

Public Document Pack



OVERVIEW & SCRUTINY COMMITTEE

Thursday, 27 March 2014 at 7.30 pm
Conference Room, Civic Centre, Silver
Street, Enfield, EN1 3XA

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Councillors : Toby Simon (Chairman), Alan Sitkin, Alev Cazimoglu,
Michael Rye OBE, George Savva MBE, Rohini Simbodyal and Edward Smith

Education Statutory Co-optees: 1 vacancy (Church of England diocese representative), Simon Goulden (other faiths/denominations representative), Tony Murphy (Catholic diocese representative), Alicia Meniru & 1 vacancy (Parent Governor Representative).

Support Officer –Mike Ahuja (Head of Corporate Scrutiny & Community Outreach)
Jane Juby (Corporate Scrutiny Secretary)

AGENDA – PART 1

1. WELCOME AND APOLOGIES

2. DECLARATIONS OF INTEREST

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

3. CORPORATE COMPLAINTS

John Austin, Assistant Director Corporate Governance, to brief the Committee on the corporate complaints process.

4. USE OF CONSULTANTS, INTERIMS AND AGENCY STAFF (Pages 1 - 4)

To receive a report from Tony Gilling, Assistant Director Human Resources.

5. HR APPRENTICESHIP SCHEME & WORK PLACEMENTS (Pages 5 - 16)

To receive a report from Tony Gilling, Assistant Director Human Resources.

6. MONITORING USE OF URGENCY PROCEDURES (Pages 17 - 28)

To receive a written update from James Kinsella, Democratic Services Team Manager.

7. AUDIT COMMISSION - MANAGEMENT OF THE GREEN BELT - REVIEW OF DISPOSALS AND CONCESSIONS (Pages 29 - 50)

To receive reports relating to the disposal of North Lodge, Ferny Hill and North Lodge, Whitewebbs Lane and the concessions at Trent Park Café and Holly Hill Equestrian Centre.

8. SCRUTINY ANNUAL REPORT 13/14 (Pages 51 - 52)

To receive a report from the Head of Corporate Scrutiny and Community Outreach seeking approval to the format and timetable for production of the 2013/14 Scrutiny Annual Report and to agree that the Chair/Vice Chair and Head of Scrutiny agree the final draft of the report.

9. SCRUTINY MEMBER INDUCTION 2014/15 AND PANEL WORK PROGRAMME PLANNING (Pages 53 - 54)

To receive a briefing paper from the Head of Corporate Scrutiny & Community Outreach providing an outline programme for the scrutiny member induction and panel work programme planning process being developed for 2014/15.

Overview & Scrutiny Committee is being asked to consider the programme prior to its final approval and implementation.

10. COUNCILLOR CALL FOR ACTION & PETITIONS - UPDATE (Pages 55 - 60)

To receive an end of year report on the Councillor Call for Action issues and Petitions for the Municipal Year 2013/14.

11. ISSUES REFERRED FROM SCRUTINY PANELS FOR CONSIDERATION BY OVERVIEW & SCRUTINY COMMITTEE

To consider any issues referred onto Overview & Scrutiny Committee by individual Scrutiny Panels.

Members are asked to note that no items have been referred for consideration at the time of agenda dispatch.

12. MATTERS REFERRED FROM THE EXECUTIVE/COUNCIL TO SCRUTINY

To consider any items referred from the Executive/Council to Scrutiny and how they should be progressed.

Members are asked to note that no items have been referred for consideration at the time of agenda dispatch.

13. REFERENCES TO CABINET

11.1 Specific items to be referred to Cabinet

To confirm any issues that the Committee have agreed to refer onto Cabinet.

11.2 References to scrutiny to Cabinet/Council and other bodies: Monitoring update

Overview & Scrutiny Committee is asked to note that no scrutiny references that have been considered by Cabinet/Council & other bodies since its last meeting on 4 November 2013.

14. MINUTES OF THE LAST BUSINESS MEETING (Pages 61 - 72)

To confirm the Minutes of the Overview & Scrutiny Committee Budget Meeting held on 30 January 2014.

15. DATES OF FUTURE MEETINGS

Overview & Scrutiny Committee is asked to note the programme of dates scheduled for the 2013-14 Municipal Year, as follows:-

Provisional dates assigned for potential Call-ins:

Tuesday 8 April
Tuesday 15 April
Tuesday 6 May

Please note, the business meeting scheduled for Wednesday 30 April is cancelled.

16. EXCLUSION OF PRESS AND PUBLIC

If necessary, 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 moved to 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).

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MUNICIPAL YEAR 2013/2014 REPORT NO.**MEETING TITLE AND DATE:**

**REPORT TO: OVERVIEW
& SCRUTINY COMMITTEE
27 March 2014**

REPORT OF:

Julie Mimmagh
Human Resources

Agenda – Part:**Item:****Subject:**

**Review of the Use of Agency Workers,
Consultants and Internees**

Cabinet Member consulted:

Contact officer
and telephone number: 0208379 3970

E mail: julie.mimmagh@enfield.gov.uk

1. EXECUTIVE SUMMARY

In 2010 the Committee resolved to periodically receive reports updating the Committee on the use of agency workers, interneers and consultants in the provision of services. This report updates the Committee on changes in the provision and use of agency workers that have taken place over the past 12 months.

2. RECOMMENDATIONS

The Committee note the statistics in relation to in the use of agency workers outlined in paragraph 3.11.

3. BACKGROUND

3.1 Since 2006 the supply of the majority of agency workers engaged by the Council has been through a competitively tendered contract awarded to Matrix SCM. Under the terms of this contract Matrix SCM supplied agency workers to the Council at agreed maximum hourly rates. In addition the Council continues to receive a rebate in respect of additional savings that arise as a consequence of Matrix renegotiating lower hourly rates with those employment agencies that joined the Matrix supply chain. In 2010 the contract was retendered, with the contract again being awarded to Matrix SCM. Under the terms of the new contract a lower management fee was agreed thereby reducing the cost to the Council of using agency workers.

- 3.2 Matrix SCM manage the supply chain on a 'vendor neutral' basis. This provides an effective way to manage a supply chain across a range of specialist providers to ensure that all the Council's agency worker requirements across a diverse range of suppliers can be met through a single system. This also ensures that our suppliers remain competitive and provide value for money. All agency workers are ordered and invoiced via the Matrix system.
- 3.3 The agency worker supply chain under Matrix includes a number of local providers and workers. 33% of the current agency workforce are residents in Enfield.
- 3.4 Under the terms of the new contract other councils are able to join the supply chain framework with the Council receiving a small additional business volume related rebate. To date 4 other London Boroughs and Enfield Homes have become party to the contract.
- 3.5 In 2012/13 the volume rebate for 2012/13 was £8,998. Other agency worker related management initiatives are projected to return £30,000 to central budget heads.
- 3.6 The new contract includes the supply of street cleaning and driving agency workers and over the past year an Executive category has been added to the contract. This has enabled the Council to move a number of 'off-contract' arrangements under the contract. The agency workers required for the School Catering Service continue to be engaged through separate contractual arrangements made by the Head of Catering Services with individual agencies.
- 3.7 The Executive category has also enabled the Council to generate savings for all new engagements due to the lower agency mark-up achieved under this contract. The rate negotiated under this contract of 16% is extremely favourable in comparison with an average supplier mark up of 25%. It is estimated that this is currently saving £900 per day across 23 workers engaged under this category.
- 3.8 The Agency Worker Regulations (AWR) came into effect on 1 October 2011. AWR entitles all agency workers to receive the same pay and some benefits of permanent employees after 12 weeks of continuously working for the Council. This has resulted in increased costs of individual agency workers engaged on a long term basis to cover posts held vacant either pending reorganisation or to provide redeployment opportunities for permanent staff placed at risk of redundancy as a consequence of budget reductions in other services.
- 3.9 In addition to the financial advantages derived from the contractual relationship with Matrix the Council also receives monthly management information reports on the overall use and cost of agency workers providing greater transparency.

- 3.10 The strategic use of agency workers has enabled the Council to contain redundancies to below 60 FTEs in 2011/12, 25 FTE in 2012/13 and 50 FTE in 2013/14 thereby mitigating both the financial cost of redundancy payments to the Council and the personal cost to individual members of staff. This strategy will be continued over the next three years with a view to minimising the number of compulsory redundancies.
- 3.11 Despite the many financial and other pressures and changes that have taken place over the past 3 years the Council's use of agency workers continues to fall. The total spend and average agency worker headcount is shown in the table below:

Year	Spend	Average Agency worker FTE
4/11 - 3/12	Total annual spend £12.4m	520 per month
4/12 - 3/13	Total annual spend £14m	476 per month
4/13 - 2/14	Total spend to Feb 14 £16m	432 per month

The overall spend in comparison with the number of workers engaged has increased since 2012/13 due to the additional costs to implement AWR pay and holiday, implementation of the London Living Wage plus the additional categories now engaged via Matrix.

Use of Consultants and Interns

Since late 2010/early 2011 the engagement of consultants and Interns receiving hourly rates that are equivalent to an annual payment of £50k or more has been subject to the approval of the Cabinet Member for Finance & Corporate Resources.

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Overview and Scrutiny Committee - 20 March 2014

HR Apprenticeship and Placement Update Report

REPORT OF:-

Assistant Director Human Resources

Contact officers and telephone number:

Jo Clemente: Jo.clemente@enfield.gov.uk 0208 379 4137

Joyceline Hogan: Joyceline.hogan@enfield.gov.uk 0208 379 6128

Background

It was agreed at the April 2014 Scrutiny Committee meeting that an annual update report should be submitted. This report will provide an update inclusive of the scheme activity for the period 2014/2013.

Overall the Apprenticeship and Placement scheme has delivered well the following is some of the key outcomes:

- 86% of ex apprentices have gone on to employment or further education.
- The number of apprentices on the programme at one time peaked this year at 103
- The representation of young people in the council increased to 5%, the highest amongst London council's, who average is 2.74%
- A Care leaver employment programme was established called Care to Work
- 4 NEET Care leavers have secured an apprenticeship.
- 79 ex apprentices have been employed in the council to date
- 30 new work experience placements were facilitated. They included Job Centre Plus placements and work experience placement for school leavers aged 16 to 19 (non-school placements)

During the last four year the council has hosted over to 200 Apprentice placements. Over 90 individuals have completed the programme and gone on into permanent employment or full time further education. This year has seen the introduction of higher apprenticeships which offer access to degree level qualification and the introduction of two more new frameworks, Audit and ICT. We have also introduced trainee roles which facilitate the next stage of accreditation in areas like civil engineering. In the next few months we are recruiting to warehousing and accountancy. We are particularly pleased to report on the access routes being created in fields which had previously had stricter traditional recruitment barriers based on higher level qualifications and experience e.g. Audit, Accountancy and Civil Engineering.

The apprenticeship programme is seen as an established provision which provides a resource for both temporary and permanent staffing.

Enfield council has been recognised in London Council's report as having the highest representation of young people in its work force. This demonstrated that:

- Ex apprentices are sustaining employment in the council
- The Council's managers are more open to recruiting young people directly.
- The council is addressing its workforce development objective of future proofing its current workforce.

The beneficiaries of the programme are predominantly Enfield residents. This along with other partnership wide initiatives has contributed to the borough achieving its youth unemployment reduction goals. A table showing the scheme performance to date is attached in Appendix A

Work Experience

In creating youth employment opportunities we have also been committed to increase the availability of work experience opportunities in the council. While as a result of staff availability progress has been slower than expected, we have established the following:

- Improved awareness of the need for school placements with the council.
- Provided an access route for care leavers into apprenticeship
- Provided a conduit for job seekers to obtain work experience in the council.
- Provided an access point for information and guidance on the provision of work experience in the council.
- Identified work experience placements for pre-employment and work experience programmes

Care leavers

We would particularly like to highlight the Care to work scheme, delivered in partnership with the Leaving Care Team, the Youth service and Human Resources (The apprenticeship team) and designed in partnership with KRATOS (Children in Care Council). The programme offered Care leavers who are not in employment education or training (NEET) leavers a three stage introduction and preparation to work, which included skills assessment and testing, A three week accredited work experience programme, inclusive of a six day placement within the council and guaranteed interviews for an apprenticeship vacancy to successful participants. The pilot programme resulted in all 6 Care leavers completing the programme, five of who secured positive outcomes. Four are now apprentices, three of which are based within the council. One went into full time further education. The remaining participant has received additional support towards their employment and training goals. The second programme has recently been completed, Participants are in the process of being invited to apprenticeship interviews, or supported on to other programmes. Reports from managers and participants have been good. Further details are attached in appendix B.

The main challenges included:

- The client groups requires intensive time and support, this requires cohorts to be kept small. The recommended maximum is 7 or 8.

