

**LONDON BOROUGH OF ENFIELD  
FORWARD PLAN OF KEY DECISION LIST NO. 71  
FOR THE PERIOD 1 JANUARY 2008 TO 30 APRIL 2008**



Please note key decisions nos. 2313 – 2338 – those decisions that have been added since the publication of the last Forward Plan.

Decisions that are now to be made on an alternative date to that shown on the last Forward Plan are marked with an asterisk (\*).

If you have any queries on this Forward Plan please contact Stephen Addison on Tel. No. 020 8379 4097 or at e-mail address [Stephen.Addison@enfield.gov.uk](mailto:Stephen.Addison@enfield.gov.uk).

**Explanatory Notes**

A 'key decision' within the Constitution of the London Borough of Enfield is defined as a proposal:

1. which 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; or
2. which has a significant impact on the local community in one or more wards.

**The list will be updated regularly and published on a monthly basis. Copies of the Plan can be inspected at the Civic Centre and public libraries and are available on the Council's Website at [www.enfield.gov.uk](http://www.enfield.gov.uk)**

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part 1/2 and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>* KD 1026 Approval to deliver a heating and hot water service replacement programme at the Exeter Road estate.</p> <p>The contract to be awarded during 2007, to improve the energy efficiency of the housing stock and address non-decency and potential maintenance liabilities of electrical under floor heating, to an estimated total cost of £1,400,000.00 inclusive of fees.</p>	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	Ponders End	<p>Tenants – Individual consultation on inclusion and timing of works and arrangement of any new installations. Undertaken through dwelling specific inspections and meetings.</p> <p>Programme of consultation to be rolled out in accordance with planning of the package of work. [June/July 2006 – March 2007]</p> <p>Estate Officers – Advised of dwellings proposed to receive upgrades and methodology behind the selection.</p> <p>Updates on progress proposed in accordance with planning the package of work. [June / July 2006 to completion of works and defects liability period]</p>	<p>Project Manager, Housing Professional Services Tel: 020 8379 4281 kevin.connolly@enfield.gov.uk</p>	<p>Project Management Files</p> <p>Housing Engineering Services Files</p>

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part 1/2 and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>* KD 1094 Bycullah Road Estate - Kitchen and Bathroom Renewals. Approval to accept a tender in respect of one contract covering kitchen and bathroom renewals and associated works to various properties on the Bycullah Road Estate including Bycullah Road – Flats, Chase Green Avenue, Elizabeth Avenue – Sheltered and Elizabeth Avenue – Houses to address non-decency. The scheme to be referred to as Bycullah Road Estate – kitchen and bathroom renewals.</p>	<p>Cabinet Member for Housing</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>Highlands</p>	<p>Residents – meetings/open days with product samples / correspondence re proposals / info. packs / individual surveys by contractor prior to works commencing / feedback and satisfaction surveys on completion [June 05 to completion]. Community Housing Partnership – consultation at meetings / updates [Sept 04 to completion]. Resident Assns – advised of proposed works &amp; updated at meetings. District Housing Office – consulted on proposals / updated at meetings / aid in consultation process [June 05 to completion].</p>	<p>Housing Professional Services Tel: 020 8379 4324 tom.steggles@enfield.gov.uk</p>	<p>Project Management Files</p>

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part ½ and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
* KD 2065 To approve the Borough-wide Characterization Study and the Criteria for the Designation of Conservation Areas.	Cabinet Member for Environment and Street Scene	Not before 1st Jan 2008	Part 1	All Wards	Conservation Advisory Group – Draft documents submitted to Members and member organisation for comment [Nov 2006 – Jan 2007] Planning Committee – Draft documents submitted to Members of the Committee for comment [Nov 2006 – Jan 2007]	Team Leader - Conservation Tel: 020 8379 3865 mike.brown@enfield.gov.uk	Draft Borough-wide Characterisation Study and draft Criteria for the Designation of Conservation Areas

