one individual is dissatisfied with theatres/concert halls.
- Around a half of residents are satisfied with **Council Tax enquiries** (49%). However, it is worth noting that 33% of respondents gave an answer of *don't know/no opinion*, and 13% said *neither*.
- Four out of five residents are satisfied with **leisure centres and swimming pools** (81%) - the same as last year. Major alterations have been made to a number of leisure centres, including Albany and Southgate. However, Southgate Leisure Centre re-opened after the Residents' Survey fieldwork had taken place and the refurbishment of Albany had been completed only a short time before the fieldwork took place.

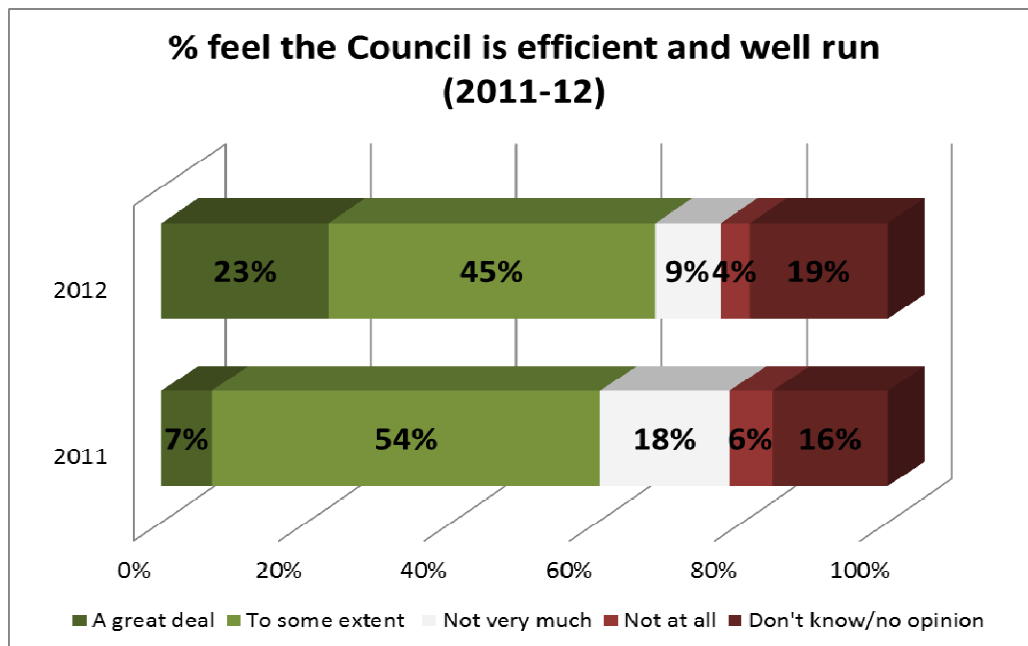
² This includes housing provided by Enfield Homes and Housing Associations

- Satisfaction with **road maintenance** has improved since 2011 (54% in 2011, 64% in 2012). Almost two thirds are *satisfied* with the condition of the roads (63%). However, significantly less are *satisfied* with the speed in which potholes are repaired (52%).
- As in previous years, satisfaction with road maintenance and **pavement maintenance** are identical. In 2012, 65% of residents said they are *satisfied* with pavement maintenance, an increase of thirteen percentage points since 2011. Similar to road maintenance, satisfaction with the condition of pavements is higher than satisfaction with the speed in which they are repaired (65% compared to 55%).

4.24 Perceptions of the Council being 'efficient and well run'

4.25 Just over two thirds of residents agree, *a great deal or to some extent*, the **Council is efficient and well run** (68%). Around a fifth of residents' state they have *no opinion or don't know* (19%). In the last three residents' surveys, the proportion of residents who agree, *a great deal or to some extent*, has increased.

4.26 Chart 4 shows how the findings from 2011 and 2012 compare.



Base size: 1,150 (2012), 1,112 (2011)

Chart 4

4.27 Other aspects of the Council's image

4.28 The survey asked residents a number of questions relating to the image of the Council. Some of the findings show improvements since 2011 and others indicate that there has been little or no change. Below are some of the key issues:

- The **quality of council services is good overall** - 72% (64% in 2011, 50% in 2007)
- The Council **provides value for money** – 60% (47% in 2011)
- The Council **listens to the concerns of local residents** – 55% (47% in 2011, 37% in 2007)
- The Council is **doing a better job than a year ago** – 48% (42% in 2011, 29% in 2007)
- The Council is **making the area a better place for local people to live** – 68% (69% in 2011, 44% in 2007)
- The Council is **working to make the area cleaner and greener** – 76% (77% in 2011)

4.29 Communications

4.30 In 2012, around seven out of ten residents **feel informed about the services the Council provides** (71%). This represents a five percentage point increase since 2011. This follows on from a substantial increase between 2007 and 2011 of 30% points (from 36% to 66%).

4.31 When respondents to the 2012 Enfield Residents' Survey were asked what sources they use to **obtain most of their information about the Council**, the most popular were:

- Our Enfield (43%)
- Local newspapers (41%)
- Council website (24%)

4.32 These three are also the **most preferred sources** of information about the Council:

- Local newspapers (50%)
- Our Enfield (49%)
- Council website (36%)

4.33 Over the last 12 months there has been a continuing focus on improving key communications channels:

- Our Enfield has introduced standard features
- Increased media coverage
- The Council's website has been improved and there are now almost 500 transactions that can be completed on-line
- Council services have been promoted to residents, face-to-face, at public events and through the On Your Doorstep initiative
- The Council has continued to expand the use of social media channels to meet the changing needs of our residents and reach new audiences.

4.34 Enfield Residents' Panel consultations in both 2011 and 2012 asked similar questions about information provision. The findings from both consultation exercises indicate the importance of *Our Enfield* as a source of information for local people to find out information about the Council.

4.35 Customer services

4.36 Out of the 1,150 people who took part in the survey, 523 (44% of respondents) stated they had contacted the Council in the last year or so. These residents were asked how **satisfied or dissatisfied they were with the outcome the last time they contacted the Council**. In 2012, 70% were *satisfied*. An improvement on 2011 in which 65% said they were *satisfied*. The proportion of those *dissatisfied* also fell from 26% in 2011 to 22% in 2012.

4.37 Those who were *dissatisfied* (113 respondents) were asked why. This was an open-ended question. The reasons provided included the following:

- My problem not solved/resolved (32%)
- Takes a long time/been waiting a long time (17%)
- No one has got back to me/heard nothing (10%)

4.38 All respondents (1,150) were asked to select up to five customer service priorities in order for the council to continue to deliver an excellent customer service. From a preset list, the following customer service priorities were identified:

- Answering the phone quickly (49%)
- Resolving more queries at the first time of asking (47%)
- Avoiding the use of answer phones during standard working hours (33%)
- Being seen quickly when you visit a council office (28%)
- Responding to emails within one working day and a full response within 10 working days (25%)

These priorities will help the Council to address the some of the reasons dissatisfaction identified in 4.37 above.

4.39 Community safety

4.40 Encouragingly, residents feel **safer when outside in their local area** than they did in 2011:

- During the day (92% in 2011, 95% in 2012)
- After dark (61% in 2011, 67% in 2012)

4.41 The increase in the proportion of residents who feel safe when outside after dark, is encouraging. This is comparable to the findings recorded by Council A. However, according to the GLA London Survey (2011), residents across London are more likely to feel safe outside after dark (78%).

4.42 Linked to the issue of feelings of safety, an increasing number of residents now acknowledge that the **police and other public services are successfully dealing with anti-social behaviour and crime in their local area** (54% in 2011, 63% in 2012).

5. CONCLUSION

- 5.1 Overall, the findings are positive. There have been significant increases in levels of satisfaction with the Council and the various services it provides, and perceptions of the management and efficiency of the authority. Residents are increasingly well informed about the services the Council provides, with Our Enfield and the Council website being two of the three most used, and most preferred, sources of information for residents.
- 5.2 Satisfaction with the local area has not changed since 2011. The reason for this cannot be established from the 2012 Enfield Residents' Survey data alone.
- 5.3 The issues where the Council made less progress related to 'image'. A number of indicators in this area suggested that improvements have been made but a number of these had not changed since 2011 (for example, 'The Council making the area a better place for local people to live' and 'The Council is working to make the area cleaner and greener').
- 5.4 When comparing the authority with the performance of Council A (identified by Ipsos MORI as a good benchmark), Enfield performs strongly. Particularly in terms of satisfaction with the Council. An increasing number of Enfield residents feel safe outside in their local area after dark. However, it is recognised that this can be improved.

6. NEXT STEPS

- 6.1 Officers will be delivering a programme of presentations or written briefings for all departmental management teams, and other forums, through January, February and March 2013, highlighting specific service information for further consideration.

7. ALTERNATIVE OPTIONS CONSIDERED

None

8. REASONS FOR RECOMMENDATIONS

- 8.1 For the findings to be considered and discussed, so that the Council better understands residents' perceptions on the services provided, thus aiding service prioritisation, planning improvements and the development of a Council-wide action plan.

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

a. Financial Implications

None

b. Legal Implications

Pursuant to s3 of the Local Government Act 1999 “a best value authority must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.” Authorities are required to consult with stakeholders on a regular basis to ascertain views on services provided, and make public their proposals to comply with their duties concerning best value through review and performance plans.

With the abolition of national indicators the council may still wish to seek a rounded view of Enfield Council’s performance delivery. The tracking of residents’ perceptions enables the Council to monitor progress over a period of time, and to allow it to compare its performance with that of their peers.

Pursuant to the general power of competence set out in s.1.1 of the Localism Act 2011, “a local authority has power to do anything that individuals generally may do”, unless limited by other statutes. The general power of competence provides the power to undertake surveys.

c. Property Implications

None

10. KEY RISKS

- 10.1 No significant risks have been identified. Results from the Residents' Survey will enable the Council to direct resources to the areas of greatest perceived need

11. IMPACT ON COUNCIL PRIORITIES

a. Fairness for All

The Council’s commitment to serve and support all Enfield’s communities relies upon a clear understanding of resident perceptions and attitudes towards the local area and the Council. The Residents’ Survey is an important source of information in aiding our understanding of what different sections of Enfield’s community perceive with regard to their local quality of life and future aspirations.

Equalities: Positive impacts

- Results from the residents’ survey are weighted by ward, age, gender, work status and ethnicity to the known population profile of

Enfield. Analysis includes identification of any significant differences in the responses to questions by these demographic features, for example, in terms of overall satisfaction issues or in attitudes towards the local area as a place to live. Any such issues will be picked up during further analysis of the data tables in due course.

Equalities: Negative impacts:

- Any adverse results will be addressed within the Council's equalities framework (EQIA), the normal departmental planning process, or by CMB, as appropriate

b. Growth and Sustainability

The Residents' Survey provides important information on attitudes towards the local area. This information can help the Council to develop its regeneration policies and services to promote growth and sustainability objectives.

c. Strong Communities

Key indicators covered within the residents' survey relate to aspect of community cohesion and equalities. Results are analysed by key demographic data including age, ethnicity social class and geographical area. Any significant differences identified by these demographic features will enable the council to investigate and address issues of concern.

12. EQUALITIES IMPACT IMPLICATIONS

- 12.1 On the advice of the Council's Equalities Officer, there is not a need to conduct a full Equality Impact Assessment for the Enfield Residents Survey. Implications for disadvantaged groups are highlighted in the ICM Research report.
- 12.2 The qualitative research programme will be used to engage with those groups with protected characteristics not covered by the Residents' Survey. Significant findings will be reported.

13. PERFORMANCE MANAGEMENT IMPLICATIONS

- 13.1 Managing improved performance requires gathering intelligence from a variety of sources. Understanding the needs and attitudes of local people is an important source of information with which to develop Council services and to monitor residents' satisfaction with those services. It helps to improve the Council's performance and demonstrating an understanding of the local community is a key component of inspections by outside agencies.