- Although the numbers of NEET Care leavers are relatively small, their concerns and issues can be complex, making the remaining group harder to reach. This will impact on the number of programmes we can run each year.
- There is a particular need to address the needs of care leavers who have recent youth offending backgrounds.
- Agreement and funding is required to support the programme delivery in the new financial year.

The Way forward

Apprenticeship

The apprenticeship programme will continue to run and be delivered in line with the council business goals and values. The development in 2014 will include:

- Supporting Procurement contract managers to promote and collect data on apprenticeships within our supply chain.
- The development of higher apprenticeship placements
- Working closely with local employers to find routes into employment following apprenticeship in the council.

Work Experience

The emphasis of the apprenticeship and placement team is to facilitate work experience opportunities within the council. This includes the promotion of School placements, provided by the Skills for Work team. The team act as a point of contact for general work experience enquires and facilitates predominately specialist placements e.g. traineeships, Job Centre Plus, learning difficulties, care leavers and other placements provided as an element of a specific learning or pre-employment programme. The team also provided guidance for managers who provided placements for 16 to 24 year olds.

The developments for 2014 will include:

- The provision of written work experience guidance for use within the council.
- To advertise and recruit to two traineeship frameworks (preparation for apprenticeship) in partnership with Capel Manor and The Skills for Work team. The frameworks are horticulture and business administration respectively.
- To promote and recruit to paid placements for people with Learning Difficulties in partnership with the Equals Team and SEETEC. SEETEC to provide sponsorship.
- The delivery of 2-3 further Care to Work programmes, depending on the availability of funding.
- The development of additional work experience opportunities e.g. internships

Summary

To date the programme has been successful in placing 237 apprenticeships in the council since 2010. We have expanded the types of apprenticeship available from being just Business Administration to include: Civil Engineering, Health and social Care, Audit, IT and Cleaning and Support (street cleaning), therefore offering a diverse range of opportunity for young people in the borough. The success of the programme has not only enabled us to increase the percentage of young people in the workforces and succession planning issues.

Our high success and 90% retention rate is due to factors which include a dedicated team, who are able to provide support, coaching, mentoring and training in addition to acting as advocates and champions aligned with supportive managers and a clear steer from the Corporate Management Board.

Appendix A

Apprenticeship and Placements Update Report as at 17 March 2014

The figures below the total number of Apprenticeships since the programme start in 2010

Total starts on the scheme to date	237	
Total completions	125	53%

Destination of Completers

Total secured substantive post in the council	79	63%
Total securing jobs outside of the council	10	8%
Total starting further education	19	15%
Total destination unknown	17	14%

Leavers Profile

Total apprentices leaving the council	67	28%
Total completed the programme and left with qualifications	46	19%
Total left council without completing programme or qualifications	21	9%
Total dismissed (destination Unknown)	10	4%

Total still on scheme as at 17 March 2014	66	28%
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Notes

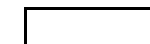
Young people may complete two levels of apprenticeships over a 24 to 27 month period

Apprentices are recruited to permanent post via normal competitive recruitment

90 % of apprentice complete the programme (Retention Rate)

Completers are not necessarily suitable for employment in the council

		%
Total BME	105	44%
Total Male	123	52%
Total Female	114	48%
Total 16-18 Year olds	130	55%
Total 19-24 Year olds	104	44%
Total 25+	3	1%
Total declared a disability	17	7%
Total declared youth offending	8	3%



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Appendix B

Care to Work Update - 4 March 2014

Introduction

The Care to Work Programme is a dedicated access to employment and apprenticeship programme aimed specifically at Enfield council care leavers. The programme is designed to provide care leavers with employability skills, gained through training, work experience and a supported apprenticeship placement. The programme is delivered in partnership by The Council's Apprenticeship Team (HR) The Youth Service (Education) and the Leaving Care Team (HHASC)

The programme consists of three distinct elements:

1. An assessment period.

This provides an opportunity for applicants to demonstrate their skills and suitability for the programme by the use of group activities, skills assessment, literacy and numeracy test. Participants were also given the opportunity to share additional information about their career aspirations and personality, which may not have normally be picking up during the traditional interview process.

2. Accredited Three week, Paid Work experience (Inc. of Work Trials)

A three week work experience programme, during which they have received 6 days on the job work experience, an AQA level 1 qualification in Administration, interpersonal skills, and job application and interview skills training.

3. Twelve Month Apprenticeship Placement

Care leavers who successfully completed the first two stages were offered an interview with a manager or company seeking an apprentice. Throughout the placement they received dedicated support from the Youth Service and if applicable mentoring from the council's apprenticeship team. Applicants not successful in securing an appointment within the council were advised of other opportunities. E.g. other apprenticeship or traineeship schemes. The youth service will continue to support them throughout their apprenticeship and until they are settling in their permanent employment.

The leaving care team provided additional support as required by the individual. This may have included travel expenses, clothing allowance and a living expense top up. The partners liaised regularly ensuring that information is shared swiftly to ensure the continued successful of the placement.

The need for this programme and its contents were identified via, consultation and advice from the KRATOS (Enfield Children in Care Council), previous council apprentices who were also care leavers and the need to increase provisions for Enfield care leavers. The development of the programme was supported by (the Children & Young People's Scrutiny Panel and CMB. The design of the programme

also takes into account best practice recommendation identified by Ofsted, London Councils and The National Institute of adult continuing Education (NIACE).

The pilot programme took place between 21st October and 8th November 2013. The aim was to work with a minimum of 6 participants with a goal of two participants going on to secure an apprenticeship placement.

6 of the 8 registered care leavers successfully completed the programme with 5 progressing into positive destinations as follows:

3 have been employed on the council's apprenticeships programme

1 has been employed as an apprentice in a local company via the council's Enterprising apprenticeship programme

1 started full time further education.

The remaining participant has complex needs and is continuing to receive support, advice and guidance from the youth service. A second programme commenced 17 February and is due to complete the 7 March.

One participant secured a place on an alternative programme just prior to our start date. The other was withdrawn from the programme as a result of an unresolved personal situation which would affect our ability to place them within the council.

Highlights

Council managers reported that all participants of the scheme were presentable, well prepared for the work place and to date, the indication is that all those appointed will pass their probation periods.

Council Manager quotes

"They displayed levels of professionalism and customer service way beyond their age and I was very impressed with them. I got a lot of feedback from my team and am happy to report that each member found them extremely polite, friendly, helpful and always willing to assist"

"It is rare to find a bunch of work experience individuals that truly grasp the opportunity presented to them and in such a short space of time whilst delivering high standards of work"

All involved in the scheme commented on the demonstrable changes in the individuals.

Care leaver quotes

All of the participants stated they would recommend the programme to others and that they found the programme enjoyable.

"These skills will help me in the future when I go for interviews or when I am in a stable job. I have also learnt about good time keeping and being able to prioritise my

work from what is more important to less important. Having good time management is one of the key aspects of the world of work I feel I have improved on most whilst I have been on the programme”

“I learnt that everyone has a different personality and you have to react differently to others around you, altogether I really enjoyed my experience and I would recommend it to any young person”.

Challenges

It was accounted for from the onset that this target client group may present more challenges than the more diverse group. A key element was the need to keep them informed and motivated through each stage of the process. Other challenges included:

- The interest in the scheme was generally high with over 12 confirmed individuals expected for the assessment day. Only half actual turned up.
- Many of the individuals had other problems which did not become apparent until the programme commenced. These included, housing debt, problems with benefit claims and mental health issues.
- Some of our communication with regards benefit and the nature of the programme was misunderstood i.e. description of the programme, offer letters this resulted in some benefits payments being suspended. This resulted in some frustration to participants and will be addressed in future programmes.
- Competing expectations of the programme often lead to complex discussion/situations with regards the needs of the care leaver, versus the needs of employers or the apprenticeship programme
- Some individuals would have benefited from greater preparation or time on the work experience element of the programme.

Care To Work Scheme Case Studies

Case Study 1 (CS1)

Having passed the assessment, CS1 demonstrated commitment and reliability throughout the three week work experience programme. She completed the AQA Level 1 within the deadline. As a result of her impressive performance and interview she was offered the remaining place on the Health and Social apprentice cohort for 2013. She started college in January 2013 and has received glowing report from her college and management. She has recently passed her probation period.

CS1 reported that she has continued to enjoy the Care to Work Experience. She stated that she loves her placement, has learnt much about the service users and different aspects of the placement.

Case Study 2

CS2 is a confident individual who having achieved her GCSE questioned her next steps. She participated in the programme and was successful in her application to complete an HND Business management course at college. Her goal is to return to employment at a higher level. Initial time keeping was poor, however she stated that the programme motivated her to be more organised, getting up early in the mornings ensure she attended the programme on time consistently throughout the three week placement.

Before I started the Care to Work Programme I had little knowledge about working in a working environment. Now that I have completed my training course I have learnt a lot about transferrable skills, how to base it on myself when writing and how it will benefit me within and out of work.

Case Study 3

CS3 is a self-motivated young woman who was able to communicate in a professional manner. She was undecided on her career choice and initially did not make the best impression at her placements, which although was her first choice was located away from the civic centre and where she would have preferred to work. However swift feedback led to her changing the perception of the manager to such an extent that the manager would have been happy to take her on as an apprentice. CS3 however failed her maths assessment with the council on three occasions. She was invited to participate in the Council's Enterprising Apprenticeship project. This project matches Job centre plus claimants with local businesses wishing to recruit an apprentice. After an initial disappointing first interview, CS3 went on to pass her assessment and secure an apprenticeship placement in a local business.

CS3 stated that she felt that the Care to Work programme had gone well overall stated that as a result of the programme she *learnt to use the correct language when*

speaking to staff, colleagues and professionals. She also learnt how to cope better with disappointment.

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OVERVIEW & SCRUTINY COMMITTEE: Monitoring Information – Decisions taken under Urgency Procedures

Briefing paper prepared by: John Austin (Assistant Director – Corporate Governance): 020-8379-4094 & James Kinsella (Team Leader Governance): 020-8379-4041

1. Background

1.1 The Council's Constitution requires that notice of all key decisions due to be taken by the Council must be provided on the list of Key Decisions.

A key decision is defined as a proposal:

- that involves expenditure/savings of £250,000 or above – this includes proposals phased over more than one year and match/grant aided funding with a total of £250,000 or above; and/or
- which has significant impact on the local community in one or more wards

1.2 In exceptional or urgent cases, if it is not possible to meet this requirement, there are 2 procedures that can be followed to enable the decision to still be taken. These are referred to within the Constitution as the Rule 15 and Rule 16 procedures.

1.3 Under both procedures the Chair (or in his/her absence Vice-Chair) of Overview & Scrutiny Committee is required to either be informed or approve the reasons for urgency. Given the key role of the Chair/Vice-Chair a monitoring process has been established to enable Overview & Scrutiny Committee to keep the use of these procedures under review.

1.4 This process was established in November 2003 and it was agreed that regular monitoring updates should continue to be provided on a 6 monthly basis. The last monitoring report was provided for Overview & Scrutiny Committee in April 2013 (covering the period September 2012 – March 2013). The next monitoring report is now therefore due and this details use of the procedures between April and December 2013. Details on use of the procedures in the next quarter (January – March 2014 will be provided as part of the next meeting update.

1.5 A basic explanation of both procedures is provided (as background information) in Section 2 of this report.

2. Outline of Rule 15 & 16 Urgency Procedures and involvement of Overview & Scrutiny Committee

2.1 Rule 15 (General Exception) Procedure

2.1.1 This procedure is used in cases when:

- a proposed key decision has not been included in the Key Decision List; and

- it is not possible to defer the decision until the next Key Decision List has been published; but
- it is possible to provide a minimum of 5 working days notice prior to the decision being taken;

2.1.2 Under this procedure the decision taker is required to **notify** the Chairman of the Overview and Scrutiny Committee in writing of the key decision, when it is due to be taken and reasons why it was not possible to include it on the Key Decision List. Notice of the reasons for urgency must then be provided.

2.1.3 Once the decision has been taken by the appropriate Director, Cabinet Member or Cabinet itself, it would still be subject to the normal call-in requirements.

2.2 **Rule 16 (Special Urgency) Procedure**

2.2.1 This procedure is used in cases when:

- a proposed key decision has not been included in the Key Decision List; and
- it is not possible to defer the decision until the next Key Decision List has been published; and
- it is not possible to provide a minimum of 5 working days notice prior to the decision needing to be taken;

2.2.2 The procedure should only be used in exceptional or urgent circumstances. Under the procedure the decision can only be taken if the decision taker has **obtained the formal approval** (in writing) of the Chair (or in his/her absence Vice-Chair) from Overview & Scrutiny Committee to the reasons for urgency and why the decision cannot reasonably be deferred, and notice of these have been published.