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* KD 2099 Authority for the Comprehensive Development Initiative (CDI) Phase 1 to proceed, in accordance with Cabinet report dated 5 April 2006.	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	Enfield Lock; Turkey Street; Enfield Highway; Highlands; Jubilee; Lower Edmonton; Edmonton Green; Upper Edmonton; Southgate Green;	Local residents - consultation meetings in neighbourhoods [Feb 03 – Oct 04] Local residents - consultation connected with planning applications [Dec 04 – June 05]	Senior Project Manager Tel: 020 8379 3129 mike.plant@enfield.gov.uk	Cabinet Report No 193, 24.11.04 : Report back on CDI Phase 1 consultation  Delegated decision 12.3.04: CDI Phase 1 - Award of preferred bidder status  Cabinet Report No 155, 5.11.03: Disposal of CDI Phase 1 Sites  Cabinet Report No 331, 26.4.06: Update on progress on CDI Phase 1
* KD 2119 Lift Modernisation Programme - Report on progress, and pre-tender estimate and selection of tenderers for phase 2.	Cabinet Member for Housing	Not before 1st Jan 2008	Part 2 (Para 3)	All Wards	Residents, FECA – Newsletters, open meetings [Feb 07 – Ongoing]	Project Manager Tel: 020 8379 4327 richard.quinton@enfield.gov.uk	Project Management Files

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part ½ and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>* KD 2130 Cuckoo Hall Lane Estate window renewal and external refurbishment works. Approval to accept a tender in respect of one contract covering renewal of windows, roofs, external and internal repairs and redecorations, communal lighting upgrade</p>	<p>Cabinet Member for Housing</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>Jubilee</p>	<p>Tenants – Scheme consulted &amp; approved through the Eastern District Community Housing Partnership. Estate wide consultation through Steering Group and residents reps in line with the 'Framework for Residents Participation in Major Works Projects'. Leaseholders – in line with statutory requirements. Estate Officers – Advised of dwellings proposed to receive improvement and methodology behind selection. Updates on progress. [Nov 05 to completion of works and defects liability period]</p>	<p>Housing Professional Services Tel: 020 8379 1511 elpida.andreou@enfield.gov.uk</p>	<p>Project Management Files  Construction Technical Services</p>

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* KD 2139 Approval to the Fire Prevention Programme 2007/08.	Cabinet Member for Education, Children's Services, Director of Education, Children's Services & Leisure	Not before 1st Jan 2008	Part 1	All Wards		Service Manager Tel: 020 8379 3399 peter.dyster@enfield.gov.uk	None.
*KD 2152 Approval to work flexibly (acquisition and hand backs) with our various temporary accommodation schemes to reduce useage in line with the Government's 2010 TA reduction target. To agree additional funding to expand the Homefinder (Private Rent Deposit) scheme to meet TA reduction plan.	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	All Wards	N/A	Assistant Director, Community Housing Services Tel: 020 8379 4465 sally.mcternan@enfield.gov.uk	LBE Temporary Accommodation Reduction Plan

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part ½ and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>* KD 2153 Approval to tender and delegated authority to accept tender in respect of contract for Decent Homes Works within EN1 &amp; EN2 - Package 1</p> <p>Approval to accept a tender in respect of one contract covering refurbishment works to Housing Stock to address non-decency as part of Enfield's Decent Homes Programme. The scheme to include works to kitchens and bathrooms, central heating and electrical updates, insulation and repair/renewal of external elements including roofs and doors and windows. Works to include some minor alterations to some of the properties including to layouts.</p>	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	Bush Hill Park; Chase; Grange; Highlands; Jubilee; Southbury; Town; Southgate; Turkey Street;	Residents (tenants & leaseholders) – Meetings/open days with product samples; correspondence; info. packs, individual surveys of properties by Contractor prior to works; satisfaction surveys on completion [Aug 07 to completion] Community Housing Partnership – Consultation at meetings and regularly updated [Aug 07 to completion] Resident Associations – Advised of proposed works and updated at meetings [Aug 07 to completion] District Housing Office – Consulted on proposed works and updated at regular meetings on progress and programme [Aug 07 to completion]	Project Manager, Housing Professional Services Tel: 020 8379 4281 kevin.connolly@enfield.gov.uk	Project Management Files