- 13.2 The intelligence gathered from surveys assists the Council in understanding attitudes and thereby achieving improved performance, relevant services and increased resident satisfaction.

14. PUBLIC HEALTH IMPLICATIONS

None.

Background Papers

None

This page is intentionally left blank

MUNICIPAL YEAR 2012/2013 REPORT NO. 155

MEETING TITLE AND DATE:
Cabinet 13th February 2013

Council 27th February 2013

REPORT OF:
Director of Regeneration,
Culture & Leisure

Agenda – Part: 1

Item: 10

**Subject: North Circular Area Action Plan
Proposed Submission Stage**

**Wards: Bowes, Palmers Green &
Southgate Green**

Key Decision No: 3609

**Cabinet Member Consulted:
Cllr Goddard**

Contact officer:

Joanne Woodward 020 8379 3881 (e-mail: joanne.woodward@enfield.gov.uk)

1. EXECUTIVE SUMMARY

The North Circular Area Action Plan (NCAAP) (reference copies to be placed in the Members' Library, group offices and on the Council's website), will form part of Enfield's Local Plan and will specifically deliver the spatial vision and land use strategy for the area between New Southgate on the west and the start of the Great Cambridge Road approach to the east.

- 1.1 This report seeks approval of the proposed submission North Circular Area Action Plan and the subsequent consultation and submission, together with the necessary supporting documents to the Secretary of States for independent examination.

2. RECOMMENDATIONS

That Cabinet recommend to Council:

- 2.1 The approval of the proposed submission version of the NCAAP for a statutory 6 week publication and subsequent submission to the Secretary of State.
- 2.2 Agreement that the Cabinet Member for Business and Regeneration be authorised to agree the publication of the Sustainability Appraisal and Equality Impact Assessment of the proposed submission north Circular Area Action Plan.
- 2.3 Agreement that the Director of Regeneration, Leisure and Culture, in consultation with the Cabinet Member for Business and Regeneration, to agree appropriate changes to the proposed submission version of the North Circular Area Action Plan and undertake any further consultation required, in the run up to and during the public examination process into the document, in response to representations received, requests from the Planning Inspector and any emerging evidence, guidance or legal advice. Changes of a substantive nature may be considered by the Local Plan Cabinet Sub Committee.

3. BACKGROUND

- 3.1 Preparation of the North Circular Area Action Plan (NCAAP) commenced in 2007 and a Preferred Options version of the AAP was consulted upon in May 2008. On the advice of the then Government Office for London, the preparation of the AAP was halted to enable the Council to progress its Core Strategy.
- 3.2 The North Circular Area Action Plan (NCAAP) has been a longstanding Council commitment as confirmed in the adopted Enfield Core Strategy 2010. Enfield's Core Strategy identifies the North Circular area as a strategic growth and regeneration area, having suffered from decades of blight and uncertainty over the historical safeguarding of land for various road improvement schemes for the A406 that have failed to come forward.
- 3.3 The Council recommenced its work on the Area Action Plan (AAP) in the summer of 2011 and in November of 2011 published an interim update document for public consultation to help re-engage stakeholders and the community, known as the "Towards Pre-submission Stage" North Circular Area Action Plan.
- 3.4 The "Towards Pre-submission Stage" public consultation ran for a period of over 12 weeks and closed on the 24th February 2012. A Community Lunch event hosted in February 2011 by the South West Area Partnership provided a successful consultation strategy, followed by more targeted consultation workshops and meetings.
- 3.5 Over 300 responses were received and these have been considered and used to inform the Proposed Submission version. Alongside this, the NCAAP has been prepared in consultation with all Council departments and a range of partners and service providers, in particular with housing, education, environment and property officers to ensure the Plan reflects corporate priorities and delivers community infrastructure to support new and existing communities. The continued involvement of the South West Area Partnership is also critical to this.

Key Issues arising from 2011/12 public consultation:

- 3.6 The community clearly expressed a feeling of concern over the housing growth strategy the NCAAP. Major concerns have been expressed over a growth strategy that seeks to accommodate a housing target of some 1300-1500 into an area already congested by traffic and constrained by the capacity of the North Circular Road A406 (NCR).
- 3.7 The majority of the 281 online responses took the opportunity via the NCAAP consultation process to express strong opposition to the Pinkham Way proposals in Haringey, which during the NCAAP consultation period and beyond continues to be highly sensitive.
- 3.8 The local community also took the opportunity through the NCAAP consultation to reiterate their strong concerns around some of the earlier redevelopment proposals made public by Notting Hill Housing Trust's (NHHT) regeneration proposals. These early proposals published by NHHT through their public consultation events in the summer of 2011 were undertaken independent of consultation with the Council. Strong objections were

expressed over density, backland development, parking, and impact on traffic, and height of future development proposals coming forward from NHHT.

- 3.9 The proposed submission has sought to address the concerns expressed by demonstrating how new housing growth will be delivered with the supporting infrastructure. Detailed site specific policies for 19 sites provide the planning principles by which development proposals will be assessed. The NCAAP document articulates a clear vision for the North Circular Road corridor of how sustainable communities can be delivered alongside one of London's principal distributor roads with careful design and environmental measures. Three Neighbourhood Places at Arnos Grove, Ritz Parade and Green Lanes will provide the opportunities to secure community based infrastructure.

Proposed Submission Stage

- 3.10 The NCAAP is an area specific document that responds to the challenges as well as opportunities being presented along this section of corridor. Once adopted, the NCAAP will form part of Enfield's Local Plan and will sit alongside the adopted Core Strategy, emerging Development Management Document and other Area Action plans being prepared. New development proposals coming forward with the NCAAP area will be expected to accord with the policies and proposals contained within the document, the adopted Core Strategy, the Council's emerging Development Management Document and the Mayor's adopted London Plan.
- 3.11 The Action Plan provides a comprehensive planning framework and identifies opportunity sites for redevelopment in the NCAAP area, covering the wards of Bowes, Palmers Green and Southgate Green. It will be used to direct local investment, particularly redevelopment proposals coming forward from Notting Hill Housing Trust (NHHT) on land acquired from TfL, and Mulalley and One Housing Group in connection with the estate renewal project at Ladderswood.

4. NEXT STEPS

Consult on the soundness of the Proposed Submission AAP

- 4.1 The Council's publication under Regulation 19¹ is anticipated to run from early March to mid May 2013, for a 6 week period, at which point a statement of conformity with the London Plan will be sought from the Mayor of London.
- 4.2 A Consultation Strategy is being developed by officers and in partnership with the South West Enfield Area Partnership. On the back of the success of the last community event, the SWEP is to hold a 2013 Community Lunch event on the 9th March and this will provide the opportunity to launch the NCAAP Proposed Submission publication process. Targeted consultation activities

¹ Town and Country Planning (Local Planning) (England) Regulations 2012

are to follow and will include meetings with local resident groups, schools, and businesses in the area.

Submission and Examination

- 4.3 Representations received from the publication stage will then be submitted with the final submission version of the NCAAP, along with all supporting documents such as the final Sustainability Appraisal and EQIA. The examination process is subject to the Planning Inspectorate's timeframes and resources, however, officers anticipate this could be undertaken in late summer of 2013. Once the public examination process is concluded, a report will be presented to Full Council to formally adopt the North Circular Area Action Plan.
- 4.4 From the Proposed Submission Stage going forward, greater weight will be afforded to the NCAAP as it progresses through the plan-making process. Once adopted, policies within the document will be used alongside policies contained in the London Plan and Core Strategy to determine planning applications in the area.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 None.
- 5.2 Having an adopted and comprehensive planning framework for the area provides a basis for setting the area specific planning policies by which decisions on development can be guided. This is essential to support the Council's regeneration programme, particularly in light of on-going as well as future investment opportunities.

6. REASONS FOR RECOMMENDATIONS

- 6.1 See paragraph 5.2 above.

7. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

a. Financial Implications

- 7.1.1 The cost of the preparation, consultation and examination of the North Circular AAP will be funded from within the Strategic Planning and Design budget.
- 7.1.2 The report does not in itself commit the Council to additional expenditure. Any future proposals with cost implications would need to be subject to separate reports and full financial appraisal.

b. Legal Implications

- 7.2.1 The Planning and Compulsory Purchase Act 2004 (the Act) as amended and the Town and Country Planning (Local Planning) (England) Regulations 2012

(the Regulations) require local authorities to prepare the local plan, which consists of the local development documents (LDDs).

- 7.2.2 The proposed NCAAP is an LDD in accordance with Regulation 5(1) (a) of the Regulations.
- 7.2.3 The LDDs must conform with the National Planning Policy Framework (NPPF), the London Plan and the Council's own policies.
- 7.2.4 The form and content of the NCAAP must conform with the requirements of Part 4 of the Regulations.
- 7.2.5 The recommendations are in accordance with the Council's powers and duties.

c. Property Implications

- 7.3.1 The North Circular Road Area Action Plan provides an ambitious plan to regenerate a significant and strategic transport corridor in London using a housing-led regeneration strategy. Nineteen opportunity (sites) areas for potential redevelopment have been identified and while several of these are in Council ownership (i.e. Southgate Town Hall, Ladderswood, Bowes Road Library), most of the development opportunities are in private ownership, (with the majority being owned by Notting Hill Housing Trust) and would require concerted land assembly activities to bring forward large scale schemes.
- 7.3.2 As such the Plan's realisation will need to be private sector led, albeit certain key sites may require public sector intervention to assist with land assembly. Such assistance would need to be assessed in more detail as proposals gain maturity and there will be other opportunities for Property Services to comment on the detail as schemes progresses. With respect to opportunity areas in Council ownership, the Council has already commenced on a programme of works to redevelop Ladderswood and Southgate Town Hall.

8. KEY RISKS

- 8.1 Failure to produce a robust set of area specific policies through the preparation of a North Circular AAP document would result in a gap in policy which could lead to poor quality development and that fails to respond comprehensively to local priorities.

9. IMPACT ON COUNCIL PRIORITIES

- 9.1 The NCAAP will be fundamental in achieving sustainable development along an historically neglected stretch of the North Circular Road corridor. Policies throughout the document seek to achieve fairness for all, sustainable growth within the context of providing the appropriate level of supporting infrastructure, and the development of strong and sustainable communities.

10. EQUALITIES IMPACT IMPLICATIONS

- 10.1 Previous draft versions of NCAAP have been subject to an initial Equalities Impact Assessment (EqIA). The initial EqIA will ensure that consultation promotes equal opportunities. A final EqIA (including an assessment of policies) is being undertaken as supporting documentation.

11. PERFORMANCE MANAGEMENT IMPLICATIONS

- 11.1 The NCAAP will provide clear policies for the assessing development and regeneration opportunities within the area and will bring performance management improvements to the delivery of the Council's five year housing supply targets, including the appropriate mix of private and affordable housing. The NCAAP will provide clarity to the planning application process and potentially lead to less debate and time savings at the appeal stage.

12. PUBLIC HEALTH IMPLICATIONS

- 12.1 The NCAAP contains policies covering a wide range of topics, all of which may have implications for public health, such as housing, community facilities, environmental improvements and green infrastructure. Strategic Objective 5 of the adopted Core Strategy (2010) promotes Education, Health and Wellbeing; the NCAAP will provide more detailed policies on how to achieve these policy objectives in the assessment of individual planning applications as well as within the wider context of the area's regeneration.