2.2.3 It is important to note that under this procedure the Chair of Overview & Scrutiny Committee is only being asked to agree to the decision being taken without the required public notice having been given. The actual key executive decision still needs to be approved by the appropriate decision taker.

2.2.4 A key difference between this and the Rule 15 procedure is that decisions taken under the Rule 16 procedure are also (due to their urgent nature) not subject to call-in.

2.2.5 All decisions taken under Rule 16 are reported to full Council on a quarterly basis for information. In addition the leaders of both opposition groups are now also informed after any decision is approved for implementation under the Rule 16 procedure. Decision takers are advised that the urgency procedure should not be used simply because a report has not been prepared in time. There must be clear reasons for urgency, which are endorsed by the Monitoring Officer before being

referred onto the Chairman of Overview & Scrutiny Committee for consideration.

3. Monitoring Information on the use of Rule 15 & 16 urgency procedures (April – December 2013)

- 3.1 The Rule 15 & 16 urgency procedures have been in operation, under the Council's Constitution, since June 2002.
- 3.2 Set out below is a quarterly breakdown on the number of Rule 15 and 16 decisions, which have been taken over the last 9 month monitoring period between April and December 2013:

	Rule 15	Rule 16
April – June 2013	2	1
July – September 2013	1	0
October – December 2013	0	1

- 3.3 The number of Rule 15 decisions taken over this period totalled 3 (compared to 9 over the previous 9 month period). The number of Rule 16 decisions totalled 2 (compared to 4 over the previous 9 month period), these would have required approval by the Chair of Overview & Scrutiny Committee.
- 3.4 Attached as **Appendix 1** is a breakdown of the use of both procedures by Departments.
- 3.5 Attached as **Appendix 2** is a breakdown of the individual decisions for which the procedures have been used and who was responsible for them.
- 3.6 Attached as **Appendix 3** are two graphs showing the overall trend in numbers of Rule 15 and Rule 16 decisions since the urgency process was adopted in 2003. There have been few uses of the Rule 16 process recently with only three in the last year. The trend in use of Rule 15 decisions was falling steadily but after a slight rise in the last reporting period has now continued to fall; these decisions are subject to the usual call-in requirements and account for only a small percentage of all decisions being made. Officers will continue to keep the trend in use of both processes under review.

4. Monitoring information on the Waiver of Call-In procedure

- 4.1 In addition to the Rule 15 & 16 procedure the Council's Constitution also contains a provision allowing call-in to be waived on decisions classified as urgent. The constitution states that a decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interest.
- 4.2 Again the Chairman of Overview & Scrutiny Committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency i.e. call-in being waived to allow its immediate

implementation. If the Chairman does not approve, then the decision would still be subject to the normal call-in process.

- 4.3 Overview & Scrutiny Committee has also agreed to monitor the use of this procedure. Members are asked to note that between April – December 2013 there were **no** requests to waive call-in on the grounds of urgency under this process (details in Appendix 4). This compares to one during the previous 6 month period.
- 4.4 The use of this procedure is only recommended in exceptional circumstances and again officers must provide clear reasons for urgency, which have to be endorsed by the Monitoring Officer before being referred onto the Chairman of Overview & Scrutiny Committee for consideration.
- 4.5 Details of any decisions approved under this procedure are also reported to full Council and the leaders of the opposition groups.

5. Action taken in response to the Monitoring Information

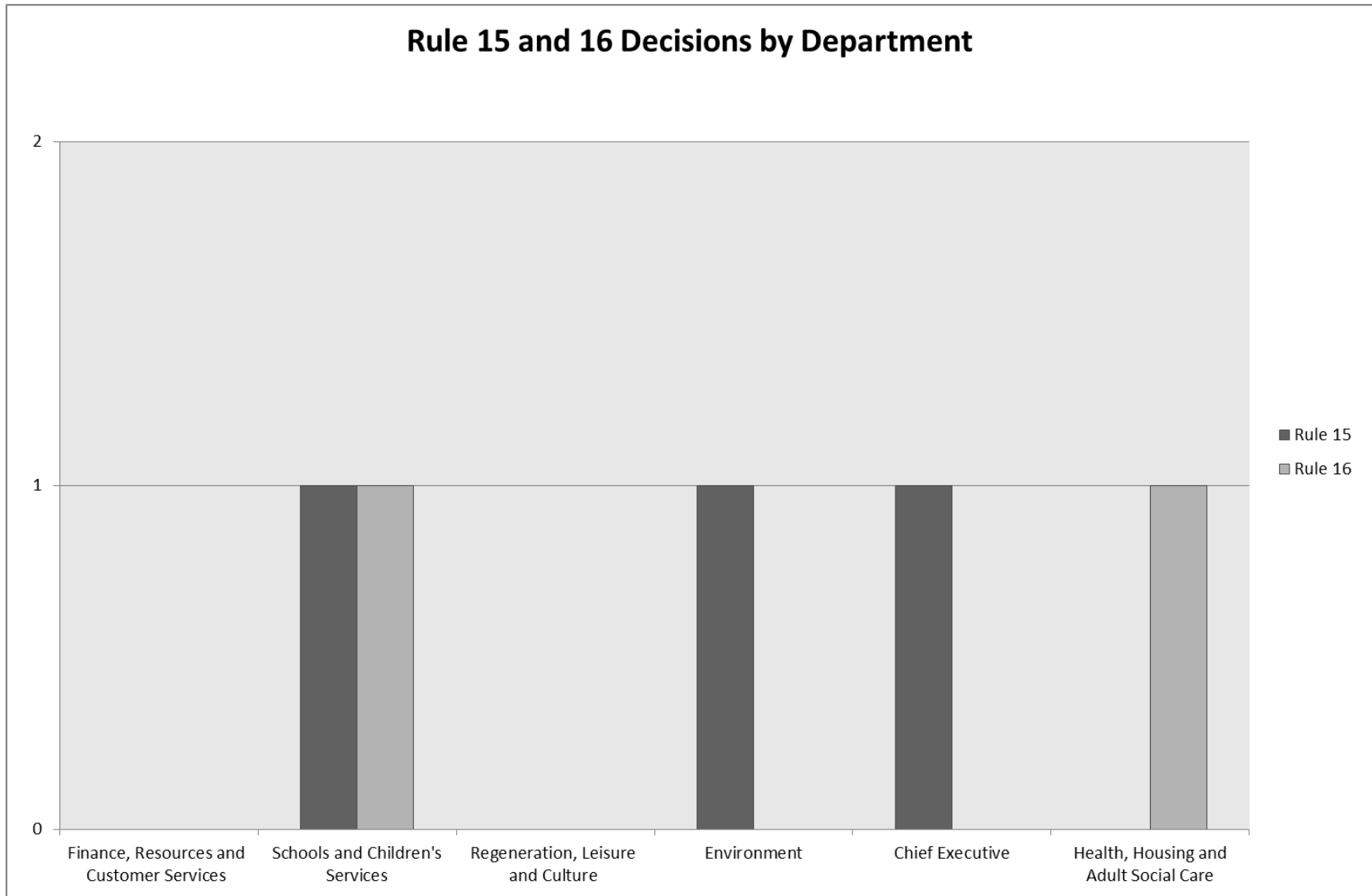
- 5.1 Regular monitoring updates continue to be provided for Overview & Scrutiny Committee to enable members to identify and monitor any trends in the use of these procedures.
- 5.2 The latest monitoring update shows a decrease overall in the use of the urgency procedures.
- 5.3 It is also important to recognise that the percentage of decisions being taken under the urgency procedures is small compared to the overall number of decisions being taken over the same period:
 - For the period April – June 2013, 60 decisions were published and of these 3 (5%) were approved under the urgency procedures.
 - For the period July – September 2013, 76 decisions were published and of these 1 (1.2%) was approved under the urgency procedures.
 - For the period October – December 2013, 80 decisions were published and of these 1 (1.25%) was approved under the urgency procedures.
- 5.4 The reduction in the use of these procedures has been assisted by the change in Executive Meeting Regulations, which has allowed the necessary 28 day notice of key decisions to be published whenever required, rather than waiting for publication on a monthly Forward Plan.
- 5.5 Members are asked to note that the next regular series of Constitution briefings are planned for later in 2014. The Governance Team is continuing to work with individual Departments, offering targeted constitution briefings for key staff and also to plan for the implementation of major decisions. The opportunity is being taken at all of these briefings to remind officers of the need to ensure that relevant decisions are included on the Key Decision List and that these urgency

procedures are only used in exceptional circumstances. It is felt this activity has helped to keep use of these procedures at a low level through increasing awareness around the Key decisions and the decision-making process.

6. Recommendations

Overview & Scrutiny Committee is asked to note the monitoring information provided on use of the urgency procedures and identify any possible trends/issues requiring further monitoring/action.

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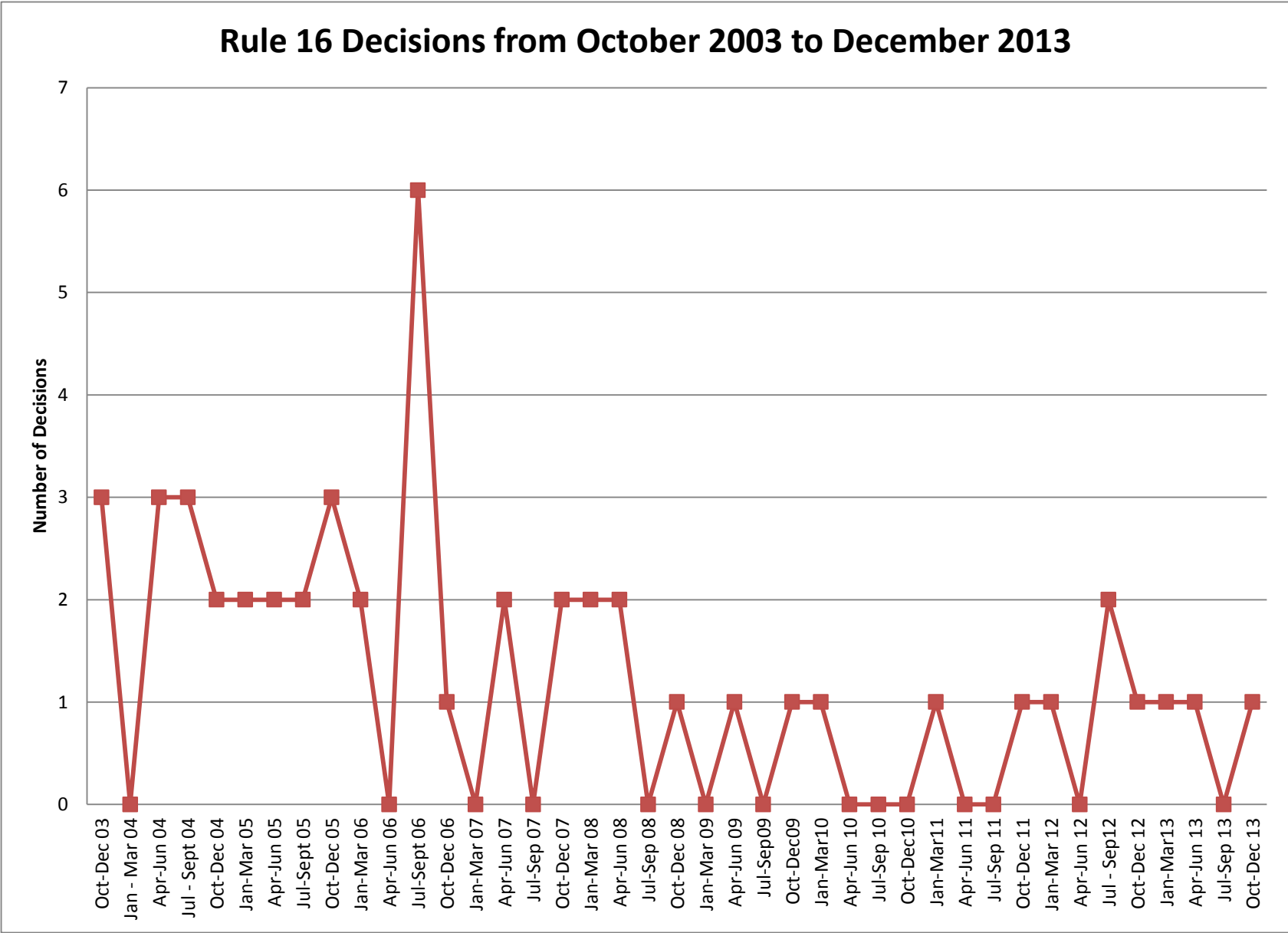