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<p>* KD 2157 Authority to enter into lease with St Modwen's for St Georges Chambers, Edmonton Green.</p> <p>Approval to commence the tender process for the award of contracts for the refurbishment works and approval to release funds for the refurbishment works to St Georges Chambers for relocation of the Learning Difficulties Integrated team.</p>	<p>Cabinet Member for Adult Social Services, Director of Health &amp; Adult Social Care</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>All Wards</p>	<p>Staff – Away days, team meeting, team briefings Service Users/Carers – Away days, focus groups, LD partnership board</p>	<p>Interim Head of Service, Learning Difficulties Tel: 020 8379 3309 niel.niehorster@enfield.gov.uk</p>	<p>Improving Care through Integration</p> <p>Health Act Flexibilities</p> <p>Enfield Intergrated Community Learning Disabilities Services</p>

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<p>* KD 2163 Approval to tender and delegated authority to accept tender in respect of contract for Decent Homes Works - Gordon Hill Area Scheme to address non-decency as part of Enfield's Decent Homes Programme. The scheme to include works to kitchens and bathrooms, central heating and electrical updates, insulation and repair/renewal of external elements including roofs and doors and windows. Works to include some minor alterations to some of the properties including to layouts.</p>	<p>Cabinet Member for Housing</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>Turkey Street; Chase; Highlands; Town;</p>	<p>Residents (tenants &amp; leaseholders) - Meetings/open days. Correspondence re works &amp; programme. Info packs. Surveys of properties by contractor prior to works commencing. Satisfaction surveys on completion. Community Housing Partnership - Consultation undertaken at meetings &amp; regularly updated. Resident Associations - Advised of proposed works &amp; updated at meetings. District Housing Office - Consulted &amp; updated at regular meetings on progress &amp; programme. Aid in consultation process. [July 07 to Completion]</p>	<p>Project Manager, Housing Professional Services Tel: 020 8379 4281 kevin.connolly@enfield.gov.uk</p>	<p>Project Management Files</p>

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<p>* KD 2164 Approval to tender and delegated authority to accept tenders in respect of contract for Decent Homes Works - Southbury Area</p> <p>Scheme to address non-decency as part of Enfield's Decent Homes Programme. The scheme to include works to kitchens and bathrooms, central heating and electrical updates, insulation and repair/renewal of external elements including roofs and doors and windows. Works to include some minor alterations to some of the properties including to layouts.</p>	<p>Cabinet Member for Housing</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>Bush Hill Park; Grange; Southbury;</p>	<p>Residents (tenants &amp; leaseholders) - Meetings &amp; open days. Correspondence re works &amp; prog. Info packs prior to work. Surveys of properties by Contractor prior to works commencing. Satisfaction surveys on completion. Community Housing Partnership - Consultation at meetings &amp; regularly updated. Resident Associations - Advised of proposed works &amp; updated at meetings. District Housing Office - Consulted &amp; updated at meetings on progress &amp; programme. Aid in the consultation process. [July 07 to Completion]</p>	<p>Project Manager, Housing Professional Services Tel: 020 8379 4281 kevin.connolly@enfield.gov.uk</p>	<p>Project Management Files</p>