Background Papers

None

MUNICIPAL YEAR 2012/13 REPORT NO. 156

MEETING TITLE AND DATE:
CABINET 13th February 2013

REPORT OF:
 Director - Environment

Contact officer and telephone number:
 Barry Skelton – Architectural Services
 Tel: 020 8379 6833
 Barry.skelton@enfield.gov.uk

Agenda – Part: 1	Item: 11
Subject: Approval of Tenders for Measured Term Contract for Responsive Maintenance and Minor Works- Building (Non Housing)	
KD No: 3604 Wards: All	
Cabinet Member consulted: Councillor Bond	

1. EXECUTIVE SUMMARY

- 1.1 This report details a procurement process recently undertaken in order to obtain competitive tenders for undertaking responsive maintenance, planned preventative maintenance and minor works to the Council's non housing property portfolio. The undertaking of these works are necessary in order to ensure that the Council's corporate buildings are maintained in a safe and fit for purpose condition, that they maintain their capital value and the mechanical and electrical services plant and equipment within them are tested and inspected in accordance with associated statutory legislation.
- 1.2 The above works are split into two lots: Lot 1 Building and Lot 2 Mechanical and Electrical. This report concerns the procurement of Lot 1 Building. A further report on this agenda KD 3605 concerns the procurement of Lot 2 Mechanical and Electrical.
- 1.3 This report details the outcome of the procurement process for Lot 1 Building and makes recommendations for tender award.
- 1.4 The recommended contract is for an initial period of two years with an option for three one year extension clauses and subject to Cabinet approval is due to commence on 1st April 2013. The current contract provisions it is to replace are due to expire on 31st March 2013.

2. RECOMMENDATIONS

To award the contract for Lot 1 Building as detailed in the recommendations to part 2 of this report

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	1 of 8	Date approved	
				Date of next review	N/A

3. BACKGROUND

- 3.1 The Council's corporate property portfolio comprises circa 950 properties, excluding schools and social housing.
- 3.2 The Council has an obligation to ensure that its corporate buildings are maintained in a safe and fit for purpose condition; that they maintain their capital value and the mechanical and electrical services plant and equipment within them are tested and inspected in accordance with associated statutory legislation.
- 3.3 In order to do this the Council undertakes Planned Maintenance, Planned Preventative Maintenance (PPM) and Responsive Maintenance (day to day repairs) via various measured term contracts. These include contracts for building repairs, mechanical and electrical services repairs, minor improvements, water testing, lift servicing, electrical testing, boiler servicing, fire alarms etc.
- 3.4 These contracts are mainly funded from the Corporate Repairs and Maintenance Fund (Revenue). The spend on the contracts is governed by demand and budget availability.
- 3.5 As the contracts approach their expiry a process has been put into place to re-tender the contracts as well as to make arrangements for any current contracts to be extended as necessary to meet the timetable for their renewal. At the same time the opportunity has been taken to review how to best procure the replacement contracts.
- 3.6 This report concerns the procurement of a new borough wide Measured Term Contract Building to undertake Responsive Maintenance and Minor Works to building fabric. A similar procurement process has also been undertaken for a Measured Term Contract for Mechanical and Electrical works which is the subject to a further report on this agenda KD 3605. The new Measured Term Contract Building is programmed to commence on 1st April 2013. The existing contracts are due to expire on 31st March 2013.

4. PROCUREMENT STRATEGY

- 4.1 In order to facilitate the renewal of contracts a medium term procurement strategy was developed by Architectural Services in conjunction with Corporate Procurement and Legal Services.
- 4.2 This strategy was agreed at Strategic Procurement Board on 29th September 2011.
- 4.3 The key objectives in the strategy are:
- To reduce single tendering wherever possible in order to increase competition and drive down costs.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	2 of 8	Date approved	
				Date of next review	N/A

- To avoid including within the measured term contracts those specialists services that would involve a long sub contract supply chain and with it a series of mark ups and therefore additional costs. Examples are lifts, fire alarms and air conditioning.
- The need to amalgamate contracts to increase economies of scale and reduce costs.
- To reduce the need and the associated costs of carrying out frequent procurement for minor works projects up to £100,000.
- To set contract lengths not too short so that they can provide economies of scale and avoid the costs of too frequent procurement but not too long to allow the Council to be able to review the service provision, consider new ways of working, new ways of procurement or further amalgamation of contracts.

4.4 The proposal for the building works is to reduce the current two area based measured term contracts to one borough wide building contract as detailed below. The contract will use the JCT Measured Term Contract 2011 terms & conditions and the National Schedule of Rates- Building works.

Measured Term Contract	Approximate Annual Value	Contract Situation
(Proposed Lot 1) Building Maintenance Contract for Responsive Repairs and Minor Works	Total £1.1m Responsive Maintenance £600,000 Minor Works £500,000	Currently two area contracts expiring 31 st March 2013 - single borough wide "Building Measured Term contract" proposed

4.5 The contract will also include provision for contracting minor improvement works up to an individual value of £100k with a progressive discount mechanism linked to the National Schedule of Rates. This will provide a streamlined procurement mechanism particularly useful for urgent projects, whilst still delivering value for money within the context of a larger contract. It would in addition provide performance management mechanisms that would not be possible within individual low value contracts.

4.6 The contract will also require the contractor to receive orders via the Council's proposed new Asset Management System "Atrium" , and to upload order details directly on a contractor portal on this system, including worksheets, compliance certificates, and pre-invoices. This development will not only improve record keeping but also result in a streamlining of the Council's administrative and technical processes.

4.7 The contract includes performance management measures, including monthly reporting, quarterly progress meetings, and the monitoring of Key

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	3 of 8	Date approved	
				Date of next review	N/A

Performance Indicators (KPIs) and community benefit obligations. The monthly progress meetings will also address forthcoming works allowing co-ordination of this contract with any other major contracts the Council may be embarking on such as the works to the 10th Floor of the Civic Centre.

- 4.8 The contract has been set at an initial period of two years with three optional one year extension clauses. It is considered that any period shorter than two years would cause real difficulties (and costs) to a contractor in terms of dealing with TUPE and the necessary investment to take on board the IT and enhanced KPI requirements within the contract. A contract period less than two years is unlikely to benefit from the advantages of economies of scale and would increase the annual cost. Bearing in mind the cost to procure EU compliant contracts and should the Council upon any review conclude that the contract continues to provide the best value in the longer term provision has been made for it to operate for up to five years by the inclusion of extension clauses totalling three years.
- 4.9 Three one year extension clauses rather than a single extension period were chosen in order to provide the maximum flexibility to the Council concerning when the decision needs to be made to re-tender the works. This will allow the Council to more easily align the re-tender with other initiatives that may present themselves in the medium to longer term.

5. TENDER PROCESS

- 5.1 The value of these measured term contracts in this procurement exceeds the EU threshold for services and is governed by EU Procurement Law and the Public Contracts Regulations 2006.
- 5.2 Accordingly a Contract Notice was placed in the Official Journal of the European Union (“OJEU Notice”) was placed on 29th June 2012 requesting interested contractors to apply electronically via the London Tenders portal by submitting a Pre-Qualification Questionnaire (PQQ) for evaluation in order to be short listed and be invited to tender for one or both of the measured term contracts (Lots 1 and/or 2). An advert was also placed on the Council’s web site. By the closing date of 31 July 2012, 22 submissions had been received for Lot 1 Building and 27 for LOT 2 M&E.
- 5.3 The OJEU Notice made it clear that following evaluation of the submitted PQQs, it is the Council’s intention to restrict the number of organisations to be invited to tender to a maximum of six contractors for each Lot with those six scoring the highest number of points on the evaluation criteria being invited to tender.
- 5.4 The PQQ detailed the evaluation criteria split into Financial, Health and Safety, Equality and Diversity and Technical Capacity.
- 5.5 An assessment of each contractor’s submission was made by officers using the evaluation criteria leading to the short listing of six contractors for each lot as detailed in part 2 of this report; the approval to the short list being an

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	4 of 8	Date approved	
				Date of next review	N/A

operational decision made by the Director of Environment on 6th November 2012.

- 5.6 The tender award is to be on the basis of the lowest price submitted provided the bid is compliant. A quality price model whereby a higher price could be accepted if the bid was of a higher quality has not been adopted on the basis that the Council has set within the tender documents the standards to be met and all of the short listed contractors have passed the standards required to undertake the works as part of the PQQ process.
- 5.7 Tenders were issued on 9th November for return on 17th December 2012. Details of the tenders received are provided in part 2 of this report.
- 5.8 This assessment has concluded that for Lot 1 Building, the tender from Contractor A, as detailed in the part 2 report, is the bid that represents the best value to the Council and should be accepted.

6. ALTERNATIVE OPTIONS CONSIDERED

- 6.1 Corporate Procurement has advised that there are no existing frameworks either nationally or locally that could readily be adopted as a short or long term solution.
- 6.2 Whilst Enfield Homes operate measured term contracts for repairs and maintenance these were not considered suitable as they were compiled utilising the National Housing Schedule of Rates which are not suited to non housing properties where the proposed National Schedule of Rates is more appropriate. In addition to add in corporate buildings would be a major variation to the Housing Contracts which would be contrary to the Public Procurement Regulations 2006 and EU directives as corporate buildings did not form part of the original OJEU Notice for the contracts.
- 6.3 The provision of these services could be undertaken via other facilities management type contracts. The timescales to procure such contracts are such that this is not possible in the short term to consider this as an option. The contract length has however been restricted to an initial period of two years in order to allow this and other options to be considered in the future.

7. REASONS FOR RECOMMENDATIONS

The Council has a legal obligation to ensure that its corporate buildings are maintained in a safe and fit for purpose condition. The current contracts that undertake this work are due to expire on 31st March 2013. It is therefore very important that a new contract is put into place from 1st April 2013. This report details the procurement process undertaken in order to arrive at the recommendation for the new contract. The contractor recommended for the tender award provided the lowest cost bid to the Council.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	5 of 8	Date approved	
				Date of next review	N/A

8. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES, AND OTHER DEPARTMENTS

8.1 Financial Implications

8.1.1 The costs of day-to-day responsive building maintenance will be met from the revenue budget provision for repair & maintenance on non-housing property portfolio. The costs of minor works that meet the definition of capital expenditure will be met from the budget allocation within Building Improvement Programme.

8.1.2 Please refer to part 2 report for further comments.

8.2 Legal Implications

8.2.1 The Council has a duty under both common law and legislation including the Occupiers Liability Acts 1957 and 1984, Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 to take such care as is reasonable in all the circumstances to ensure that individuals do not suffer injury on its premises and that it does all that is reasonably practicable to ensure the health and safety of individuals on its premises. In addition, section 111 of the Local Government Act 1972 gives a local authority power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The Services procured under this contract will ensure compliance with the Council's duties and if these duties are not complied with, the Council may be at risk of legal action under the Health and Safety Offences Act 2008 and the Corporate Manslaughter and Homicide Act 2007. The Council may enter into the Contract pursuant to section 1 of the Local Government (Contracts) Act 1997.

8.2.2 The value of the contract is above the EU threshold and as such must be tendered in accordance with the Public Contract Regulations 2006 ("PCR 2006"), the Councils Constitution, in particular the Contract Procedure Rules ("CPR"), and the EU principles of transparency, equal treatment, proportionality and non discrimination ("EU Principles). The client has confirmed that that procurement was carried out in accordance with the PCR 2006, the CPR and EU Principles.

8.2.3 The Contract must be in a form approved by Assistant Director of Legal Services.

8.3 Procurement Implications

The Corporate Procurement team has been regularly consulted. This proposed measured term contract forms part of the procurement strategy for repairs and maintenance as agreed at Strategic Procurement Board and the procurement is in accord with the Council's procedures.

8.5 Property Implications

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	6 of 8	Date approved	
				Date of next review	N/A

The contract to be let is fundamental to the Council's delivery of its day-to-day reactive repairs and maintenance responsibilities to its corporate portfolio, thus ensuring the continued operation of buildings and the services delivered from them.