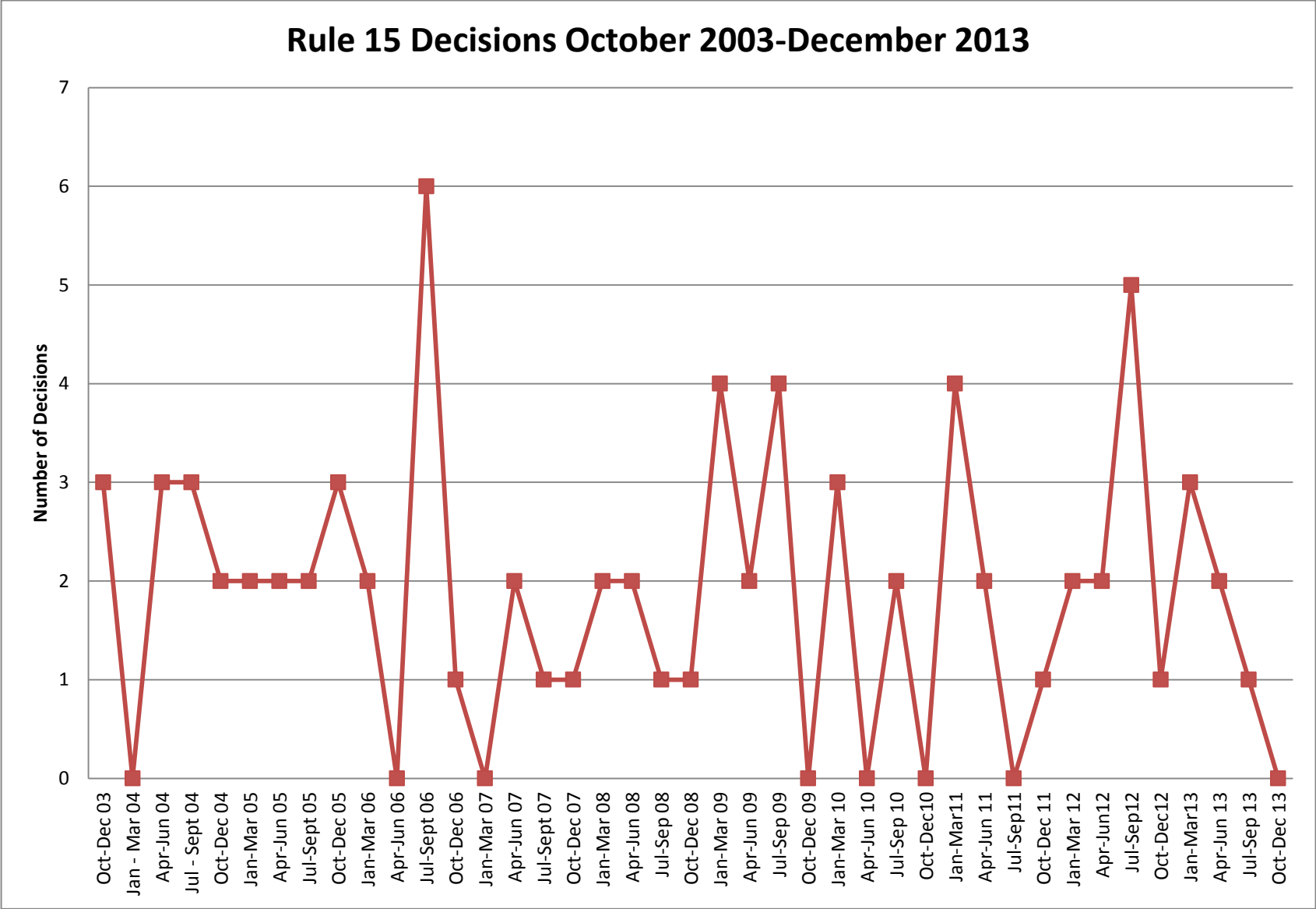
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Urgent Decisions Rule 15 and 16: April – December 2013

Date	Decision Taker	Department	Decision	Rule
April – June 2013				
3 May 2013	Cabinet Member for Community Wellbeing and Public Health	Chief Executive	Competitive Commissioning Process 2013 - 2016	Rule 15
24 May 2013	Director of Schools and Children's Services	Schools and Children's Services	Award of Contract to deliver English and an Additional Language courses to Schools Aged Students	Rule 15
28 June 2013	Cabinet Members for Finance and Property and Schools and Children's Services	Schools and Children's Services	To approve the purchase of Orchardside Nursery , Bullsmoor Lane, Enfield, EN1 4RL	Rule 16
July – September 2013				
5 July 2013	Cabinet Member for Environment	Environment	Carbon Reduction Commitment (CRC) Energy Efficiency Scheme – Purchasing of Allowances	Rule 15
October – December 2013				
14 October 2013	Leader	Health, Housing and Adult Social Care	Judicial Review Chase Farm	Rule 16
Total				5

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MUNICIPAL YEAR 2013/2014 REPORT NO.**MEETING TITLE AND DATE:**

Overview and Scrutiny
panel

REPORT OF:

Director of Finance,
Resources and Customer
Services (Property)

Agenda – N/A	Item:
Subject: Disposal by auction of North Lodge, Ferny Hill, Enfield, EN4 0QA	
Wards:	
Key Decision No: 3427	
Cabinet Member consulted: N/A	

Contact officer and telephone number:

Doug Ashworth : 0208 379 3184

E mail: doug.ashworth@enfield.gov.uk

1. EXECUTIVE SUMMARY

To receive an information report on the disposal by auction of North Lodge, Ferny Hill, Enfield, EN4 0QA including property description, method of sale, reserve and sale price achieved, date of sale and alternative options considered.

2. RECOMMENDATIONS

Overview and Scrutiny Panel to consider the report.

3. BACKGROUND

Property description

The property, shown for identification purposes only on the attached plan, comprises a vacant 1960's former parks staff house in need of repair.

The property is located on the edge of Trent Country park, formerly part of the hunting grounds of Enfield Chase. It is situated on the south side of Ferny Hill close to the junction with Parkside House and is accessed from the Hadley Road Gate. Public transport includes Cockfosters (Underground, Piccadilly Line) Station as well as benefiting from easy access to the M25 Motorway (junction 24). Trent Country park provides a golf course, two fishing lakes, a cycle trail and a horse riding centre.

Accommodation

First floor : Three bedrooms, Bathroom, Separate WC.

Ground Floor : Reception room, Kitchen, Dining room, Separate WC, Utility room.

Outside : Large surrounding garden, connected garage

Town Planning

The auction particulars stated that the house and plot may be suitable for redevelopment/replacement of the existing house subject to the necessary consents and referred interested parties to the legal pack and planning information provided.

A Development Guidance pack was produced in November 2012. This contained key site information , an FAQ section, town planning designation data, relevant planning policies, planning history, sustainability, access and parking and due diligence data and surveys undertaken by the Council available for viewing by potential purchasers.

Statutory consents

The property was subject to the Green belt (London and Home Counties) Act 1938 – Section 5, meaning that the Secretary of State for Communities and Local Government consent was required for the sale whose primary responsibility in granting consent is to protect land affected by the act from inappropriate industrial or building development. The property was advertised in the local press and a

minimum period of 28 days allowed for any objections to the sale. None were received. Consent to the sale was therefore received on the 14th September 2012.

Sale conditions

The property was sold subject to the following restrictive covenants :

1. Not to use the property other than a single dwelling and ancillary use.
2. To erect and maintain the boundary structures at the property.
3. Within 24 months of the date of the transfer to bring the property into good and substantial repair.
4. To keep that part of the accessway clean and free from obstruction and in good repair and condition.

Method of Sale

The property was considered suitable for sale by auction as this is normal practice in the case of vacant dwellings in need of repair. Experience elsewhere shows that this is most likely to achieve the best price, in the shortest possible timeframe and with low costs of sale.

The property was advertised locally and through the Council's and Auctioneer's website.

National coverage of the auction was via the Estates Gazette and the auction house database of interested parties.

Reserve and Sale Price achieved

The property was "guided" at a figure of £360,000 to encourage viewings and competition in the auction room. The auctioneer is instructed to keep a log of interested parties and records of parties downloading the legal pack (43) , viewings (15) and offers made prior to the auction. This is of assistance in setting the final reserve price to ensure that the Council complies with the legal obligation to obtain the best price reasonably obtainable (best consideration).

The Council's auctioneers were of the opinion , following inspection and pre-auction marketing that the value of the property will be no less than £360,000. Accordingly the reserve price was set at this figure.

In the auction room the property achieved the sum of £482,500. This figure was in excess of the auctioneers expectations.

Following exchange of contracts on the 17th December 2012, the sale completed on the 18th January 2013.

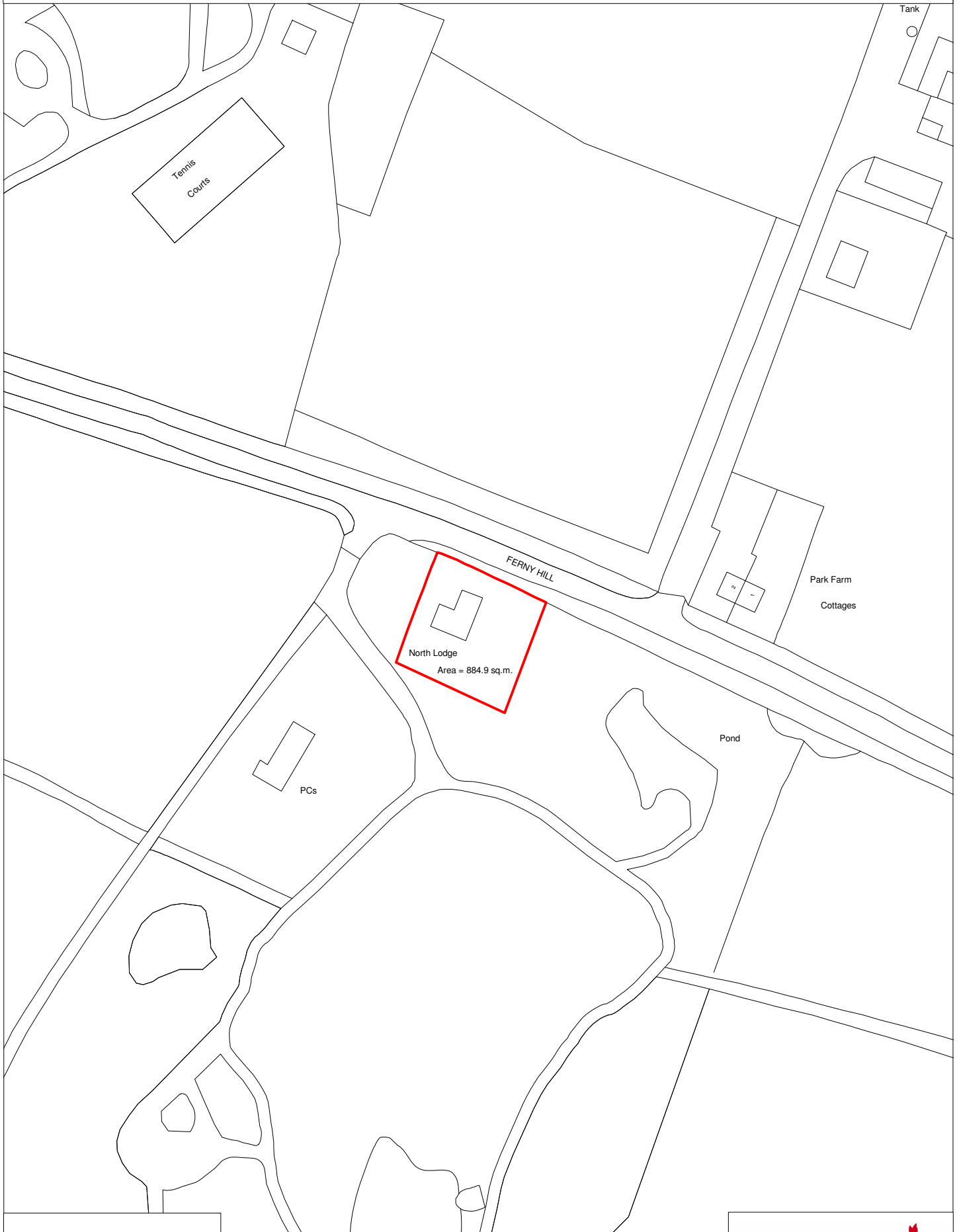
The costs of sale were limited to the sum of £1,206.25 (plus VAT) which represents 0.25% of the purchase price.

5. ALTERNATIVE OPTIONS CONSIDERED

A sale by informal tender was considered however, the time and expense of marketing in this way and given the relatively low value asset being disposed of it was not considered an efficient use of resources. In addition, it would also be unlikely to deliver an improvement to the sale price. The inherent competitive nature involved in bidding via auction was considered sufficient to satisfy the Council's legal obligation to obtain best consideration.