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* KD 2179 To agree the Heritage Lottery Fund management plan for Pymmes Park.	Cabinet Member for Environment and Street Scene	Not before 1st Jan 2008	Part 1	Edmonton Green	Friends of Jubilee Park - Copied content of management plan for comment [30 May – 15 June 2007]	Senior Project Officer - Parks & Open Spaces Tel: 020 8379 3786 david.breckenridge@enfield.gov.uk	Contract signed with Heritage Lottery Fund dated 26 January 2000
* KD 2195 Approval to the tender for the rebuilding of the kitchen at Cuckoo Hall Primary School.	Cabinet Member for Education, Children's Services, Director of Education, Children's Services & Leisure	Not before 1st Jan 2008	Part 1 & 2 (para 3)	Jubilee		Buildings Development Officer Tel: 020 8379 3217 liz.cody@enfield.gov.uk	None.
*KD 2202 Restructure of Community Housing Services – Homeless Persons, Housing Advice, Housing Assessments and Reception functions to create a homelessness prevention service.	Director of Health & Adult Social Care	Not before 1st Jan 2008	Part 1	All Wards		Assistant Director, Community Housing Services Tel: 020 8379 4465 sally.mcternan@enfield.gov.uk	Community Housing Services Service Centre Plan

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*KD 2204 Review of the Council's existing housing allocations policy	Director of Health & Adult Social Care	Not before 1st Jan 2008	Part 1	All Wards	Members – Housing Scrutiny Panel and workshop events Health & Adult Social Care Clients – Partnership Boards FECA – Landlord Services Consultation mechanisms	Assistant Director, Community Housing Services Tel: 020 8379 4465 sally.mcternan@enfield.gov.uk	Community Housing Services Service Centre Plan  Housing Scrutiny Panel Minutes
* KD 2210 To agree the restructure of the Health and Adult Social Care Department.	Cabinet Member for Adult Social Services, Cabinet Member for Housing, Director of Health & Adult Social Care	Not before 1st Jan 2008	Part 1	Does Not Apply	N/A	Assistant Director Strategy and Resources Tel: 020 8379 5298 annie.callanan@enfield.gov.uk	None.

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part 1/2 and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>*KD 2237 Approval to scheme to be referred to as Elsinge Estate Window Renewals.</p> <p>Approval to accept a tender in respect of one contract covering renewal of Windows &amp; Roofs to properties on the Elsinge Estate to address non-decency. Works to include window renewal, roof refurbishment/renewal and other works to the exterior of the properties.</p>	<p>Cabinet Member for Housing</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>Turkey Street</p>	<p>Residents (tenants &amp; leaseholders) – Meetings &amp; open days, correspondence, information packs. Surveys of properties to be carried out by the Contractor prior to works commencing. Feedback &amp; satisfaction surveys on completion of works. [Jan 06 to completion] Community Housing Partnership – Consultation at meetings &amp; regularly updated [Oct 05 to completion] Resident Associations – Advised of proposed works &amp; updated at meetings [Jan 06 to completion] District Housing Offices – Consulted &amp; updated at regular meetings. Aid in consultation process. [Jan 06 to completion]</p>	<p>Project Manager, Housing Professional Services Tel: 020 8379 4281 kevin.connolly@enfield.gov.uk</p>	<p>Project Management Files</p>

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<p>*KD 2253 To approve a borough –wide scheme for the replacement of the shower cubicles and to seek delegated authority to the Director of Performance, Partnership and Policy to accept tenders that do not exceed the pre-tender estimate by more than 5%.</p> <p>Projects to be reported individually against this key decision within an anticipated funding budget of £655,000 inclusive of fees and work costs.</p>	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	All Wards	Residents – Letters, and individual direct consultation with the residents – Aug 07 – Autumn 07. Social Services at Home, Occupational Therapy Service – Direct Briefing – Sept 07 - Ongoing	Project Manager Tel: 020 8379 4319 paul.dawson@enfield.gov.uk	Housing Project Management Files  Design Consultant Files