9. KEY RISKS

9.1 The key risks in terms of the procurement relate to:

- The appointment of inappropriate contractor in terms of their capacity or capability to undertake the Contract. This risk has been addressed by the short listing process which has assessed and ranked the applicants financial and technical capacity.
- That a contractor challenges the process in terms that they were not short listed or awarded the contract. This has been addressed by adopting an objective and transparent process by which to rank the applicants and assess the tenders. The process adopted has been subject to consultation and advice from Legal Services and Counsel.

9.2 The report details several risks that would be addressed by the recommended contract including:

- Help ensure corporate buildings are maintained in a safe and fit for purpose condition;
- To reduce single tendering wherever possible; and

9.3 Similarly a number of opportunities are detailed including:

- Amalgamating contracts to achieve economies of scale; and
- Reducing the need to carry out frequent procurement for minor works projects up to £100,000.

10. EQUALITIES IMPACT IMPLICATIONS

Corporate advice has been sought in regard to equalities and an agreement has been reached that, on this occasion, an equalities impact assessment is not necessary. The establishment of this contract will contribute to ensuring the continuing safe use of all Council buildings by all members of the community.

11. IMPACT ON COUNCIL PRIORITIES

11.1 Fairness for All

Approval of the new contact will help ensure that the properties covered by the contracts will be safe for all members of the public and staff to use.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	7 of 8	Date approved	
				Date of next review	N/A

11.2 Growth and Sustainability

None.

11.2 Strong Communities

Please refer to Part 2 report

12. PERFORMANCE MANAGEMENT IMPLICATIONS

12.1 The Contractors recommended to be invited to tender have been short listed on the basis of a rigorous assessment of their financial and technical capabilities with the top six ranked selected for each contract.

12.2 The contract contains a requirement for the contractor to provide monthly and quarterly reports on their performance linked against a series of KPIs which will be assessed and managed by Architectural Services as the Contract Administrator. These KPIs have also been set with year on year improvements in terms of the targets to be achieved. Should the Contractor fail to meet a target or targets they are required to introduce an improvement plan to address the under performance.

12.3 The contractor's payments are not directly linked to the KPIs and in terms that a proportion of their income would not be deducted if they fail to meet the targets. This is because the Council requires the contract to meet a standard rather than accept a lower standard but be compensated by a financial deduction. Should the standards not be met the Council can seek redress by employing an alternative contractor and deducting any extra cost from the contractor's account. The Council can also make the decision should performance not be satisfactory, to reduce the amount of work ordered through the contract particularly with reference to minor works until such time as the performance meets the standard.

13. HEALTH AND SAFETY IMPLICATIONS

The failure to have in place an effective contract from 1st April would increase the risk of the Council not fulfilling its legal obligation to maintain its property in a safe condition. The recommended contractor has in place satisfactory health and safety policies and procedures.

14. PUBLIC HEALTH IMPLICATIONS

There are no direct public health implications except the effective maintenance of the Council's buildings through this proposed contract will contribute to the Council's ability to deliver services to the public and help ensure that the properties covered by the contract will be safe for all members of the public and staff to use.

Background Papers

None.

ENV 12.102 Part 1 Final

8

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	8 of 8	Date approved	
				Date of next review	N/A

MUNICIPAL YEAR 2012/13 REPORT NO. **157**

MEETING TITLE AND DATE:
CABINET
13th February 2013

REPORT OF:
 Director - Environment

Contact officer and telephone number:

Barry Skelton – Architectural Services
 Tel: 020 8379 6833
 Barry.skelton@enfield.gov.uk

Agenda – Part: 1

Item: 12

Subject: Approval of Tender for Measured Term Contract Responsive Maintenance, Planned Preventative Maintenance and Minor Works (Non Housing)- Mechanical and Electrical Services
KD No: 3605
Wards: All

Cabinet Member consulted: Councillor Bond

1. EXECUTIVE SUMMARY

- 1.1 This report details a procurement process recently undertaken in order to obtain competitive tenders for undertaking responsive maintenance, planned preventative maintenance and minor works to the Council's non housing property portfolio. The undertaking of these works are necessary in order to ensure that the Council's corporate buildings are maintained in a safe and fit for purpose condition, that they maintain their capital value and the mechanical and electrical services plant and equipment within them are tested and inspected in accordance with associated statutory legislation.
- 1.2 The above works are split into two lots: Lot 1 Building and Lot 2 Mechanical and Electrical. This report concerns the procurement of Lot 2 Mechanical and Electrical. A further report on this agenda KD 3604 concerns the procurement of Lot 1 Building.
- 1.3 This report details the outcome of the procurement process for Lot 2 Mechanical and Electrical and makes recommendations for tender award.
- 1.4 The recommended contract is for an initial period of two years with an option for three one year extension clauses and subject to Cabinet approval is due to commence on 1st April 2013. The current contract provisions it is to replace are due to expire on 31st March 2013.

2. RECOMMENDATIONS

To award the contract for Lot 2 Mechanical and Electrical as detailed in recommendations to part 2 of this report.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	1 of 9	Date approved	
				Date of next review	N/A

3. BACKGROUND

- 3.1 The Council's corporate property portfolio comprises circa 950 properties, excluding schools and social housing.
- 3.2 The Council has an obligation to ensure that its corporate buildings are maintained in a safe and fit for purpose condition; that they maintain their capital value and the mechanical and electrical services plant and equipment within them are tested and inspected in accordance with associated statutory legislation.
- 3.3 In order to do this the Council undertakes Planned Maintenance, Planned Preventative Maintenance (PPM) and Responsive Maintenance (day to day repairs) via various measured term contracts. These include contracts for building repairs, mechanical and electrical services repairs, minor improvements, water testing, lift servicing, electrical testing, boiler servicing, fire alarms etc.
- 3.4 These contracts are mainly funded from the Corporate Repairs and Maintenance Fund (Revenue). The spend on the contracts is governed by demand and budget availability.
- 3.5 As the contracts approach their expiry a process has been put into place to re-tender the contracts as well as to make arrangements for any current contracts to be extended as necessary to meet the timetable for their renewal. At the same time the opportunity has been taken to review how to best procure the replacement contracts.
- 3.6 This report concerns the procurement of a new borough wide Measured Term Contract Mechanical and Electrical to undertake Planned Preventive Maintenance, Responsive Maintenance and Minor Works to Mechanical and Electrical Services. A similar procurement process has also been undertaken for a Measured Term Contract Building which is the subject to a further report on this agenda KD 3604. The new Measured Term Contract Mechanical and Electrical is programmed to commence on 1st April 2013. The existing contracts are due to expire on 31st March 2013.

4. PROCUREMENT STRATEGY

- 4.1 In order to facilitate the renewal of contracts a medium term procurement strategy was developed by Architectural Services in conjunction with Corporate Procurement and Legal Services.
- 4.2 This strategy was agreed at Strategic Procurement Board on 29th September 2011.
- 4.3 The key objectives in the strategy are:
- To reduce single tendering wherever possible in order to increase competition and drive down costs.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	2 of 9	Date approved	
				Date of next review	N/A

- To avoid including within the measured term contracts those specialists services that would involve a long sub contract supply chain and with it a series of mark ups and therefore additional costs. Examples are lifts, fire alarms and air conditioning.
- The need to amalgamate contracts to increase economies of scale and reduce costs.
- To reduce the need and the associated costs of carrying out frequent procurement for minor works projects up to £100,000.
- To set contract lengths not too short so that they can provide economies of scale and avoid the costs of too frequent procurement but not too long to allow the Council to be able to review the service provision, consider new ways of working, new ways of procurement or further amalgamation of contracts

4.4 The proposal for the Mechanical and Electrical works is to reduce the current two area-based measured term contracts to one borough wide M&E contract as detailed below. The contract will use the JCT Measured Term Contract 2011 terms & conditions and the National Schedule of Rates Mechanical and Electrical Services.

Measured Term Contract	Approximate Annual Value	Contract Situation
(Proposed Lot 2) Mechanical & Electrical Maintenance Contract for Responsive Repairs Planned Preventative Maintenance and Minor Works	Total £1.2m Responsive Maintenance £700,000 PPM £230,000 (see below) Minor Works £270,000	Currently two area contracts expiring 31st March 2013 - single borough wide "M&E Services Measured Term contract". Contract to include Boiler Maintenance, Fixed Electrical Testing, Portable Appliance Testing and Water Monitoring.

4.5 The M&E contract will include the formerly separate contracts for boiler maintenance, electrical testing, portable appliance testing and water monitoring with a bespoke Schedule of Rates.

4.6 The contract will also include provision for contracting minor improvement works up to an individual value of £100k with a progressive discount mechanism linked to the National Schedule of Rates. This will provide a streamlined procurement mechanism particularly useful for urgent projects, whilst still delivering value for money within the context of a larger contract. It would in addition provide performance management mechanisms that would not be possible within individual low value contracts.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	3 of 9	Date approved	
				Date of next review	N/A

- 4.7 The contract will also require the contractor to receive orders via the Council's proposed new Asset Management System "Atrium" , and to upload order details directly on a contractor portal on this system, including worksheets, compliance certificates, and pre-invoices. This development will not only improve record keeping but also result in a streamlining of the Council's administrative and technical processes.
- 4.8 The contract includes performance management measures, including monthly reporting, quarterly progress meetings, and the monitoring of Key Performance Indicators (KPIs) and community benefit obligations. The monthly progress meetings will also address forthcoming works allowing co-ordination of this contract with any other major contracts the Council may be embarking on such as the works to the 10th Floor of the Civic Centre.
- 4.9 The contract has been set at an initial period of two years with three optional one year extension clauses. It is consider that any period shorter than two years would cause real difficulties (and costs) to a contractor in terms of dealing with TUPE and the necessary investment to take on board the IT and enhanced KPI requirements within the contracts. A contract period less than two years is unlikely to benefit from the advantages of economies of scale and would increase the annual cost. Bearing in mind the cost to procure EU compliant contracts and should the Council upon any review conclude that the contract continues to provide the best value in the longer term provision has been made for it to operate for up to five years by the inclusion of extension clauses totalling three years.
- 4.10 Three one year extension clauses rather than a single extension period were chosen in order to provide the maximum flexibility to the Council concerning when the decision needs to be made to re-tender the works. This will allow the Council to more easily align the re-tender with other initiatives that may present themselves in the medium to longer term.

5. TENDER PROCESS

- 5.1 The value of these measured term contracts in this procurement exceeds the EU threshold for services and is governed by EU Procurement Law and the Public Contracts Regulations 2006.
- 5.2 Accordingly a Contract Notice ("OJEU Notice") was placed in the Official Journal of the European Union on 29th June 2012 requesting interested contractors to apply electronically via the London Tenders portal by submitting a Pre-Qualification Questionnaire (PQQ) for evaluation in order to be short listed and be invited to tender for one or both of the measured term contracts (Lots 1 and/or 2). An advert was also placed on the Council's web site. By the closing date of 31 July 2012, 22 submissions had been received for Lot 1 Building and 27 for LOT 2 M&E.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	4 of 9	Date approved	
				Date of next review	N/A

- 5.3 The OJEU Notice made it clear that following evaluation of the submitted PQQs, it is the Council's intention to restrict the number of organisations to be invited to tender to a maximum of six contractors for each Lot with those six scoring the highest number of points on the evaluation criteria being invited to tender.
- 5.4 The PQQ detailed the evaluation criteria split into Financial, Health and Safety, Equality and Diversity and Technical Capacity.
- 5.5 An assessment of each contractor's submission was made by officers using the evaluation criteria leading to the short listing of six contractors for each lot as detailed in part 2 of this report; the approval to the short list being an operational decision made by the Director of Environment on 6th November 2012.
- 5.6 The tender award is to be on the basis of the lowest price submitted provided the bid is compliant. A quality price model whereby a higher price could be accepted if the bid was of a higher quality has not been adopted on the basis that the Council has set within the tender documents the standards to be met and all of the short listed contractors have passed the standards required to undertake the works as part of the PQQ process.
- 5.7 Tenders were issued on 9th November for return on 17th December 2012. Details of the tenders received are provided in part 2 of this report.
- 5.8 This assessment has concluded that for Lot 2 Mechanical and Electrical, the tender from Contractor A, as detailed in part 2 report, is the bid that represents the best value to the Council and should be accepted.