A sale by private treaty was also considered however, under the Property Procedure Rules there would need to be a "Special Purchaser" who is able and willing to offer a premium price to Market Value. This was not the case in this instance and therefore this method of sale was also discounted.

NORTH LODGE, FERNY HILL, EN4 0QA



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MUNICIPAL YEAR 2013/2014 REPORT NO.

MEETING TITLE AND DATE:
**Overview and Scrutiny
panel**

REPORT OF:
Director of Finance,
Resources and Customer
Services (Property)

Agenda – N/A	Item:
Subject: Disposal by auction of North Lodge, Whitewebbs, Enfield, EN2 9JN	
Wards:	
Key Decision No: 3427	
Cabinet Member consulted: N/A	

Contact officer and telephone number:

Doug Ashworth : 0208 379 3184

E mail: doug.ashworth@enfield.gov.uk

1. EXECUTIVE SUMMARY

To receive an information report on the disposal by auction of North Lodge, Whitewebbs Road, Enfield, EN2 9JN including property description, method of sale, reserve and sale price achieved, date of sale and alternative options considered.

2. RECOMMENDATIONS

Overview and Scrutiny Panel to consider the report.

3. BACKGROUND

Property description

The property, shown for identification purposes only on the attached plan, comprises a vacant Grade 2 listed 1850s Victorian “ Gothic” style former lodge house (bungalow). It was built at one of the entrance drives to Whitewebbs House (built 1792) and is now a pub/restaurant.

The property is located in a rural area on Whitewebbs Road, approximately midway between Crews Hill and the junction of the A10 and the M25 motorway (junction 25) . The property can be found on the west side of Whitewebbs road situated between Whitewebbs lane and Clay hill within the landscaped parkland. Pedestrian access is gained from the Park drive.

Accommodation

Ground Floor : Reception room, Kitchen, Two bedrooms, Bathroom, Separate WC, Attic.

Outside : Large surrounding garden with gates to a sizeable former workshop area.

Property Condition

At the time of sale the property was in a parlous condition. An options appraisal and feasibility report was commissioned in January 2011 undertaken by consultants, Ingleton Wood. The detailed survey assessment of the repair/refurbishment costs concluded that major repair/renewal work would be required to cover essential roof repairs, underpinning, walls and suspended timber floors. The foul and surface water drainage systems also needed significant attention.

Town Planning

A Development Guidance pack was produced in November 2012. This contained key site information , an FAQ section, town planning designation data, relevant planning policies, planning history, sustainability, access and parking and due diligence data and surveys undertaken by the Council and available for viewing by potential purchasers.

The Development Guidance stated that :

“The property is situated in the Green Belt so there is a presumption against extension or further residential development. We are advised there are no Green Belt or other restrictive covenants (of this nature) in the title. The property is on the Register of Buildings of Architectural and Historic importance and hence there is a presumption against alteration or extension.....The adjacent land has lawful planning use for maintenance and storage hence as an established non – compliant Green Belt use there is the possibility of planning permission for valuable ancillary uses to the lodge, such as direct vehicular access, garaging, garden room or stabling, which would not be possible within the boundaries of a listed building....Significant cost relates to the legal requirement to conserve or replicate the original and extensive exterior decorative features.....Whilst the property has potential to provide a unique and highly attractive residential property with extensive grounds, the planning restrictions are unlikely to allow any significant increase in size from the current modest two bedroom accommodation.”

Statutory consents

The property was not subject to the Green belt (London and Home Counties) Act 1938 – Section 5, meaning that the Secretary of State for Communities and Local Government consent was not required for the sale in this case.

Sale conditions

The property was sold subject to the following rights and restrictive covenants :

1. A temporary right of way with or without vehicles over the accessway.
2. To erect and maintain the boundary structures at the property.
3. To execute works to the property to bring up to the “Decent Homes Standard” within 24 months.
4. Not to use the property for anything other than a single dwelling house.

Method of Sale

The property was considered suitable for sale by auction as this is normal practice in the case of vacant dwellings in need of repair. Experience elsewhere shows that this is most likely to achieve the best price, in the shortest possible timeframe and with low costs of sale.

The property was advertised locally and through the Council's and Auctioneer's website.

National coverage of the auction was via the Estates Gazette and the auction house database of interested parties.

Reserve and Sale Price achieved

The property was "guided" at the figure of £225,000 to encourage viewings and competition in the auction room. The auctioneer was instructed to keep a log of interested parties and records of parties downloading the legal pack, viewings and offers made prior to the auction. This is of assistance in setting the final reserve price to ensure that the Council complies with the legal obligation to obtain the best price reasonably obtainable (best consideration).

The Council's auctioneers were of the opinion, following inspection and pre-auction marketing that the value of the property will be no less than £200,000. Accordingly the reserve price was set at this figure. The downgrading of the reserve price was a reflection of the significant spend required to complete this sensitive building, the difficulty of predicting the valuation effect of the cost of repairs and the former AD Property Services reluctance to retain the property within the portfolio given the ongoing maintenance liabilities.

In the auction room the property achieved the sum of £372,000. This figure was well in excess of the auctioneers expectations.

Following exchange of contracts on the 24th September 2012, the sale completed on the 22nd October 2012.

The costs of sale were limited to the sum of £930.00 (plus VAT) which represents 0.25% of the purchase price

5. ALTERNATIVE OPTIONS CONSIDERED

A sale by informal tender was considered however, the time and expense of marketing in this way and given the relatively low asset value being disposed of it was not considered an efficient use of resources. In addition, it would also be unlikely to deliver an improvement to the sale price. The inherent competitive nature involved in bidding via auction was considered sufficient to satisfy the Council's legal obligation to obtain best consideration.

A sale by private treaty was also considered however, under the Property Procedure Rules there would need to be a "Special Purchaser" who is able and willing to offer a premium price to Market Value. This was not the case in this instance and therefore this method of sale was also discounted.

NORTH LODGE, WHITEWEBBS ROAD, EN2 9JN



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MUNICIPAL YEAR 2013/2014 REPORT NO.

MEETING TITLE AND DATE:
**Overview and Scrutiny
panel**

REPORT OF:
Director of Finance,
Resources and Customer
Services

Agenda – N/A	Item:
Subject: Trent Park Cafe	
Wards: Cockfosters	
Key Decision No: 3852	
Cabinet Member consulted:	N/A

Contact officer and telephone number:

Mohammed Lais : 0208 379 4004 mohammed.lais@enfield.gov.uk

1. EXECUTIVE SUMMARY

To receive an information report on the informal tender process of Trent Park Café, Cockfosters Road, Barnet, EN4 0PS. The report includes a property description and the process of the tender including any evaluation criteria used.

With regards to the outcome of the tender process, at the time of this report being compiled the 'after' tender processes are continuing between the vested parties and a report will be forthcoming once this is concluded.

2. RECOMMENDATIONS

Overview and Scrutiny Panel to consider the report.

3. BACKGROUND

Property description

The property, shown for identification purposes only on the attached plan, comprises the lease demise and café within Trent Country Park.

The café building is a timber framed building with a pitched tiled roof, a seating area around three sides of the building and is located at the corner of a public car park in Trent Park. The café is fully equipped and has recently undergone an extensive internal fit out.

Trent Park Café lies within the historic Trent Park. It acts as a focal point for the local community; however it is also a successful business with over 25 years of goodwill attached to the premises.

The opportunity for the successful tenderer is a chance to lease the Trent Park Café for a period of 12 years.

The café is situated at the Cockfosters entrance to Trent Park, a country park of 413 acres within the London Borough of Enfield. It is within 5km of junction 24 of the M25 and is easily accessible by road and Tube with two entrances being within a few hundred metres of Cockfosters and Oakwood Stations.

Accommodation

The property comprises 101sqm (1,087 sq ft) with a large seating area outside and parking.

Tender Process

The property was considered suitable for an informal tender process through the route of Property Procedure Rules (PPR) as this is normal practice in the case of leasing a Council property.

Prior to going to the market, an open market rental valuation was obtained to realise the opportunity, to guide officers in the best strategy and to maximise best value to the Council.

- **The Marketing:**

The marketing of the opportunity was led by two Council Officers that would be different to the team opening the tenders.

The pre marketing period leading up to the initial mailshot was to gather and prepare all the tender documents necessary to

facilitate a clean and transparent campaign. The documents put together for the tender pack were;

- Café particulars
- Application form
- Copy of Lease
- Yellow return label
- Fixtures, Fittings & Equipment (Inventory)
- Schedule of Condition – dated 14.12.12
- Energy Performance Certificate (EPC)
- Location Plan
- Lease Plan

The marketing started on the 6th January 2014 and lasted 6 weeks. With the initial emails with the tender packs going to the names already on our database, further packs were sent out when applicants contacted Property Services.

The various stakeholders were sent the tender packs on commencement of marketing.

Two open mornings were held and numerous other viewings with interested parties.

As per Property Procedure Rules the 'Opportunity' was extensively advertised for 2 weeks in local and national press and there was a significant response to the adverts put out.

The tender closed at 12 noon on the 14th February 2014.

- **The Process:**

Tenders were collected from the post room, signed for and documented and were opened in the presence of the Assistant Director of Strategic Property Services, a Principal Surveyor and as per Contract Procedure Rules, a Senior Procurement Officer was present who recorded all the tender results.

The evaluation criteria adopted is the highest rent that is offered will become the leaseholder of Trent Park Cafe, subject, to the satisfactory financial due diligence, credit score and checks upon the applicant.

As per Property Procedure Rules, the Assistant Director does not have to select the highest bidder; however, if this occurs it must be documented.

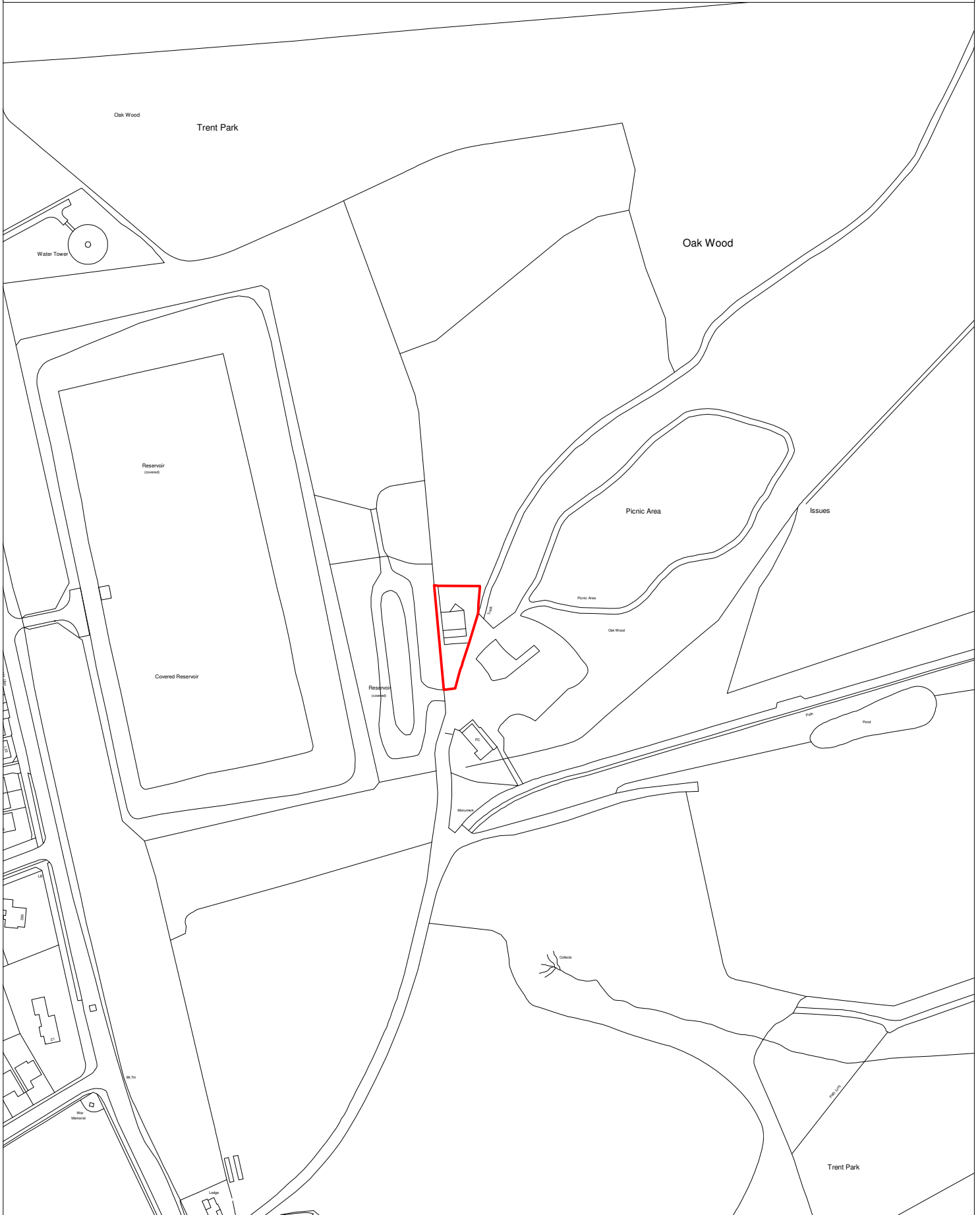
Tender Result

A report is due once all the Council's due diligence is completed and negotiations between vested parties is concluded.