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<p>*KD 2254 To approve a programme of bathroom and associated works to Westcroft Close, John Adams Court, Len Warren House, Newstead House and William House.</p> <p>To seek delegated authority to the Director of Performance, Partnership and Policy to accept a tender that does not exceed the pre-tender estimate(s) by more than 5%.</p> <p>Projects to be reported individually against this key decision within an anticipated funding budget of £1.025M inclusive of fees and work costs.</p>	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	Turkey Street; Bowes; Edmonton Green; Lower Edmonton;	Residents – Letters – Aug 07 – autumn 07 Sheltered Housing Officers – Direct Briefing – Aug 07 - Ongoing	Project Manager Tel: 020 8379 4319 paul.dawson@enfield.gov.uk	Housing Project Management Files  Design Consultant Files
<p>*KD 2255 Approval to the terms of the settlement with Equion, the Council's PFI provider on outstanding contract issues.</p>	Cabinet Member for Education, Children's Services	Not before 1st Jan 2008	Part 1 & 2 Para 3	Bowes; Haselbury; Turkey Street;	Headteachers and Governors of Starks Field Primary and Tottenhall Infants Schools. The Principal and Governors of Lea Valley High School - Meetings with Schools.	Assistant Director Resources Tel: 020 8379 4928 jennifer.hill@enfield.gov.uk	Reports to Capital Programme Board



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KD 2266 Approval to authorise settlement within the proposed mediation case on the legal dispute between the Council and the original contractor for the Children's Centre at Galliard Primary School.	Cabinet Member for Education, Children's Services, Director of Education, Children's Services & Leisure	Not before 1st Jan 2008	Part 1	Jubilee		Service Manager Tel: 020 8379 3399 peter.dyster@enfield.gov.uk	None.
*KD 2276 Award tender for the purchase or contract hire of 12 coaches as per the Council's vehicle replacement programme.	Director of Environment, Streetscene & Parks	Not before 1st Jan 2008	Part 2 para 3	All Wards		Acting Section Manager - Fleet Services Tel: 020 8379 2182 karen.newport@enfield.gov.uk	Contract File
*KD 2290 Write off irrecoverable sums against warrants	Director of Environment, Streetscene & Parks	Not before 1st Jan 2008	Part 1	All Wards		Head of Parking Services elena.dellafiora@enfield.gov.uk	None.
KD 2297 To extend the Lift Maintenance Contracts – Contractor and Consultant	Cabinet Member for Housing	Not before 1st Jan 2008	Part 2 para 3	All Wards		Project Manager Tel: 020 8379 4327 richard.quinton@enfield.gov.uk	Project Management files

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KD 2300 Approval to negotiate with the resident contractor for the Targeted Capital Fund project at Chace Community School in respect of internal alterations and external works.	Director of Education, Children's Services & Leisure, Cabinet Member for Education, Children's Services	Not before 1st Jan 2008	Part 1	Town	Chace Community School Headteacher and Governors - Meetings with School staff, pupils and governors - February 2006 - On going	Education Building Development Officer Tel: 020 8379 3221 helen.kallas@enfield.gov.uk	Portfolio Decision Report "Chace Community School Targeted Capital Project 2006/07- Start Report" March 2006 KD 981  Portfolio Decision Report "Chace Community School New Arts Block and Music Suite Remodelling –Tender Acceptance Report" June 2007 KD 2165
KD 2302 Approval to the tender to upgrade heating and hot water systems to a number of tenanted Council owned properties using the existing term contract	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	Chase	Tenants in the properties that will be upgraded - Correspondence and special needs forms - 1/11/07- 31/12/07	Local Services Manager Tel: 020 8379 8946 martin.keenan@enfield.gov.uk	Project Management Files  Housing Engineering Services Files
KD 2305 To undertake a programme of works to address the problem of floor vibration by revising the internal layout of B Block South together with associated refurbishment works.	Deputy Leader and Cabinet Member for Finance and Resources	Not before 1st Jan 2008	Part 1	All Wards		Service Manager Tel: 020 8379 3020 chris.stockman@enfield.gov.uk	Report prepared by consultant structural engineer ( STATS)