6. ALTERNATIVE OPTIONS CONSIDERED

- 6.1 Corporate Procurement has advised that there are no existing frameworks either nationally or locally that could readily be adopted as a short or long term solution.
- 6.2 Whilst Enfield Homes operate measured term contracts for repairs and maintenance these were not considered suitable as they were compiled utilising the National Housing Schedule of Rates which are not suited to non housing properties where the proposed National Schedule of Rates is more appropriate. In addition to add in corporate buildings would be a major variation to the Housing Contracts which would be contrary to the Public Procurement Regulations 2006 and EU directives as corporate buildings did not form part of the original OJEU Notice for the contracts.
- 6.3 The provision of these services could be undertaken via other facilities management type contracts. The timescales to procure such contracts are such that this is not possible in the short term to consider this as an option. The contract length has however been restricted to an initial period of two years in order to allow this and other options to be considered in the future.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	5 of 9	Date approved	
				Date of next review	N/A

7. REASONS FOR RECOMMENDATIONS

The Council has a legal obligation to ensure that its corporate buildings are maintained in a safe and fit for purpose condition. The current contracts that undertake this work are due to expire on 31st March 2013. It is therefore very important that a new contract is put into place from 1st April 2013. This report details the procurement process undertaken in order to arrive at the recommendation for the new contract. The contractor recommended for tender award provided the lowest cost bid to the Council.

8. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES, AND OTHER DEPARTMENTS

8.1 Financial Implications

8.1.1 The costs of responsive mechanical and electrical services and planned preventative maintenance (PPM) will be met from the revenue budget provision for repair & maintenance on non-housing property portfolio. The costs of minor works that meet the definition of capital expenditure will be met from the budget allocation within Building Improvement Programme.

8.1.2 Please refer to part 2 report for further comments.

8.2 Legal Implications

8.2.1 The Council has a duty under both common law and legislation including the Occupiers Liability Acts 1957 and 1984, Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 to take such care as is reasonable in all the circumstances to ensure that individuals do not suffer injury on its premises and that it does all that is reasonably practicable to ensure the health and safety of individuals on its premises. In addition, section 111 of the Local Government Act 1972 gives a local authority power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The Services procured under this contract will ensure compliance with the Council's duties and if these duties are not complied with, the Council may be at risk of legal action under the Health and Safety Offences Act 2008 and the Corporate Manslaughter and Homicide Act 2007. The Council may enter into the Contract pursuant to section 1 of the Local Government (Contracts) Act 1997.

8.2.2 The value of the contract is above the EU threshold and as such must be tendered in accordance with the Public Contract Regulations 2006 ("PCR 2006"), the Councils Constitution, in particular the Contract Procedure Rules ("CPR"), and the EU principles of transparency, equal treatment, proportionality and non discrimination ("EU Principles). The client has confirmed that that procurement was carried out in accordance with the PCR 2006, the CPR and EU Principles.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	6 of 9	Date approved	
				Date of next review	N/A

8.2.3 The Contract must be in a form approved by Assistant Director of Legal Services.

8.3 Procurement Implications

The Corporate Procurement team has been regularly consulted. This proposed measured term contract forms part of the procurement strategy for repairs and maintenance as agreed at Strategic Procurement Board and the procurement is in accord with the Council's procedures.

8.4 Property Implications

The contract to be let is fundamental to the Council's delivery of its day-to-day reactive repairs and planned maintenance responsibilities to its corporate portfolio, thus ensuring the continued operation of buildings and the services delivered from them.

9. KEY RISKS

9.1 The key risks in terms of the procurement relate to:

- The appointment of an inappropriate contractor in terms of their capacity or capability to undertake the Contract. This risk has been addressed by the short listing process which has assessed and ranked the applicants financial and technical capacity.
- That a contractor challenges the process in terms that they were not short listed or awarded the contract. This has been addressed by adopting an objective and transparent process by which to rank the applicants and assess the tenders. The process adopted has been subject to consultation and advice from Legal Services and Counsel.

9.2. The report details several risks that would be addressed by the recommended contract including:

- Help ensure corporate buildings are maintained in a safe and fit for purpose condition;
- To reduce single tendering wherever possible; and
- To avoid including specialist services such as lifts.

9.3 Similarly a number of opportunities are detailed including:

- Amalgamating contracts to achieve economies of scale; and
- Reducing the need to carry out frequent procurement for minor works projects up to £100,000.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	7 of 9	Date approved	
				Date of next review	N/A

10. EQUALITIES IMPACT IMPLICATIONS

Corporate advice has been sought in regard to equalities and an agreement has been reached that, on this occasion, an equalities impact assessment is not necessary. The establishment of this contract will contribute to ensuring the continuing safe use of all Council buildings by all members of the community.

11. IMPACT ON COUNCIL PRIORITIES

11.1 Fairness for All

Approval of the new contract will help ensure that the properties covered by the contracts will be safe for all members of the public and staff to use.

11.2 Growth and Sustainability

None.

11.2 Strong Communities

Please refer to Part 2 report

12. PERFORMANCE MANAGEMENT IMPLICATIONS

12.1 The Contractors recommended to be invited to tender have been short listed on the basis of a rigorous assessment of their financial and technical capabilities with the top six ranked selected for each contract.

12.2 The contract contains a requirement for the contractor to provide monthly and quarterly reports on their performance linked against a series of KPIs which will be assessed and managed by Architectural Services as the Contract Administrator. These KPIs have also been set with year on year improvements in terms of the targets to be achieved. Should the Contractor fail to meet a target or targets they are required to introduce an improvement plan to address the under performance.

12.3 The contractor's payments are not directly linked to the KPIs and a proportion of their income would not be deducted if they fail to meet the targets. This is because the Council requires the contract to meet a standard rather than accept a lower standard but be compensated by a financial deduction. Should the standards not be met, the Council can seek redress by employing an alternative contractor and deducting any extra cost from the Contractor's account. The Council can also make the decision, should performance not be satisfactory, to reduce the amount of work ordered through the contract particularly with reference to minor works until such time as the performance meets the standard.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	8 of 9	Date approved	
				Date of next review	N/A

13. HEALTH AND SAFETY IMPLICATIONS

The failure to have in place an effective contract from 1st April would increase the risk of the Council not fulfilling its legal obligation to maintain its property in a safe condition. The recommended contractor has in place satisfactory health and safety policies and procedures.

14. PUBLIC HEALTH IMPLICATIONS

There are no direct public health implications except the effective maintenance of the Council's buildings through this proposed contract will contribute to the Council's ability to deliver services to the public and help ensure that the properties covered by the contracts will be safe for all members of the public and staff to use.

Background Papers

None.

Author	Chris Stroud	Classification	Protected	Date of First Issue	
Owner	Theresa Dodd	Issue Status		Date of Latest Re-Issue	N/A
Version		Page	9 of 9	Date approved	
				Date of next review	N/A

This page is intentionally left blank

THE CABINET

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

MUNICIPAL YEAR 2012/2013

20 MARCH 2013

- 1. Capital Monitoring 2012/13 Third Quarter** James Rolfe

This will provide financial information on the Council's Capital programme for 2012/13. It will report on expenditure up to 31 December 2012. The report will also provide information on the progress of individual capital schemes. **(Key decision – reference number 3655)**
- 2. January 2013 Revenue Monitoring Report** James Rolfe

This will seek approval of the revenue monitoring position at the end of January 2013 and actions needed in order to remain within the approved budget. **(Key decision – reference number 3606)**
- 3. On Your Doorstep – Taking Public Services Closer to Local People: Phase Two Project Evaluation Report** Rob Leak

This will present the On Your Doorstep project evaluation report. (Part 1) (Non key)
- 4. London 2012 Legacy Review and Opportunities** Neil Rousell

This will review how the Council has done in delivering the objectives set out in the Enfield's Legacy Strategy for the London 2012 Olympic and Paralympic Games. (Part 1) (Non key)
- 5. Emergency Support Scheme** James Rolfe

This will seek approval to agree the eligibility criteria and operational processes for a new Emergency Support Scheme to replace the elements of the Social Fund being abolished by Government. **(Key decision – reference number 3657)**
- 6. Development Management Document Proposed Submission** Neil Rousell

(Part 1) **(Key decision – reference number 3612)**

7. **Award of Contracts for Residential and Nursing Care Services for People with Dementia at Honeysuckle House And Parkview House** Ray James

This will seek approval to the award of contracts as detailed above. (Part 1) **(Key decision – reference number 3558)**

8. **Reference from the Sustainability and Living Environment Scrutiny Panel – Retrofitting – New Directions**

This will present a referral from the Sustainability and Living Environment Scrutiny Panel. (Non key)

9. **Options for the Provision of a Dual Registered Care Home on the former Elizabeth House site** Ray James

This will set out options for the provision of a dual registered care home on the former Elizabeth House site. (Parts 1 and 2) **(Key decision – reference number 3593)**

10. **Update on Public Health Contracts Transfer from the NHS to the London Borough of Enfield** Ray James

This will seek agreement to the proposed approach to the transfer of contracts from the NHS to the London Borough of Enfield. (Part 1) **(Key decision 3650)**

11. **Quarterly Corporate Monitoring Report** Rob Leak

This will present the 2012/13 Quarter 3 performance against the Council's Corporate Scorecard. (Part 1) **(Key decision 3672)**

24 APRIL 2013

1. **February 2013 Revenue Monitoring Report** James Rolfe

This will seek approval of the revenue monitoring position at the end of February 2013 and actions needed in order to remain within the approved budget. **(Key decision – reference number 3607)**

2. **Ladderswood Regeneration: Appropriation** Ray James/
Neil Rousell

The London Borough of Enfield is required to appropriate the Ladderswood development site following the grant of planning permission to the development partner. (Part 1) **(Key decision – reference number 3423)**

3. **Amendments to the Policy for Footway Crossovers and Proposals for the Management of Associated Illegal Activity** Ian Davis
- The report will propose amendments to the technical standards for footway crossover applications and will seek approval for adopting a policy for the management of illegal activity. (Part 1) **(Key decision 3664)**
4. **Contract Award for Undertaking a Programme of Energy Conservation Measures to Corporate Buildings and Schools** Ian Davis
- The report will seek approval to the award of contracts to undertake various energy conservation measures to corporate buildings and schools under the Mayor of London's RE:FIT programme. (Part 1) **(Key decision 3670)**
5. **Energy Retrofit Strategy and Action Plan** Ian Davis
- (Part 1) **(Key decision 3642)**
6. **Ponders End High Street Regeneration Scheme** Neil Rousell
- This will provide an update on the progress of the Ponders End High Street Regeneration Scheme requiring key decisions on Land Acquisition and Delivery Partner Procurement. (Part 1) **(Key decision – reference number tbc)**
7. **Enfield Council Estate Renewal Programme** Ray James
- This will seek approval to authorise the Enfield Council Estate Renewal Programme. **(Key decision – reference number 3369)**
8. **Town Centres Strategy** Neil Rousell
- This will identify the priorities for promoting the health and vitality of our key town centres. (Part 1) **(Key decision – reference number 3595)**

MUNICIPAL YEAR 2013/2014

MAY 2013

1. **Empty Property CPO VIII** Ray James
- This will ask Cabinet to authorise officers to make a compulsory purchase order (CPO) on an empty residential property whose owners have proved unresponsive to attempts by Officers to bring it back into residential use. (Part 1) **(Key decision 3671)**