1. ALTERNATIVE OPTIONS CONSIDERED

The CPR route was considered and after discussions with the Client department it was decided as this was a tender for a lease to a café premises it should progress via a PPR informal tender.

TRENT PARK CAFÉ, COCKFOSTERS ROAD



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Scale:- 1:2500
Paper Size:- A4
Date:- May 2013
Map Produced By Asset Information Team/AVLH



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MUNICIPAL YEAR 2013/2014 REPORT NO.

MEETING TITLE AND DATE:
**Overview and Scrutiny
panel**

REPORT OF:
Director of Finance,
Resources and Customer
Services

Agenda – N/A	Item:
Subject: Holly Hill Equestrian Centre	
Wards: Chase	
Key Decision No:	
Cabinet Member consulted:	N/A

Contact officer and telephone number:

Peter Cook : 0208 379 4070 peter.cook@enfield.gov.uk

1. EXECUTIVE SUMMARY

To receive an information report on the informal tender process of Holly Hill Equestrian Centre (HHEC). The report includes a property description and the process of the tender including any evaluation criteria used.

With regards to the outcome of the tender process, at the time of this report being compiled the tender process is still ongoing and a report will be forthcoming once this is concluded.

2. RECOMMENDATIONS

Overview and Scrutiny Panel to consider the report.

3. BACKGROUND

Property description

HHEC was created as part a review of Holly Hill farm buildings and its immediate vicinity as part of the renewal negotiations with the tenant

The 'stables' comprised 12 loose boxes, a steel portal framed indoor school and room within the yard for additional loose boxes together with surrounding fields of 25 acres approx. In addition the letting includes a 5 bedroom, 4 reception room Grade II farmhouse

HHEC provides an opportunity to generate significant additional long term income once the farmhouse is repaired.

HHEC was offered on new 25 year lease expiring on 24th March 2039 with the tenant being required to undertake the necessary repairs to the farmhouse within the first two years. The stables and associated farm buildings will also require significant works to be undertaken.

Tender Process

- **The Marketing:**

The marketing was led by Knight Frank who worked with Strategic Property Services in preparing the ITT

The ITT contained 10 Appendices:

- The Tender Form
- The Heads of Terms for the letting.
- Location plan,
- Site plan,
- Photographs,
- Copies of the Listed Building Consent for the works to the farmhouse,
- a copy of the architect's plans,
- a copy of the Quantity Surveyor's quote to refurbish the residential accommodation,
- copies of the planning permission,
- and a copy of an independent investigation of the planning status (because a copy of the decision notice cannot be located at LB Enfield's planning office although a copy of the planning consent for the existing equestrian facilities submitted in April 1974 was included)

All LBE Farm and Equestrian Tenants notified of the ITT on 26th September with all previously interested parties and local Equestrian centres notified of ITT on Monday 30th September.

On Wednesday 2nd October HHEC was advertised on the Council's website and in the Enfield Advertiser. Additionally sign boards were erected on the Ridgeway. Further adverts were placed in Horse and Hound on Thursday 3rd October and Farmers Weekly on Friday 4th October

There were 45 enquiries resulting in 14 viewings over the two open days of Fridays 18th and 25th October.

- **The Process:**

The return of the ITT by bidders was to be made no later than 12 noon on Wednesday 20 November 2013 at Knight Frank's Hertfordshire office, (*136 High Street, Town Centre, Berkhamsted, HP4 3AT*) in the form of a completed version of the tender document at Appendix 1 in an envelope clearly marked 'LBE TENDER'

The evaluation criteria are based on:

- The candidate's experience in running an equestrian enterprise;
- The candidate's experience in the repair and maintenance of rural property;
- The level of rent offered;
- The candidate's financial stability.

The tenders received were noted by Knight Frank.

Before evaluation commenced a review of the process was undertaken by Strategic Property Services in parallel with an Internal Audit of the Management of the Green Belt Portfolio.

It was noted the tender documents mistakenly omitted the weighting for the evaluation criteria. It was agreed that Knight Frank would write to all bidders to set out the weighting which is: The candidate's experience in running an equestrian enterprise, 15%; The candidate's experience in the repair and maintenance of rural property, 35%; The level of rent offered, 20% and the candidate's financial stability 30%

In the light of this bidders were asked if they wish LBE to consider the original bid as submitted or resubmit your ITT (and by doing so it will supersede your original ITT). To give all bidders sufficient time to review their submission the closing

date is now extended to Monday 17th March at 12 noon and to be sent to Knight Frank LLP, The Moat House, Thremhall Park, Start Hill, Bishop's Stortford, CM22 7WE for the attention of Alastair Paul.

Tender Result

Following the closure all bids will be evaluated by Knight Frank and Strategic Property Services applying a 1-12 score on each of the above criteria.

The bidders have been advised that clarification meetings, if required, are to be held in the Enfield Council Civic Centre, EN1 3XW on the morning of Friday 4th April. The attendees at those meetings will be provided in advance.

A detailed Delegated Authority Report will be submitted once all parties have been informed and further processes are set in motion.

Scrutiny Annual Report 2013/14 - Structure & timetable for production

Briefing note prepared by: Mike Ahuja (Head of Corporate Scrutiny & Community Outreach): 020-8379-5044

1. Background

- 1.1 Under the Council's Constitution, the Overview & Scrutiny Committee is required to produce and present an Annual Report to Council on the work carried out by scrutiny over the previous year.
- 1.2 The Annual Report is designed to provide a summary of key scrutiny activity and outcomes over the last year with the aim of identifying what has worked well and areas for improvement. In addition it also has a key role to play in raising awareness and the profile of the Council's scrutiny function, not only within the Authority but also amongst its external partners/stakeholders and with the public in general.
- 1.3 The 2013/14 Annual Report will be the 15th produced by Enfield Council's scrutiny function.

2. Format & timetable for production of the 2013/14 Annual Report

- 2.1 For the 2013/14 report, it is proposed that the Overview & Scrutiny Committee keep to the same format as before with each Panel providing a summary of the work they have completed for the year and the outcomes that have been achieved. This includes:
 - An introduction from the Chairman
 - A brief outline of Enfield's approach to Scrutiny including future challenges
 - A summary of each Panels work.
- 2.2 In addition, this year, it is proposed that we include comments from co-optees and service users and how they were engaged with the Scrutiny process.
- 2.3 Timetable:
 - (a) Overview & Scrutiny Committee to review and agree outline format and timetable for production of Annual Report and to agree that Chair/Vice Chair and Head of Corporate Scrutiny finalise draft – 27th March 2014
 - (b) Panel Support Officers to prepare final report from each Panel – March - April 2014
 - (c) Final draft of Annual Report to be agreed by Chair/Vice Chair and Head of Corporate Scrutiny.

- (d) Annual Report to be referred to the Annual Council Meeting for adoption on 11 June 2014 (1st meeting in 2014/15 Municipal Year and then published by August 2014)

4. Recommendations

Overview & Scrutiny Committee is asked:

- (1) to consider and agree the format and timetable for production of the 2013/14 Annual Report.
- (2) to consider including comments from co-optees and the community that have been engaged with the Scrutiny process.

OVERVIEW & SCRUTINY COMMITTEE: Scrutiny Member Induction & Panel work programme planning process 2014/15

Briefing paper prepared by: Claire Johnson (Corporate Scrutiny): 020-8379-4239

1. Scrutiny member Induction

- 1.1 This report seeks members' views on the member induction process, prior to it being finalised for the start of the 2014/15 Municipal Year.
- 1.2 The main aim behind the scrutiny member induction session is to outline the role of the scrutiny function as well as providing an opportunity for scrutiny members to focus on the approach towards co-ordinating scrutiny and reviewing the year and sharing learning on what has worked well, and what hasn't.
- 1.3 The aim is to hold the induction event as early as possible in the New Municipal Year following approval of the Panel memberships at Annual Council (11th June 2014). A provisional date has already been identified for 7pm on Thursday 19th June 2014. This will allow members time to consider any issues identified in advance of their individual panel work programme planning sessions.
- 1.4 As part of the ongoing Member Induction process it is also proposed to offer members the opportunity to access more formal training on scrutiny skills being offered through the Centre for Public Scrutiny. This will be subject to further consultation with members at the scrutiny induction and work programme planning events. The use of action learning will also be continued as an additional form of training and awareness raising.
- 1.5 This year, it's expected that there will be new Councillors that are unfamiliar with the role of Scrutiny, it is suggested that 2 previous experienced Scrutiny Chairs have a slot at the induction to provide a members perspective of Scrutiny and how to get the best out of the role.
- 1.6 An outline programme for the induction session has been set out below, for member's consideration:
 1. Scrutiny Arrangements:
 - Role and function of scrutiny
 - Scrutiny support arrangements
 - Scrutiny Chairs – members perspective
 - Shared learning (the good & bad bits)
 - Unavoidable issues – Budget Consultation
 2. Key Issues for Scrutiny:
 - Roles and powers for Scrutiny
 - Councillor Call for Action
 - Petitions

3. Planning & Setting the Panel Work Programmes – brief outline of arrangements for Planning workshops

- 1.7 Members views are sought on the above programme, arrangements and proposed date for the induction event.

2. Panel Work Programme Planning workshops

2.1 As referred to above, it is also proposed to continue with the individual Panel work programme planning workshops in 2014/15. Provisional dates for each session are currently being arranged for inclusion in the Council's draft calendar of meetings for 2014/15 (due to be approved by Annual Council on 11th June 2014). These will, however, require further consultation with relevant chairs & panel members before being confirmed.

2.2 It is proposed that the format for these workshops should be similar to those undertaken in previous years, including an opportunity for the relevant Director(s) & Cabinet member(s) to attend for the early part of the session to outline their key priorities for the coming year and beyond.

2.3 Once approved the Panel work programmes will need to be combined into an annual scrutiny work programme and referred onto Overview & Scrutiny for review, prior to being recommended onto Council for formal adoption.

3. Recommendations

3.1 Members views are sought on the date & outline programme for the scrutiny member induction session, as detailed in section 2 of the report.

3.2 Members are asked to consider and approve the arrangements for the Panel work programme planning workshops, as outlined in section 3 of the report.

MUNICIPAL YEAR 2013/2014 REPORT NO.**MEETING TITLE AND DATE:**OSC - 27th March 2013**REPORT OF:**Director of Finance, Resources &
Customer Services

Contact officer and telephone number:

Sue Payne
Corporate Scrutiny & community
Outreach
0208-379-61541

Agenda - Part:	Item:
Subject: Update on Councillor Call for Action and Petitions	
Wards: All	
Cabinet Member consulted:	N/A

1. EXECUTIVE SUMMARY

- 1.1 This report provides the Overview and Scrutiny Committee (OSC) with an annual update on Councillor Call for Action (CCfA's) and petitions received by the Council. The last update provided to OSC was received at its meeting on the 12th March 2013.
- 1.2 OSC has a key role in CCFA's and petitions and this is the third report OSC have received on the issues.
- 1.3 Both CCFA's and Petitions are seen as key tools to engage the local community in decision making.
- 1.4 To date there have been 46 CCfA requests from members; 3 have been heard at OSC and there are currently 4 CCfA's which are still being pursued. In 2013, 25 petitions were received and since January 2014, 5 petitions have been received.
- 1.5 CCfA's have become increasingly complex. They invariably involve several agencies and Council departments and require a significant amount of time. An example of the complexity, the time involved and the positive results that can be achieved with a CCFA is one which was raised in October 2009 on problems with accessing GP services. Further investigation revealed the need for more community services. A site was agreed in 2012 to accommodate a new GP practice, Dental Practice, library and community space. This building which represents a real outcome for the community is due for completion in Summer 2014. (Further details 6.3 & 6.4)
- 1.7 The Council has an extremely successful and well used Petition Scheme, which is well regarded by the local community. The Council's approach to petitions in particular the community engagement process has been seen as good practice nationally. A number of other Councils have sought guidance from Enfield.