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KD 2306 Approval of Carers Special Grant funding, to include Emergency Respite Funding	Cabinet Member for Adult Social Services	Not before 1st Jan 2008	Part 1	All Wards	Carers Partnership Board members - Agenda item discussed at partnership board (60% represented by carers) - May 07 - July 07 Staff - Carers Working Group – July 07 – Sept 07 Voluntary Groups - Joint Carers Group, individual discussions with participating voluntary sector groups (some of whom themselves are carers) - Sept 07 - Oct 07 Departmental Management Team - Attendance at DMT with proposals – Nov 07	Community Housing and Adult Social Services Tel: 020 8379 1503 sharon.strutt@enfield.gov.uk	Budget to accompany DAR  Emergency Respite funding guidance

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KD 2313 Allocation of Department of Health Grants (Adult Social Services) 2007/08 - Access and Systems Capacity Grant, Reimbursement Grant, Mental Health Grant, etc.	Cabinet Member for Adult Social Services	Not before 1st Jan 2008	Part 1	All Wards	N/A	Acting Head of Resources Tel: 020 8379 8167 helen.waring@enfield.gov.uk	Local Authority Social Services Letter LASSL(2006)1 : Adults' Personal Social Services: Specific Revenue and Capital Grant Allocations for 2007-08
KD 2314 To accept tenders and the award of contracts for the supply of either electricity or gas to civic buildings, procured through the service offered by either the Office of Government Commerce (OGC) consortium framework or the LASER ( London Authorities South East Region ) buying consortia.	Acting Director of Finance & Corporate Resources	Not before 1st Jan 2008	Part 1	All Wards	Schools - Letter to schools concerned .	Service Manager Tel: 020 8379 3020 chris.stockman@enfield.gov.uk	None.

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KD 2315 To authorise the purchase of Adults and Children's social care packages, which are in excess of £250,000 in value that have been approved in accordance with the Council's scheme of delegation	Director of Health & Adult Social Care	Not before 1st Jan 2008	Part 1	All Wards	Finance and Legal Services consultation on implications. Social Work Teams – report consultation [Ongoing]	Acting Procurement Manager Tel: 020 8379 3961 michael.sprosson@enfield.gov.uk	Assorted Operational Delegated Authority reports issued for approval as and when required
KD 2316 To write off miscellaneous debts considered irrecoverable by the Council.	Deputy Leader and Cabinet Member for Finance and Resources	Not before 1st Jan 2008	Part 1	Does Not Apply	N/A	Assistant Head of Finance Tel: 020 8379 4213 stan.barker@enfield.gov.uk	None.
KD 2319 Youth Offending Team – 9 Centre Way Project, refurbishment works tender acceptance.	Cabinet Member for Education, Children's Services	Not before 1st Jan 2008	Part 1	All Wards	Youth Offending Services - Consultation with Head of YOS – Paul Sutton - Sept 2006 - Present day	Project Manager - Property Procurement Tel: 020 8379 3019 ann.crowne@enfield.gov.uk	Cabinet/Council Report for budget plan – 21 Feb 07 – Ref No 223.... Paragraph 9.20  Cabinet Report for approval of scheme –18 July 07KD U118/KD2187

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KD 2321 To agree the allocation of £356k of Local Area Agreement unallocated funds. To address and support Local Area Agreement targets.	Deputy Leader and Cabinet Member for Finance and Resources	Not before 1st Jan 2008	Part 1	Does Not Apply	Enfield Partners Panel - Presentation of report and discussion - 22.11.07 - 29.11.07	LAA Performance Manager Tel: 020 8379 3792 joanne.stacey@enfield.gov.uk	None.
KD 2327 To write off uncollectable Housing Benefit overpayment (HRA) identified within quarter 3 (07/08) for debts totalling above £250,000.	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	All Wards	Legal - Details of the cases will be submitted to legal for approval - 1 <sup>st</sup> Dec to 31st Dec. Finance - The financial implications of the reports will be provided by the Financial Management division - 1 <sup>st</sup> Dec to 31st Dec. Assistant Director of PP&P - The reports will be approved by the appropriate Assistant Director - 1st Jan to 15 <sup>th</sup> Jan	Head of Collection Services Tel: 020 8379 4778 geoff.waterton@enfield.gov.uk	Case records are held electronically on the relevant system