This page is intentionally left blank

CABINET - 23.1.2013

**MINUTES OF THE MEETING OF THE CABINET
HELD ON WEDNESDAY, 23 JANUARY 2013****COUNCILLORS****PRESENT**

Doug Taylor (Leader of the Council), Achilleas Georgiou (Deputy Leader), Chris Bond (Cabinet Member for Environment), Bambos Charalambous (Cabinet Member for Culture, Leisure, Youth and Localism), Del Goddard (Cabinet Member for Business and Regeneration), Christine Hamilton (Cabinet Member for Community Wellbeing and Public Health), Donald McGowan (Cabinet Member for Adult Services, Care and Health), Ayfer Orhan (Cabinet Member for Children & Young People), Ahmet Oykener (Cabinet Member for Housing) and Andrew Stafford (Cabinet Member for Finance and Property)

OFFICERS:

Rob Leak (Chief Executive), James Rolfe (Director of Finance, Resources and Customer Services), Ray James (Director of Health, Housing and Adult Social Care), Ian Davis (Director of Environment), Andrew Fraser (Director of Schools & Children's Services), Asmat Hussain (Assistant Director Legal), Michael Sprosson (Service Manager Procurement (Health and Adult Social Care)), Jeff Laidler (Head of Sustainability), Stuart Dennison (Assistant Director - Revenues, Benefits and Systems), Geoff Waterton (Head of Collection Services), Richard Tyler (Assistant Director of Finance), David Greely (Corporate Communications Manager), Jayne Middleton-Albooye (Principal Lawyer), Paul Walker (Assistant Director, Regeneration, Planning & Programme Management) and Neil Isaac (Assistant Director - Waste Management) Jacqui Hurst (Secretary)

Also Attending: Councillors Ingrid Cranfield, Derek Levy and George Savva.

1**APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2**DECLARATION OF INTERESTS**

Members were reminded, by the Assistant Director Legal, of the need to identify any disclosable pecuniary, other pecuniary or non pecuniary interests relevant to items on the agenda.

CABINET - 23.1.2013

Following a discussion by Members, Councillor Andrew Stafford (Cabinet Member for Finance and Property) declared a disclosable pecuniary interest in Report No.138 – Council Tax Support Local Scheme Update (Minute No.7 below refers). Councillor Stafford took no part in the discussion and left the room for the item.

3

URGENT ITEMS

NOTED that the reports listed on the agenda had been circulated in accordance with the requirements of the Council's Constitution and the Local Authorities (Executive Arrangements) (Access to Information and Meetings) (England) Regulations 2012. These requirements state that agendas and reports should be circulated at least 5 clear days in advance of meetings.

4

DEPUTATIONS AND PETITIONS

NOTED that no requests for deputations (with or without petitions) had been received for presentation to this Cabinet meeting.

5

ITEMS TO BE REFERRED TO THE COUNCIL

AGREED that the following items be referred to full Council:

1. Report No.138 – Council Tax Support Local Scheme Update (note: a revised report to be presented to Council seeking agreement to the Council Tax Support Local Scheme)
2. Report No.139 – A Tenancy Strategy for Enfield
3. Report No.141 – Enfield Joint Carers Strategy 2013-16
4. Report No.142 – Enfield 2020 Sustainability Programme and Action Plan

6

NOVEMBER 2012 REVENUE MONITORING REPORT

Councillor Andrew Stafford (Cabinet Member for Finance and Property) introduced the report of the Director of Finance, Resources and Customer Services (No.137) setting out the Council's revenue budget monitoring position based on information to the end of November 2012.

NOTED

1. that table 1 in the report set out the financial performance overview; the risk ratings for September, October and November were noted;

CABINET - 23.1.2013

2. that table 2 in the report set out the net controllable budget by department. The departmental monitoring information outlining both budget pressures and projected savings were set out in section 5 of the report. The majority of pressures were either demand led or due to the economic circumstances;
3. the current position with regard to the achievement of savings as set out in section 8 of the report;
4. that there had been no deterioration in the financial position of the Authority and plans were in place to balance the Medium Term Financial Plan (section 11.1 of the report referred);
5. in response to questions raised regarding the current inclement weather and the effect on the environment budget, it was noted that the winter maintenance budget was in place. It was too early to forecast the costs involved and would depend on the extent of any bad weather in February and March. Other potential effects on the budget would be a reduction in parking receipts and road surface damage (potholes). If necessary the Council could call upon its reserves to meet any additional costs not covered by the winter maintenance budget.

Members took this opportunity to express their thanks and appreciation of the good work undertaken by the environment gritting crews and the refuse collection teams.

Alternative Options Considered: Not applicable to this report.

DECISION: The Cabinet

1. noted the £412k underspend revenue outturn projection after noting the shortfall in income (as detailed in paragraph 5.2 of the report);
2. agreed that departments reporting pressures should continue to manage budgets in order to eliminate any overspend in 2012/13.

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

(Key decision – reference number 3580)

7

COUNCIL TAX SUPPORT LOCAL SCHEME UPDATE

Councillor Doug Taylor (Leader of the Council) introduced the report of the Director of Finance, Resources and Customer Services (No.138) updating Members on the Council Tax Support Local Scheme.

CABINET - 23.1.2013

Alternative Options Considered: The Local Scheme included three main variants which were set out in the report and had been subject to extensive consultation on the basis of a fully funded scheme. A do nothing option was not feasible as the Government's Default Scheme unamended would apply leaving a funding gap. Adopting the recently announced Government scheme of transitional grant for one year with restriction in reductions to 8.5% would not produce a fully funded scheme as the grant is insufficient. The Cabinet decision in July 2012 was to consult on the basis of a fully funded scheme, as the Government's scheme of transitional grant did not exist at that time.

DECISION AND RECOMMENDATION TO COUNCIL: Cabinet agreed to instruct the Director of Finance, Resources and Customer Services to prepare and recommend a local council tax support scheme to the Council on 30 January 2013 including proposals for council tax technical changes, the council tax and business rate tax base.

Reasons for recommendations: This report resulted from Government legislation to replace the national Council Tax Benefit scheme with a locally agreed scheme with reduced grant support.

(Key decision – reference number 3588)

Councillor Taylor (Leader of the Council) advised Members that following the production of the above report, a full and amended report had been prepared for the Council meeting on 30 January 2013, which had been published the previous day and was available for Cabinet Members this evening for consideration.

James Rolfe (Director of Finance, Resources and Customer Services) gave a short presentation to Members on the Council Tax Support Scheme as set out in the report to full Council, as follows:

The Government as part of its welfare reform agenda is scrapping the current national Council Tax Benefit scheme and replacing this with Council Tax Support which Councils have to determine locally and with reduced levels of Government funding. Pensioners are protected from the scheme and impact of the reduced support falls upon working age benefit cases. Enfield has developed a number of models and the Council will be asked to determine which model should be adopted for 2013/14 and will need to agree this before the end of this month.

The Council has carried out a full 12 week consultation on four different schemes all of which passed on the reductions in the forms of reduced support to working age cases to produce a fully funded scheme. At the very end of the consultation period, the Government announced a Transitional Grant scheme limiting reductions in support subject to certain criteria. This announcement was far too late to be included in the consultation and although such a scheme would not be fully funded the Council had developed this as further scheme options. The Council also has up to date information on the Government funding available and upon the slowing in the rate of caseload

CABINET - 23.1.2013

growth which change the amount but not the principle of each of the scheme models upon which Enfield consulted.

The Council report before Members this evening showed the results of the consultation and whilst there were some differences in response from those responding who currently received benefit to those who do not, there is broad support for the design principles consulted upon following the July 2012 Cabinet meeting. In terms of the scheme model the picture was more mixed.

The six models of reduced support are as follows:

A – a flat rate reduction of £200 per annum

B – a percentage reduction of 19.5%

C – a variable percentage reduction of 11.5% for those in employment and of 23% for those who are unemployed

D – paying cases in Council Tax bands A to C as now, applying a 25% reduction in band D and no paying anything to bands E to H

E – taking the Government's Transitional Grant and limiting reductions to 8.5% and making up the funding gap

F – as E but as the Transitional Grant funding announced is for one year only, taking the Government's Transitional Grant for one year and in 2014/15 applying a 19.5% reduction as in model B

Of the options subject to consultation, those responding who are current benefit cases and are those directly affected by the reductions favoured option B, a reduction of 19.5% irrespective of Council Tax band and a scheme which is fully funded. If the Council takes the Government's Transitional Grant funding, the reduction is 8.5% but the Council will have to find additional funding to pay for the scheme.

Whichever reduction scheme model the Council chooses will apply to people on low income many of whom will also be affected by the Government's other welfare reforms so there are no easy answers but it needs to be decided next week at Council.

Cabinet were not being asked to make any decision this evening, this would be a matter for full Council at its meeting on 30 January 2013. However, Members were invited to discuss the options and raise any questions of clarification or concerns.

Councillor Taylor (Leader of the Council) invited questions from the Cabinet Members. The following issues arose:

1. Councillor Charalambous expressed concerns regarding Option D and the effect on residents living in large properties who would be affected by other Government welfare reforms. It was noted that Options E and F would require the Council to find additional savings. James Rolfe advised that the funding shortfall, in addition to current budget savings, would be £800k in year one and £1.5m in year two.

CABINET - 23.1.2013

2. Councillor Hamilton noted that Option B was the option favoured through the consultation and would be nil cost to the Council.
3. Councillor Taylor noted that the table on page 9 of the Council report illustrated the impact of the four different approaches in Options A – D using the information in the consultation documentation. These were the updated figures.
4. Councillor Goddard sought clarification on Option D and the formula used in calculation. James Rolfe outlined the requested detail. The Council report set out the key equalities implications for each of the scheme options and an evaluation of the options, sections 6 and 7 of the Council report referred.
5. Councillor Taylor raised an issue for discussion regarding a Member's opportunity, if they so wished, to raise an alternative option for consideration at the Council meeting. A full and detailed discussion took place on such a scenario including governance issues and a potential increased risk of challenge due to lack of consultation on such an option. It was noted that Members had had an opportunity to come forward with comments as part of the consultation processes undertaken. A lengthy decision making process had been applied with a number of opportunities for challenge previously. Members noted that a decision had to be made by 31 January otherwise the Council's default scheme would apply. Officers would not recommend that Members consider an option that had not been subject to the full processes as set out in the Council report.
6. Councillor Charalambous stated that he would not be in support of Option A or Option C.
7. In conclusion, Councillor Taylor stated that this was a very difficult decision for the Council to take as the scheme would either have to be fully funded by the residents affected or a partially funded scheme would result in a reduction in council services or an increase in the level of council tax to meet any gaps in funding. Councillor Taylor highlighted the proposed hardship scheme (section 7 of the Council report) that the Council intended to develop to offer as much support as possible within the constraints of the Council's budget.

Members noted that the report would be considered and decided upon at the Council meeting scheduled to take place on 30 January 2013.

8

A TENANCY STRATEGY FOR ENFIELD

Councillor Ahmet Oykenner (Cabinet Member for Housing) introduced the report of the Director of Health, Housing and Adult Social Care (No.139) presenting Enfield Council's Tenancy Strategy 2013-2018.

CABINET - 23.1.2013

NOTED

1. that there was a statutory requirement under the Localism Act 2011 for local authorities to have a Tenancy Strategy in place by January 2013;
2. that the Strategy set out a range of issues that Registered Providers (Housing Associations and Enfield Homes) with social rented housing stock in Enfield should have regard to when formulating their Tenancy Policies, although it could not be imposed on them. The Strategy reflected the Council's position that longer term tenancies were the best approach for addressing housing need and building strong neighbourhoods and sustainable communities. The Strategy aligned with the Council's other Housing Strategies.