1.8 Over the last 2 years there has been a significant amount of time invested in 2 key petitions:

- Anti spitting
- Upgrade of Deephams Sewage Works

2. RECOMMENDATIONS

OSC to note the report and provide views and comments

3. BACKGROUND

3.1 The Local Government and Public Involvement in Health Act 2007 introduced CCfA which came in to force on 1st April 2009. CCfA provides members with the opportunity to formally raise local issues for consideration at Scrutiny Panels where other methods of resolution have been exhausted.

3.2 The Council reviewed the Petition's Scheme in September 2012 to take into account changes in legislation and population. Following this review a Privacy statement was added to the scheme and the referral trigger amount was updated to take into account the higher population figures in Enfield, identified from the National Census.

3.3 The Petition Scheme states that the Council will respond to all compliant petitions. Petitions with 3,125 signatures must trigger a debate at full Council which would be concluded with a decision being taken by the Council in respect of the petition and 1,562 must trigger a debate at the Overview & Scrutiny Committee. In addition the Lead Petitioner has the right to request that the petition is referred to OSC if they feel that their petition has not been dealt with properly.

3.4 CCfA's and Petitions are both tools for democratic renewal and community engagement. CCfA's promotes the role of local ward councillors as a conduit between Community and Council in resolving local community issues. Petitions provide an opportunity for the local community to be involved in decision making and make their views known.

4. The role of OSC

4.1 The Role of OSC for CCfA will be a means of "last resort", with issues being raised after all other avenues have been exhausted. It is designed to sit alongside existing methods for Councillors to resolve local issues. CCfA will

focus on outcomes and resolutions for Councillors, and by extension Enfield's community, rather than processes.

- 4.2 The role of OSC is to debate a Petition if it has the requisite number of signatures to trigger a debate or alternatively to review the actions taken if the lead petitioner was not satisfied with the response provided.

5. Councillor Call for Action – current caseload.

- 5.1 The current caseload is made up of complex cases and involves several departments, external parties and local service providers. It should be noted that where possible a resolution will be sought and the issue resolved prior to referral to Overview and Scrutiny Committee and full panel involvement. This is in-keeping with the way that CCfA is being implemented in Enfield and has proved successful.
- 5.2 Most of these cases are well known to officers from within departments but resolution is difficult. There is usually frustration from the community and/or residents affected by the issue.
- 5.3 Whilst CCfA's take significant time to progress due to the long running problems/disputes. Petitions must be responded to within 20 working days of receipt.

6. Outcomes

- 6.1 Since 1st April 2009 we have received 46 CCfA requests, 9 requests have been rejected as they did not meet the required criteria and 4 CCfA's are currently ongoing
- 6.2 CCfA's have proved to be a highly effective tool with 30 CCfA's requests resolved without the need for them to be referred to OSC; a further 3 CCfA's were referred to OSC all of these were subsequently resolved.
- 6.3 An example of a the complexity, the length of time issues can take to be resolved and a real outcome for the community is a CCfA on an issue raised in 2009 regarding difficulties experienced by local residents when attempting to make appointments to see a GP at a local surgery. A scrutiny investigation concluded that the primary care infrastructure in the affected ward, was inadequate both in terms of capacity and quality. There was an urgent need to deliver improved primary care facilities to address these limitations. Enfield Council has worked closely with NHS North Central London to identify suitable premises.
- 6.4 This work has also highlighted the requirement for a new Dental Practice and improved facilities for the current local Library and community hall. In April 2012 a site was agreed to accommodate a "Joint Service Centre" that will provide a new GP Practice, Dental Practice, library and community space. This work is scheduled for completion in 2014.

7. Petitions

- 7.1 A number of Petitions have been heard at OSC all of which have resulted in a positive outcome for the community.

Tender of a local café

- 7.2 This petition came in front of OSC in 2012 and has resulted in the Council reviewing its procedure for tendering.

Anti spitting

- 7.3 This petition had in excess of 4,000 signatures and has resulted in the agreement of a new byelaw to prevent spitting. This is the first time a bye law has been agreed in the country and the ban took effect in December 2013.

Sunday Parking

- 7.4 This petition was handed in directly to full Council with the result being a change to Sunday parking charges.

Upgrade of Deephams Sewage Plant

- 7.5 This municipal year one petition was referred to OSC at a well attended public meeting and this was subsequently referred onto full Council. The actions agreed from this include:

- a detailed technical review of the overall cost- benefit and engineering analyses that Thames Water would be submitting to Ofwat being undertaken,
- Thames Water sharing their economic analyses with the Local Authorities affected, so that they could review the metrics used and values ascribed to them,
- A letter from the Chair of OSC being written to Ofwat ensuring that the Council's views have been fed in to the process.
- A deeper working relationship being formed with Thames Water and partners (Jobcentre Plus) to encourage a greater use of local service providers and jobs for local people.

7. ALTERNATIVE OPTIONS CONSIDERED

- 7.1 None.

8. REASONS FOR RECOMMENDATIONS

- 8.1 see section 6.1

9. COMMENTS OF DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

9.1 Financial Implications

There are no financial implications contained within this report.

9.2 Legal Implications

The report sets out an update on the Councillor Call for Action and Petitions.

9.2.1 Under S21A of the Local Government Act 2000 (inserted by S119 of the Local Government and Public Involvement in Health Act 2007) the Council has a statutory duty to ensure its overview and scrutiny arrangements enable any member of the authority to refer a local government matter to the relevant overview and scrutiny committee (“ Councillor call for action”). This legislation is underpinned by statutory guidance. The Council’s Overview and Scrutiny Rules set out in the Constitution detail how Councillor Calls for Action will be processed.

9.2.2 The Local Democracy, Economic Development and Construction Act 2009 introduced a statutory duty to make and maintain a petition scheme. In response to this the Council adopted its petitions scheme on 26 May 2010. This statutory duty has since been repealed by the Localism Act (with the exception of those petitions made under another enactment). Notwithstanding this the Council has opted to retain its petitions scheme in the interests of promoting democracy.

9.2.3 Privacy information details in the petition scheme have been updated to assist the Council in complying with its statutory duties regarding the collecting, processing and storage of personal data.

9.3 Property Implications

None

9.4 Key Risk Implications

Having Councillor Calls for Action ensures compliance with relevant legislation. Depending on the number and complexity of calls received careful management is required to deal with the risk of rising expectations against limited resources.

10. IMPACT ON COUNCIL PRIORITIES

10.1 Fairness for All

CCfA provide a means for councillors to raise intractable issues and have them addressed. This ensures that all residents affected have access to a process aimed at solving problems. Petitions enable local people to raise issues of importance to them with the Council.

10.2 Growth and Sustainability

CCfA and petitions help ensure that solutions to issues raised by councillors and residents are dealt with effectively and sustainable solutions found.

10.3 Strong Communities

CCfA promotes the role of ward councillors and helps them work with residents on issues, thus contributing to the development of strong communities. Petitions contribute to the development of Strong Communities by encouraging local people concerned about an issue to work together to have it raised within the Council.

11. EQUALITIES IMPACT IMPLICATIONS

It is not relevant or proportionate for an equality impact assessment/analysis to be undertaken for noting the report. However, depending on the individual nature of each call for action or petition, an assessment/analysis might be required at the appropriate stage of progress.

12. PERFORMANCE MANAGEMENT IMPLICATIONS

The role of Scrutiny and Scrutineer Councillors is seen as key to improving local accountability and transparency in addressing community issues through the role of elected members.

Engaging the community in resolving issues will serve to increase community confidence.

13. PUBLIC HEALTH IMPLICATIONS

The Council now has responsibility for public health and CCFA's and petitions are a means by which local Ward Councillors and community can raise issues of concern for consideration by the Council.

Background Papers

Councillor Call for Action files
Petition files
Councils Petition Scheme
The Constitution

OVERVIEW & SCRUTINY COMMITTEE BUDGET MEETING - 30.1.2014

**MINUTES OF THE MEETING OF THE OVERVIEW & SCRUTINY COMMITTEE
BUDGET MEETING
HELD ON THURSDAY, 30 JANUARY 2014**

COUNCILLORS

PRESENT Alev Cazimoglu, Michael Rye OBE, George Savva MBE, Rohini Simbodyal, Toby Simon, Alan Sitkin and Edward Smith

ABSENT

OFFICERS: Rob Leak, James Rolfe, Ian Davis, Andrew Fraser, Neil Rousell, Ray James, Mike Ahuja, Jane Juby

Also Attending: Cllr Taylor, Cllr Georgiou, Cllr Orhan, Cllr McGowan, Cllr Bond, Cllr Goddard, Cllr Oykenner, Cllr Stafford

13 members of the public

Cllrs E and R Hayward, Cllr Lavender, Cllr Robinson

700**WELCOME & APOLOGIES FOR ABSENCE**

Attendees were welcomed to the meeting. Apologies for lateness were received from Cllrs Rye and Simbodyal.

701**DECLARATIONS OF INTEREST**

No declarations of interest were received.

702**LONDON BOROUGH OF ENFIELD BUDGET CONSULTATION 2014/15**

- 1. Welcome & Introduction by the Committee Chairman**
Members, Officers and the public were welcomed to the meeting.
- 2. Introduction to Consultation Paper and Update on Resources and the Council's Options**

James Rolfe, Director of Finance, Resources and Customer Services, gave a presentation the main points of which were as follows:

- There had been a required 27% cash reduction in Council funding over the 4 years 2010-2014.
- Since then the position had been updated to take account of the Chancellor's 2013 budget (further 2% cut in 2014/15), the

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Government 2013 spending round (an 8% cut in 2015/16), inflation and interest rates, demographic pressures and the impact of Welfare Reform on temporary housing (a clearer picture on this was now available since the introduction of the Benefit cap).

- The latest funding gap for the years 2014/15 to 2017/18 is £66m, although figures were indicative only for the last two years of this period.
- Savings of £10.968m were therefore required for 2014/15.
- The primary pressure on the Council's budget was the reduction in Government funding.
- However, other pressures such as inflation, demographics and capital finance also needed to be considered.
- A rising level of savings would be required to meet the gap in funding over the next four years.
- An increase in Council Tax had been accounted for in the Medium Term Financial Plan, however, this was for planning purposes and would always be subject to Member agreement.
- This year's Consultation aimed to build upon previous successful budgets by again seeking residents' views on their service priorities and by acting on feedback ('you said, we did').
- 214 responses had been received so far, with 166 members of the public attending consultation meetings.
- A Budget Progress report had been taken to Cabinet in November, and the Consultation was also launched in the same month. A leaflet and questionnaire had been sent to all households in the Our Enfield magazine. The consultation and questionnaire was also available online and had been taken to all Scrutiny Panels and Area Forums.
- Residents had been asked to comment on the savings proposals outlined in the Consultation paper, to rank their service priorities and to make suggestions for further savings and efficiencies.
- Comments received so far included prosecuting more flytippers, using energy saving lighting, keeping services in-house, improving recycling levels and maintaining levels of expenditure on Parks.
- Top service priorities continued to be road maintenance, waste collection and adult social care. Leisure and parks had risen in importance since the last consultation; libraries and museums had declined in importance.
- Suggestions for further savings had included pooling resources, merging services, increasing volunteering, reducing hedge cutting and reviewing dropped kerb/crossovers.
- A minimum of £13m balance had been recommended for the General Fund in 2013/14.
- Total earmarked reserves were £87m as at 31 March 2013.
- The Financial Resilience Report confirmed that the Council has an appropriate level of reserves for the risks it faces.
- In summary, the economic climate remained uncertain, a budget gap remained for future years which would require significant

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further savings and the budget proposals for 2014/15 allowed for a freeze in Council Tax.

The following questions were then taken:

Q: The voluntary sector has been given a consistently low rating of importance by residents in the Consultation; however, volunteers help to deliver a number of key services. Do you think there is a lack of awareness and understanding of this?

A: There may well be a limited understanding of what volunteers do and how they help deliver services; the rating may also be impacted by the importance of other things like road maintenance. People often vote for what they can actually see around them; a lot of what volunteers do is hidden from most people. It may be worth considering how we might raise the profile of volunteering in the Borough.

Q: I found some of the descriptions of the savings proposals on page 6 difficult to interrogate, and potentially too broad for the public to understand. As a Councillor, it was difficult for me to make judgements on the acceptability of proposals without certain details. Did you receive any requests for clarification from residents?

A: No, we didn't receive any comments of that kind; perhaps because the information was most often presented at meetings where officers were available to answer any questions.

Cllr Simon commented that the point was a fair one, the Council should always endeavour to be reasonably transparent and use 'plain English' when describing savings proposals in the Consultation.