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<p>KD 2324 Operational change for the supply of BT Telephony and Data services over BT infrastructure.</p> <p>The Council currently uses a mixture of BT &amp; Telewest Services, a decision is required to agree to move BT services to a BT Wholesale provider This is in order to obtain cheaper line rental and call charges as well as save money due to a change in BT charging structure. This will be for a period of 12 months.</p>	<p>Deputy Leader and Cabinet Member for Finance and Resources</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>Does Not Apply</p>	<p>Corporate Procurement – Meetings - 01/08/2007 - 06/12/2007</p>	<p>Infrastructure Delivery Manager Tel: 020 8379 3039 tim.kidd@enfield.gov.uk</p>	<p>None.</p>

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part ½ and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>KD 2328 To write off uncollectable Housing Benefit overpayment debt identified within quarter 1 (07/08) for debts totalling above £250,000.</p>	<p>Deputy Leader and Cabinet Member for Finance and Resources</p>	<p>Not before 1st Jan 2008</p>	<p>Part 1</p>	<p>All Wards</p>	<p>Legal - Details of the cases will be submitted to legal for approval - 1<sup>st</sup> Dec to 31st Dec.            Finance - The financial implications of the reports will be provided by the Financial Management division - 1<sup>st</sup> Dec to 31st Dec.            Assistant Director of PP&amp;P - The reports will be approved by the appropriate Assistant Director - 1st Jan to 15<sup>th</sup> Jan</p>	<p>Head of Collection Services Tel: 020 8379 4778            geoff.waterton@enfield.gov.uk</p>	<p>Case records are held electronically on the relevant system</p>



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KD 2329 To write off uncollectable business rates debt identified within quarter 3 (07/08) for debts over £2,500 totalling above £250,000.	Deputy Leader and Cabinet Member for Finance and Resources	Not before 1st Jan 2008	Part 1	All Wards	Legal - Details of the cases will be submitted to legal for approval - 1 <sup>st</sup> Dec to 31st Dec. Finance - The financial implications of the reports will be provided by the Financial Management division - 1 <sup>st</sup> Dec to 31st Dec. Assistant Director of PP&P - The reports will be approved by the appropriate Assistant Director - 1st Jan to 15 <sup>th</sup> Jan	Head of Collection Services Tel: 020 8379 4778 geoff.waterton@enfield.gov.uk	Case records are held electronically on the relevant system
KD 2334 To approve a programme of boiler replacements to a number of Council properties throughout the borough using the existing term contract	Cabinet Member for Housing	Not before 1st Jan 2008	Part 1	Chase	Tenants in the properties that will be upgraded - Correspondence and special needs forms - 1/12/07 - 31/1/08	Cabinet Member for Housing Tel: 020 8351 1370 matthew.laban@enfield.gov.uk	Project Management Files Housing Engineering Services Files

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KD 2264 To set the Council Tax base for 08/09	Audit Committee	16 Jan 2008	Part 1	All Wards		Head of Collection Services Tel: 020 8379 4778 geoff.waterton@enfield.gov.uk	None.
* KD 2142 To agree those issues necessary to enable the ALMO to go live following the funding announcement by Central Government eg. Section 27 application and the ALMO Management Agreement.	Cabinet	17 Jan 2008	Part 1	All Wards	Enfield Homes Shadow Board - Negotiations	Borough Secretary Tel: 020 8379 4094 john.austin@enfield.gov.uk	None.
KD 2284 November 2007 Revenue Monitoring Report. Approval of the revenue monitoring position at the end of November 2007 and actions needed in order to remain within the approved budget.	Cabinet	17 Jan 2008	Part 1	All Wards		Head of Finance - Resources/SSU Tel: 020 8379 4630 graham.dixon@enfield.gov.uk	Monthly monitoring returns from service groups and supporting working papers.