Alternative Options Considered: Publication of a Tenancy Strategy was a statutory requirement.

DECISION: The Cabinet

1. agreed Enfield's new Tenancy Strategy;
2. noted the requirement for a Tenancy Policy to be developed for Registered Providers with housing stock in the borough, including Enfield Homes.

RECOMMENDED TO COUNCIL to approve the Tenancy Strategy.

Reasons for recommendations: Enfield's Tenancy Strategy provides Registered providers with a broad statement of the objectives and aims of the Council in relation to tenancies, aims and objectives that will reflect the local circumstances existing in Enfield. It is vital that the strategic direction provided to housing providers on the use of fixed term tenancies is endorsed by the Council. The policies developed by housing providers will influence key corporate objectives, including sustainable communities. During 2013, a Tenancy Policy for the Council's own housing stock will be developed in partnership with Enfield Homes, in line with this Tenancy Strategy.

(Key decision – reference number 3527)

9

HEALTH AND ADULT SOCIAL CARE, VOLUNTARY & COMMUNITY SECTOR STRATEGIC COMMISSIONING FRAMEWORK 2013-16

Councillor Don McGowan (Cabinet Member for Adult Services, Care and Health) introduced the report of the Director of Health, Housing and Adult Social Care (No.140) seeking agreement to the new three year strategic commissioning framework for adult social funding objectives and outcomes provided by the voluntary and community sector.

CABINET - 23.1.2013

NOTED

1. that the new framework had been developed in partnership with a wide range of stakeholders, as set out in paragraph 1.2 of the report. Extensive consultation had been undertaken;
2. the seven key joint commissioning aims as detailed in full in section 3.6 of the report;
3. the wide range of projects currently funded by the voluntary and community sector including (paragraph 3.4 of the report refers):
 - Information and Advice
 - Advocacy
 - Prevention and Early Intervention
 - Re-ablement and Enablement, support into employment
 - Day centres, customer respite, transport
 - Core funding and running costs
4. In discussion, Members welcomed the report and direction of travel and raised the need to continue to ensure that good employment practices were developed within the third sector. In response, Ray James (Director of Health, Housing and Adult Social Care) outlined to Members the developments which were taking place including the introduction of a scheme of peer brokers to share experience and the promotion of local employment;
5. Members noted the key risks outlined in section 7 of the report. Councillor McGowan and Ray James assured Members of the effective measures that were in place for both customers and stakeholders;
6. that in response to questions raised by Members, Ray James detailed the structures in place and the options available to individual customers in ensuring that they had the most effective option available to them to meet their individual needs. Customers would be given as much choice as possible.

Alternative Options Considered: Do nothing – the current adult social care grant system could not be continued. Many of these current grants had been in place for a number of years. There had not been a consistent and regular monitoring and review process to evaluate outcomes and benefits delivered and during this time strategic priorities had changed.

DECISION: The Cabinet

1. noted and agreed the Adult Social Care Strategic Commissioning Framework;
2. noted the extensive consultation undertaken in developing the framework;

CABINET - 23.1.2013

3. noted the shared principles to underpin new commissioning arrangements set out at paragraph 3.15 of the report.

Reasons for recommendations: The reasons for recommendations were set out in full in section 5 of the report.

(Key decision – reference number 3583)

10

ENFIELD JOINT CARERS STRATEGY 2013-16

Councillor Don McGowan (Cabinet Member for Adult Services, Care and Health) introduced the report of the Director of Health, Housing and Adult Social Care (No.141) proposing the agreement of a joint Enfield Carers Strategy between Enfield Council and NHS Enfield.

NOTED

1. that the Strategy had been subject to a three month period of consultation with carers, key partners and the voluntary and community sector, as detailed in the report;
2. that the Strategy set out how Enfield would develop and deliver carers services to implement the National Carers Strategy, the “Caring for the Future” white paper and Care and Support Bill. The five key strategic objectives of the Strategy were set out in section 3.15 of the report;
3. the number of adult and young carers currently in Enfield, paragraph 3.2 of the report refers. Members were pleased to note the objective that children and young people would be protected from inappropriate caring and have the support they need (section 3.16 refers).

Alternative Options Considered: The Strategy sets out the delivery of services and support to carers and how the Council and NHS Enfield will work in partnership to identify carers. It proposes an approach to commissioning Carers Services that is consistent with forthcoming legislation, current legislation and guidance and is in line with existing Council and NHS Enfield strategies.

RECOMMENDED TO COUNCIL to approve the Enfield Joint Carers Strategy 2013-16 and associated delivery plan.

Reasons for recommendations: The strategy was intended to meet the government’s key objectives for the delivery of services to meet the needs of carers and meet the requirements to assess and support carers as specified in the “Caring for the Future” and the draft Care and Support Bill. The support of carers was a long term cost effective option for the Council and Health.

(Key decision – reference number 3591)

11

ENFIELD 2020 SUSTAINABILITY PROGRAMME AND ACTION PLAN

Councillor Chris Bond (Cabinet Member for Environment) introduced the report of the Director of Environment (No.142) seeking approval, for recommendation to full Council, of the Enfield 2020 Sustainability Programme and Action Plan.

NOTED the extensive consultation which had taken place to date, as set out in the report. The feedback had been positive, with broad support. Enfield 2020 is an ambitious sustainability programme, which is forecast to deliver significant benefits for all of Enfield's stakeholders. It has a strong fit with all three of the Council's aims. Members' attention was drawn to the themes set out in the 2020 Vision as detailed in Appendix 1 to the report. The Action Plan contains 50 strategic sustainability projects, which provide clear evidence of the Council leading by example. Members welcomed the report.

Alternative Options Considered: Doing nothing would lose the opportunities to significantly improve the sustainability of the Borough of Enfield and Enfield Council by 2020, and to deliver significant economic, environmental and social benefits for all of Enfield's stakeholders.

RECOMMENDED TO COUNCIL to approve the final designed version of the Enfield 2020 Sustainability Programme and Action Plan.

Reasons for recommendations: Enfield 2020 provides a Sustainability Strategy through to 2020 and an Action Plan which already contains 50 strategic sustainability projects. Programme management support is provided by the Sustainability Service, which is on track to more than cover its costs from March 2015. Enfield 2020 had the opportunity to significantly improve the sustainability of the Borough of Enfield and Enfield Council by 2020 delivering significant economic, environmental and social benefits for all of Enfield's stakeholders.

(Key decision – reference number 3562)

12

HIGHMEAD - APPROPRIATION FOR PLANNING PURPOSES

Councillor Ahmet Oykenner (Cabinet Member for Housing) introduced the report of the Director of Health, Housing and Adult Social Care and Director of Regeneration, Leisure and Culture (No.143) seeking approval for the Council to use its powers to appropriate the land required for the Highmead development for planning purposes.

NOTED the need for the Council to appropriate the land in order to allow the development of Highmead to proceed, as detailed in the report.

Alternative Options Considered: None.

CABINET - 23.1.2013

DECISION: The Cabinet agreed in accordance with section 122 of the Local Government Act 1972 to appropriate the sites set out in Appendix 1 of the report and shown outlined on the plans at Appendix 2 of the report from their present holding purposes to planning purposes and in particular the purposes set out in section 237 of the Town and Country Planning Act 1990.

Reasons for recommendations: The Development Agreement entered into by the Council included a requirement, as a condition precedent, for the Council to use its powers to appropriate the land for planning purposes. If the Council did not appropriate the land for planning purposes the developer could terminate the Development Agreement.

(Key decision – reference number 3440)

13

ISSUES ARISING FROM THE OVERVIEW AND SCRUTINY PANEL/SCRUTINY PANELS

NOTED that no items had been received for consideration at this meeting.

14

CABINET AGENDA PLANNING - FUTURE ITEMS

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

15

NOTICE OF KEY DECISION LIST

NOTED that the next Notice of Key Decision list was due to be published on 29 January 2013, this would be effective from 1 March 2013.

16

MINUTES

AGREED that the minutes of the previous meeting of the Cabinet held on 5 December 2012 be confirmed and signed by the Chairman as a correct record.

17

MINUTES OF THE ENFIELD RESIDENTS' PRIORITY FUND CABINET SUB-COMMITTEE - 11 DECEMBER 2012

NOTED the minutes of a meeting of the Enfield Residents' Priority Fund Cabinet Sub-Committee held on 11 December 2012.

18

MINUTES OF LOCAL PLAN CABINET SUB-COMMITTEE - 17 DECEMBER 2012

NOTED the minutes of a meeting of the Local Plan Cabinet Sub-Committee held on 17 December 2012.

CABINET - 23.1.2013

19

**MINUTES OF ENFIELD COMMUNITY CAPACITY BUILDING FUND
CABINET SUB-COMMITTEE - 3 JANUARY 2013**

NOTED the minutes of a meeting of the Enfield Community Capacity Building Fund Cabinet Sub-Committee held on 3 January 2013.

20

ENFIELD STRATEGIC PARTNERSHIP UPDATE

NOTED a written update on the recent Enfield Strategic Partnership Board meeting held on 4 December 2012 (Report No. 144).

21

DATE OF NEXT MEETING

NOTED that the next meeting of the Cabinet was scheduled to take place on Wednesday 13 February 2013 at 8.15pm.

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013**MINUTES OF THE MEETING OF THE ENFIELD RESIDENTS PRIORITY FUND
CABINET SUB-COMMITTEE
HELD ON TUESDAY, 15 JANUARY 2013****COUNCILLORS**

PRESENT Achilleas Georgiou and Bambos Charalambous (Chair)

ABSENT Christine Hamilton and Chris Bond

OFFICERS: Nicholas Bowater (Interim Performance Information Manager - Policy and Performance), Peter Doherty (ERPF Administrator), Jayne Middleton-Albooye (Principal Lawyer), Joanne Stacey (Performance and Information Manager) and Alison Trew (Head of Corporate Policy and Performance)
Penelope Williams (Secretary)

**1
WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and gave a special welcome to Joanne Stacey who was returning to work following maternity leave.

Apologies for absence were received from Councillors Hamilton and Bond.

**2
WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting and gave a special welcome to Joanne Stacey who was returning to work following maternity leave.

Apologies for absence were received from Councillors Hamilton and Bond.

**3
DECLARATION OF INTERESTS**

Councillor Georgiou declared non pecuniary interests in the application for the Tewkesbury Terrace Alleygate (BOW035) in his ward and the application for the Refurbishment of Ladies Changing Rooms at Winchmore Hill Sports Club (BUSH012) and (WMH012) as he knew the Chairman of the Club in a personal capacity.

**4
URGENT ITEMS**

NOTED the reports listed on the agenda had been circulated in accordance with the requirements of the Council's Constitution and the Local Authorities (Executive Arrangements) (Access to Information) (England) Amendment Regulations 2002. There were no urgent items.

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

5

APPLICATIONS TO THE ENFIELD RESIDENTS PRIORITY FUND

Councillor Bambos Charalambous introduced the report of the Chief Executive (No.145) presenting the applications that had been formally submitted up to 14 December 2012 for the Enfield Residents Priority Fund.

Nicholas Bowater presented the report to members.

NOTED

1. The summary of the applications received as detailed in Appendix A to the report:
2. Members considered each of the applications in detail, as follows:

2.1 Tewkesberry Terrace Alleygate (BOW035)

A project for Bowes Ward to install an alleygate in Tewkesberry Terrace. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, crime and environment.

Nicholas Bowater advised that the cost of the scheme had been reduced to £3,000, following the provision of revised costs from Environment.

The application was approved.

2.2 Winchmore Hill Sports Club Changing Rooms Refurbishment (BUSH012) (WMH012)

A project for Bush Hill Park and Winchmore Hill Wards to contribute towards the refurbishment of the ladies changing rooms at the Winchmore Hill Sports Club. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities and environment.