3. Consideration of Further Savings Proposals from the Consultation Paper

Cllr Simon invited Councillors and Officers to comment on the savings proposals as follows:

Sustainability and the Living Environment

Cllr Sitkin and Cllr Bond echoed Cllr Cazimoglu's comments on the importance of volunteers in delivering services. It had also been noted that a resident wished to see a reduction in hedge cutting.

The following questions were then taken:

Q: The Conservative Group's main concerns are around road and pavement maintenance. We are concerned that there has been a deterioration in the level of maintenance and the increased use of asphalt.

A: £8m has been spent over the last 2 years on road maintenance, and we expect that level to remain the same. Asphalt has not been

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put in place everywhere, however, we have to consider the higher costs of constantly replacing paving where vehicles have driven over it and cracked it, asphalt is cheaper in this regard and, in these financially challenging times, we have to bear this in mind.

Q: Why not consider the use of other alternatives to preventing vehicles mounting the pavement, like bollards or raising the kerb level?

A: There is a balance to be struck, if we raise kerb levels then that potentially makes it more difficult for people to cross. We have to consider each situation individually. The use of asphalt will remain, however, the long term solution.

Q: How much is the installation of extra road calming measures costing and how much will it cost in the future?

A: The Council spent £2.2m on road calming last year. Safety is an important issue, especially around schools.

Q: Have you got any statistics on injuries caused by speeding to evidence each case of road calming?

A: Yes, we do have such evidence, although in some cases road calming has been installed as a preventative measure.

Q: Will the ERPF continue?

A: This will need to be considered as part of the final Budget setting process; however, we are reasonably positive that it will continue in some form.

Q: The £2.2m spend on road calming mentioned previously (presumably received from the GLA); is this included in the £8.8m spend figure you mentioned?

A: No, it is in addition to this. Also to note, residents are always consulted on road calming measures and, as a result, the areas in which it is implemented are often reduced.

Crime & Safety & Strong Communities

Cllr Rye commented that the Panel was concerned that there was a correlation between trimming and dimming of street lighting and incidents of burglary. The apparent reduced standard of lighting had also affected perceptions of safety.

Officers responded that they were not aware of a correlation but the matter was being monitored. A report was due to be taken to the next Crime & Safety and Strong Communities Panel meeting.

Finance, Resources & Customer Services

James Rolfe commented that the saving on the renegotiation of the insurance services contract had now been achieved.

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Older People & Vulnerable Adults

Cllr Savva thanked all Panel members for their contribution. He commented that the Panel would continue to ensure the best possible services were delivered in the light of the financial challenges ahead and that vulnerable people continued to have a voice, preserved their independence and were kept safe.

Adult Social Care

Cllr Rye commented that he sought reassurance on a number of issues. Members of the public also asked for reassurance on certain issues; these were:

- That the renegotiation of social care contracts at lower prices did not lead to a reduction in quality;
- That Day Care and Respite Care provision continued to function;
- That people contracted to provide care services, as well as Council employees, were receiving the London Living Wage.

Cllr McGowan responded that Quality Checkers continued to help monitor standards of care in the Borough. The Council's measurement of success in providing adult social care was that it had managed to absorb an increasing demographic demand and at the same time continue to provide good quality services with a high satisfaction rating. The importance of day and respite care was recognised.

Ray James added that although he could not give absolute assurances regarding service provision, he was satisfied that the approach being taken continued to be proportionate and appropriately manage risk.

In respect of the renegotiation of contracts, he commented that lower prices had been achieved partly through market forces and partly through employing certain procurement practices; at no point had quality been compromised.

He also added that the New Care Bill would change eligibility criteria and that the 'look' of day care was also changing as people expressed a wish for more choices.

In respect of the issue of the London Living Wage for contracted employees, Ray James commented that this was always requested, and a cost comparison was provided for Members to consider and decide upon.

He then commented that the Quality Checker scheme had been particularly successful since, as local people, they appeared less 'bureaucratic' than Council staff and residents felt they could discuss

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personal issues more readily with them. There had been a 38% increase in safeguarding incidents this year.

Cllr Smith asked if the locality of the care provider contracted was also considered.

Ray James responded that this was, in the majority of cases, the situation, since people often wished, when being cared for away from home, to be near to family and friends which meant the provider was local. In the case of domiciliary care, the Council required that any contractor have an Enfield office.

A Councillor then asked if the Quality Checkers were effectively replacing the Quality Assurance officers?

Ray James confirmed that these were an additional resource, however, staff were not being increased in line with demand but were targeted to areas of most concern. The Quality Checker scheme was being looked at by a number of other local authorities nationally as an example of good practice.

In respect of the savings proposal 'reduction in employee budgets', it was asked to which these referred.

Ray James confirmed these were targeted at central and back office staff.

Health

Cllr Cazimoglu commented that the Health & Wellbeing Scrutiny Panel had concerns about the provision of primary care, emergency care and cuts across the board which would impact on health outcomes in the Borough generally.

Of particular concern was the Public Health allocation; the Health & Wellbeing Scrutiny Panel felt that Enfield was underfunded in comparison with more affluent boroughs. Cllr Cazimoglu commented that the Minister for Health had promised to look at the formula for Public Health budget allocation, but had broken this promise.

The Panel had expressed significant concerns about health providers continuing to meet statutory responsibilities and address health inequalities in the Borough. Also, the Panel were concerned at the knock on effect on, for example, social care services and consequently, the Council's budget if health services were not as they should be.

Ray James acknowledged this as a risk but said that the Council worked to mitigate this with NHS colleagues.

The following questions were then taken:

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Q: Are we having to absorb costs associated with Council schemes to develop premises for primary care?

A: They are cost neutral to the Council.

Q: How much of the Public Health budget is spent directly on healthcare?

A: Actually, quite a small proportion is spent directly on health services which tend to be statutory ones such as sexual health services. However, we do ensure that the public health budget is spent on the wider determinants of public health, if not directly on services.

Cllr McGowan added that work was ongoing with GPs to improve access and that the Primary Care Strategy should reduce pressure on A&E services. The Better Care Fund was also due to be sent to the Department of Health on 14 February.

Cllr Cazimoglu commented that GP access, or lack of access, was indeed an issue and that the pressure on health services was critical.

Housing

Cllr Smith raised the following questions in respect of Housing:

Q: The savings proposals in the Consultation refer to a reduction of around £1.4m in employee budgets within HHASC – what proportion of these relate to Community Housing?

A: £226,000 of the £1.4m relates to Community Housing.

Q: Were all savings across the Department considered on an individual basis?

A: All managers were asked for savings proposals; these were then put forward for consideration. Managers were given a steer that front line services were to be protected when putting forward proposals.

Q: Has the review of Community Housing been completed?

A: This is currently at the first phase of implementation. Further savings will be delivered in 14/15.

Q: What is referred to by a 'smarter way of working' and 'self service' in respect of Housing?

A: In order to make efficiencies we have to look at working differently. Demand for housing services has increased and there is an increased need for more timely decisions on housing applications and assessments. By introducing 'smarter' services we will enable customers to fill out applications online, reducing the need to visit the Council in person and making turnaround times for applications quicker.

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Q: Please could you update the meeting on where the Council is at with the plan to bring Enfield Homes back in-house?

A: As you know, Council took this decision and we are proceeding to implement it as planned. Part of this process involved the running of joint services and the appointment of a Joint Director. We are progressing as planned and are looking to bring some services back in-house earlier. We have already exceeded the savings target identified as part of the implementation of joint services.

Q: Please could you indicate the level of savings to be achieved by this?

A: When the decision was taken the level of savings identified was £500,000.

Q: Referring to the increased pressure on temporary accommodation identified in the Medium Term Financial Plan – where is the Council with its plan to buy private properties to help address this?

A: A proposal is due to Cabinet in February and a full briefing will be provided to the Leader of the Opposition and the Chair of the Housing, Growth and Regeneration Scrutiny Panel.

It was noted that there may be extra funding available in relation to the 'bedroom tax'.

Q: Will you be ensuring best value for money when purchasing these properties?

A: Yes.

A resident also raised the following question:

A: How will you keep track of who is renting property and where they are coming from?

A: This falls into the area of selective licensing, upon which we are consulting at the moment. Residents have been sent a leaflet. Landlords will need to apply for a license and lettings will be entered onto a database. This will help address issues such as anti-social behaviour and 'rogue' landlords who do not keep their properties up to standard. It is important to note that the Council cannot make a profit from selective licensing; the income generated can only be used to run the scheme.

Regeneration, Leisure & Culture

Councillor Smith raised the following questions:

Q: When I was last briefed on the matter of the Government's CPO in relation to the Electric Quarter it was mentioned that the

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Council was 'reviewing its options'. Please could you update me as to progress?

A: Once we have confirmation on the exact area of land being procured for the school we can consider what we can do. As yet, we do not have that.

Q: Is anything being done to request the Government expedite this release of information?

A: Yes, we have asked and are due to receive a substantive response shortly.

Q: How is the purchase of sites in Meridian Water progressing?

A: We are still in discussions and are undertaking due diligence in respect of the contaminated land. Discussions are progressing well and we hope to have positive news to report to Cabinet in the very near future.

Q: Are these sums fully accounted for in the Medium Term Financial Plan?

A: Yes, they are accounted for in the Capital Budget.

Schools and Children's Services

Cllr Simbodyal referred to the papers provided which summarised the comments of the Children & Young People Scrutiny Panel. Andrew Fraser, Director of Schools and Children's Services, was thanked for his work in identifying the necessary savings.

Cllr Simbodyal then stated that, although the Quality Assurance post for fostering parents would be deleted, the post would be maintained in-house, and would continue to use independent assessment criteria.

Cllr Simbodyal also stated that although the Social Worker Graduate Scheme was to be discontinued it would be replaced by a commissioned service similar to Teacher First. Cllr Simbodyal had been reassured that, therefore, a good scheme would continue to run but had recommended that the Panel continue to monitor its success.

On the renegotiation of contracts the Councillor was reassured that services will continue to be delivered.

The Councillor then explained that Traded Service buy back would be an important income stream for the Department, and an increasing number of academies were participating.

Members of the Youth Parliament were now attending Scrutiny Panels.

Consideration was then given to the £936,000 savings proposal for Commissioning. A resident explained that this had significantly impacted voluntary sector services, since many received their funding

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through this 'pot'. Voluntary sector services were increasingly needed to help address issues such as rising child poverty.

Cllr Orhan responded that, in the face of year on year cuts, it had become necessary to consider ways in which services could 'do things differently' but still meet their statutory responsibilities. She referred to Cllr Simbodyal's comments regarding the Graduate Training Scheme and Quality Assurance post as examples of this. Cllr Orhan reiterated that she was aware of the issue and wished to develop a good working relationship with such organisations to find the best way forward. Andrew Fraser added that a meeting was to be held shortly with voluntary sector providers to find a way forward to a co-creation model. The Council's priority would always be to ensure those services involving highest risk, such as child protection and safeguarding, would not be compromised. It was also important to get involved with families early, to prevent more complex problems later on.

Cllr Rye responded that a note detailing the commissioning savings would be useful. He accepted Cllr Simbodyal's comments regarding the Graduate Training Scheme, although he disagreed that bringing the Quality Assurance role in-house would not affect its current level of independence. He then asked the following questions:

1. whether the savings proposal 'Safeguarding and Quality Assurance restructure' in the Consultation involved any loss of posts;
2. that if the management review proposed involved post reductions, whether quality may be compromised;
3. what the current position was regarding the Schools Lettings Service;
4. what was meant by the proposal 'Joint Service for Disabled Children – efficiencies'.

Andrew Fraser responded as follows:

1. This referred to the QA post previously discussed.
2. This was a management review across the Department and involved 1.5 posts.
3. The Schools Lettings Service would cease, subject to consultation.
4. This was a reduction on short breaks and represented a reduction of £50,000. Service users were aware of the situation.

Andrew Fraser added that the commissioning savings proposals were broadly substitutions with Public Health, for example, a programme of oral health.

ACTION: Andrew Fraser to provide a note detailing the commissioning savings proposals to Cllr Rye and for attachment to the Minutes.

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4. Comments/Issues Raised During the Budget Consultation by:

Scrutiny Panels

The comments made by the Scrutiny Panels previously provided to the meeting were **NOTED**.

Area Forums

The comments put forward by the Area Forums within the Minutes provided to the meeting were **NOTED**.

Other Consultees

It was **NOTED** these comments had been summarised by James Rolfe during his earlier presentation.

5. Consideration of Overall Scrutiny Response to the Budget Consultation

It was **AGREED** that the Overview & Scrutiny Budget Committee's response to the Budget Consultation was that:

All points made during the meeting are **NOTED**. These will be summarised and provided to Cabinet and to Council.

6. Summary and Close

All attendees were thanked for their contributions and the meeting was closed.

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