It had been established that the Council acted as a trustee on the land leased by the club but had no other interest. Sport England had also provided funding for the project through their Inspired Fund.

The application was approved.

2.3 Forty Hall Community Vineyard "Fine @ the Vine" (CHAS008)

A project for Chase Ward to deliver health, social and educational benefits through viniculture and social enterprise. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, health and disability and environment.

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

Nicholas Bowater advised that this was the continuation of a successful pilot project funded by the Lottery Eco Minds Programme which had received a very positive evaluation. Members raised concern about the level of project management costs included in the application.

The application was approved at a reduced rate due to a reduction in the amount allocated for project management.

2.4 North Enfield Cricket Club Development Fund (CHAS010)

A project for Chase Ward to carry out improvements to the practice facilities and funding for coaching courses at North Enfield Cricket Club. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training and environment.

The project was made up of a combination of both capital and revenue spending.

The application was approved.

2.5 EN2 Krew Dance Academy (CHAS011)

A project for Chase Ward to provide street dance classes for ward residents of all ages. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training and environment.

Nicholas Bowater advised that the amount requested had been reduced to £9,408 because the Tuesday sessions had been discontinued.

The application was approved at the reduced amount.

2.6 St John's School ICT Laptops (CHAS012)

A project for Chase Ward to provide 12 laptops to support the delivery of the ICT curriculum at St John's School.

The application was refused as it did not meet the criteria.

2.7 St John's School Improving Mental Maths Skills (CHAS013)

A project for Chase Ward to purchase ten games consoles with Brain Trainer Maths games for pupils at St John's School. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training and environment.

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

It was noted that this was a project which would supplement the core curriculum and that a successful pilot scheme had taken place, using equipment borrowed from the City Learning Centre. Some concern was expressed that the Council should not fund core services but this was felt to be extra curricular.

The application was approved.

2.8 Additional Street Sign On St John's Terrace (CHAS014)

A project for Chase Ward to provide an additional street sign on St John's Terrace.

The application was refused as it did not meet the criteria.

2.9 Clay Hill Singing Group (CHAS015)

A project for Chase Ward to create a community singing group for local residents. Members noted that the application met the social and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities.

The application was approved.

2.10 English for Speakers of Other Languages (ESOL) (HIWAY25)

A project for Enfield Highway Ward to provide pre-entry ESOL courses for local residents. Members noted that the application met the social wellbeing objective and the following criteria: fairness for all, growth and sustainability, strong communities, employment and education, skills and training.

Concern was expressed about the high project management costs and the cost of a laptop as one had been supplied to the organisation last year. These costs were reduced and subtracted from the total approved.

The application was approved subject to agreeing a quality check and support package with the Council's Community Learning Service.

2.11 Turkish Language and Other Classes (HIWAY26)

A project for Enfield Highway Ward to provide Turkish language and cultural classes for local residents.

The application was withdrawn.

2.12 English for Speakers of Other Languages for Turkish Speakers (HIWAY27)

A project for Enfield Highway Ward to provide Turkish language and cultural classes for local residents. Members noted that the application met the social

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training and crime.

The application was approved subject to agreeing a quality check and support package with the Council's Community Learning Service. .

2.13 St Demetrios Greek School Playground Resurfacing (HAS022, JUB017, UPED032)

A joint project for Haselbury, Jubilee and Upper Edmonton Wards to repair and resurface St Demetrios' Greek School Playground.

The application was deferred for clarification on the costs submitted which did not match the quote supplied as supporting evidence. .

2.14 Enfield Lawn Tennis Club Floodlighting (HILA005)

A project for Highlands Ward to install floodlighting for the tennis courts at Enfield Lawn Tennis Club. Members noted that the application met the social wellbeing objective and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training.

The application was approved.

2.15 CRE8 Skills and Employability (LOED033)

A project for Lower Edmonton Ward to provide employment and skills advice to local residents. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, crime and environment.

The application was deferred for more information on the quality of the service to be provided, clarification on the ownership of the site and for evidence of consultation with local residents.

2.16 Promoting Employability In Ponders End (PE021)

A project for Ponders End Ward to provide employment advice and English for Speakers of Other Languages Training for local residents.

The application was withdrawn.

2.17 Lets Play Cricket (PE022)

A project for Ponders End Ward to provide cricket courses for young people. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, employment, education, skills and training and crime.

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

Members were concerned about the high project management, refreshment and volunteer costs.

The application was approved at a reduced amount to cover pitch hire for 24 weeks, sports equipment, coaching, insurance and 10% management costs only.

2.18 Roman Way Estate Picnic Tables (SOUB019)

A project for Southbury Ward to provide picnic tables on the Roman Way Estate.

The application was withdrawn.

2.19 Southgate Exposure Young People Magazine (SGTG013)

A project for Southgate Green Ward to produce a magazine with young people.

The application was withdrawn.

2.20 Churchbury Lane Street Scene Improvements (TOWN015)

A project for Town Ward to provide street scene improvements including landscaping and planting in Churchbury Lane. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities and environment.

The application was approved.

2.21 One Step Up - English For Speakers Of Other Languages (ESOL) (TST024)

A project for Turkey Street Ward to provide ESOL classes for local Turkish speakers. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, employment, education, skills and training.

Nicholas Bowater advised that there had been a mistake in the administration of the application which had originally been for £19,120, but was allocated £12,440 in December. As there was not enough money in the ward budget to cover the extra amount it had been agreed that the organisation should be offered an extra £5,343 making a total of £17,783.

The application was approved.

2.22 Turkish Literacy and Numeracy Classes (TST038)

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

A project for Turkey Street Ward to provide Turkish literacy and numeracy classes for local people. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training and crime.

The application was deferred to enable the applicants to provide consultation evidence.

2.23 North London to Norfolk (UPED033)

A project for Upper Edmonton Ward to provide a residential trip for young people to an outdoor activity centre in Norfolk. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities, education, skills and training and crime.

The application was approved.

2.24 Newton Way Alley Gate, N18 (UPED034)

A project for Upper Edmonton Ward to install a replacement alley gate in Newton Way. Members noted that the application met the social and economic wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities and crime.

Nicholas Bowater advised that the cost of the scheme had been reduced to £3,000, following the receipt of revised costs from Environment. The original alley gate was old and had not originally been supplied by the Council.

The application was approved.

2.25 Winchmore Hill Residents Association Expansion, Recruitment and Events (WMH011)

A project for Winchmore Hill Ward to fund expansion and recruitment activities and events. Members noted that the application met the economic and environmental wellbeing objectives and the following criteria: fairness for all, growth and sustainability, strong communities and environment.

The application was approved.

Alternative Options Considered

That the projects were not considered and funding was not allocated, this would not be recommended as this will not support community engagement and will not allow residents the opportunity to further improve the local area in which they live and work.

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

DECISION

1. The Cabinet Sub Committee, following detailed consideration of the applications and the criteria, agreed that the following applications were suitable for funding from the Enfield Residents Priority Fund.

Ward	Project Title	Amount
Bowes (BOW035)	Tewkesbury Terrace Alleygate	£3,000
Bush Hill Park (BUSH012), Winchmore Hill (WMH012)	Winchmore Hill Sports Club – Refurbishment of Ladies Changing Rooms	£10,000 (£5,000 from each ward)
Chase (CHAS08)	Forty Hall Community Vineyard “Fine @The Vine”	£18,075
Chase (CHAS010)	North Enfield Cricket Club – Improvements to practice facilities and funding for coaching courses	£24,939
Chase (CHAS011)	EN2Krew Dance Academy	£9,408
Chase (CHAS013)	St John’s School – Improving Mental Maths Skills	£2,264
Chase (CHAS015)	Clay Hill Singing	£3,280
Highlands (HILA005)	Enfield Lawn Tennis Club Floodlights	£9,500
Ponders End (PE022)	Lets Play Cricket - EBWA	£6,479
Town (TOWN015)	Churchbury Lane – Street Scene Improvements	£2,300
Turkey Street (TST024)	One Step Up - ESOL Classes for Turkish Speakers	£17,783 (including £12,440 approved at the last meeting)
Upper Edmonton (UPED033)	North London to Norfolk	£18,063
Upper Edmonton (UPED034)	Newton Way N18 - Alleygate	£3,000
Winchmore Hill (WMH011)	Winchmore Hill Residents Association – Expansion and Recruitment Activities	£1,500

2. The following applications were approved in principle, subject to agreeing a quality check and support package with the Council’s Community Learning Service.

Enfield (HIWAY25)	Highway	English for Speakers of Other Languages (ESOL) in the Community	£5,764
Enfield (HIWAY27)	Highway	ESOL for Turkish Speakers	£14,170

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

3. The following applications were deferred for consideration at a future meeting of the Sub Committee so that more information could be provided, before a decision was made.

Haselbury (HAS022) and Jubilee (JUB017), Upper Edmonton (UPED032)	St Demetrios Greek School Playground Repairs	£29,480, £7,600, £7,600
Lower Edmonton (LOED033)	CRE8 Skills and Employability	£26,359
Turkey Street (TST038)	Turkish Literacy and Numeracy Classes	£6,200

4. The following applications were refused as they did not meet the fund's criteria:

Chase (CHAS012)	St John's School - ICT Laptops	£9,560
Chase (CHAS014)	St John's Terrace Street Sign	£1,800

5. The following applications were withdrawn:

Enfield Highway (HIWAY26)	Turkish Language and Cultural Classes	£7,500
Ponders End (PE021)	Promoting Employability in Ponders End	£19,846
Southgate Green (SGT013)	Southgate Exposure Young People Magazine	£5,174
Southbury (SOUB019)	Roman Way Estate - Picnic Tables	£1,500

6. The Chair of the Sub Committee be given delegated authority to provide final project approval in cases where applications are agreed in principle subject to certain conditions and these conditions have been met.

Reason: The projects submitted had been proposed and developed by the local people of Enfield, to help improve the social, economic or environmental well being by tackling local need and deprivation. The projects all support the Council's vision of making Enfield a better place to live and work, delivering fairness for all, growth and sustainability and strong communities.

6

MINUTES OF MEETING HELD ON 11 DECEMBER 2012

1. Minutes of the meeting held on 11 December 2012

The minutes of the meeting held on 11 December 2012 were agreed as a correct record subject to the following amendment:

ENFIELD RESIDENTS PRIORITY FUND CABINET SUB-COMMITTEE - 15.1.2013

Item 6.6 The budget referred to should be 2013/14 not 2014/15 as written.

2. Matters arising

- 2.1 Noted that a change would be made to applicants' letters and terms and conditions sent out following approval of the applications; that they should make sure that all monies were claimed by the end of March 2014 rather than 2013, as at present.
- 2.2 Councillor Andrew Stafford and Richard Tyler (Assistant Director Finance) would be invited to attend the February meeting of the Sub Committee to discuss next year's budget for the fund. Ann Freeman would confirm their attendance. **Action: Ann Freeman**
- 2.3 Enfield Lock (ENFL018) had been approved at the last meeting subject to receipt of a detailed budget. This had now been received.
- 2.4 Ward councillors would be reminded about the deadlines for the next two meetings and informed how much money they had left in their ward allocations to encourage them to use it before the end of the financial year. **Action: Nick Bowater/Alison Trew/Joanne Stacey**
- 2.5 Ann Freeman would produce a financial update for the next meeting. **Action: Ann Freeman**

7

DATES OF FUTURE MEETINGS

NOTED the dates agreed for future meetings of the Enfield Residents Priority Fund Cabinet Sub Committee:

- Tuesday 19 February 2013
- Tuesday 19 March 2013
- Tuesday 16 April 2013

Councillor Charalambous thanked Nicholas Bowater on behalf of the Sub Committee for his sterling work over the past year.