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KD 2298 Approval to submit an Expression of Interest in re-opening Albany School as a City Academy.	Cabinet	17 Jan 2008	Part 1	Enfield Highway	Headteacher, staff, Governors and parents of pupils at Albany School - Meetings with School staff and governing body. Letter to parents – October 2007 - Ongoing	Assistant Director Resources Tel: 020 8379 4928 jennifer.hill@enfield.gov.uk	None.

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part ½ and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
<p>KD 2312 Approval of the Regional Cultural Commentary for Enfield as completed by Government Office for London and the regional cultural agencies (Museums, Libraries and Archives Council; Arts Council England, Sport England).</p>	<p>Cabinet</p>	<p>17 Jan 2008</p>	<p>Part 1</p>	<p>All Wards</p>	<p>Leisure &amp; Cultural Partnership - Meetings held to review the self assessment and cultural commentary - 27 November 2006 - 27 November 2007  Lead Member for Leisure Culture and Olympics 2012 - Meetings held to review the self assessment and cultural commentary - June 2007 - Mid November 2007  Leader of the Council - Consideration of self assessment - June 2007 - June 2007</p>	<p>Policy Officer Tel: 020 8379 4850  joe.biskupski@enfield.gov.uk</p>	<p>Regional Cultural Commentary – Enfield Self-Assessment</p>

Proposed Key Decision	Decision Maker	Date Decision expected to be taken	Part ½ and reason	Ward/s affected by the decision	Consultation - Who / When	Contact Officer Details	Background Papers
KD 2249 The Making of 3 Compulsory Purchase Orders for Housing Purposes	Council	23 Jan 2008	Part 1	All Wards		Head of Private Sector Housing Standards Tel: 020 8379 3723 david.legg@enfield.gov.uk	<p>Enfield's Empty Property Strategy, agreed by Council on 26 March 1997. Enfield's Use Of Compulsory Powers report, 15 Oct 2003. Housing Act 1985, Housing Act 2004. Planning And Compulsory Purchase Act 2004. Local Authorities (Capital Finance) Regulations 1997. ODPM CPO Circular 06/2004.Acquisition of Land Act 1981. Putting Enfield First 2007/2010.</p> <p>Dpt for Communities and Local Government green paper Homes for the future: more affordable, more sustainable, July 2007. North London Sub-Region Empty Property Strategy 2006/08.Compulsory Purchase Orders For Empty Properties, North London Sub-Region, 11 Feb 2006.</p>

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KD 2301 10th London Local Authority Bill and 3rd Joint London Local Authorities and Transport for London Bill.	Council	23 Jan 2008	Part 1	All Wards		Borough Solicitor Tel: 020 8379 4170 philip.copland@enfield.gov.uk	Schedule of Provisions  Report to the London Councils Leaders Committee  Summary of comments on consultation
* KD 2071 To approve the Enfield Town Area Action Plan Preferred Options report for the first formal stage of public consultation.	Local Development Framework Cabinet Sub-Committee	28 Jan 2008	Part 1	Town; Grange; Southbury; Highlands;	As set out in the Statement of Community Involvement – Preparation of the Enfield Town Area Action Plan will involve public consultation as set out in the Council's Statement of Community Involvement for the LDF, adopted June 2006 [March – April 2007]	Team Leader - Planning Policy Tel: 020 8379 3881 joanne.woodward@enfield.gov.uk	London Borough of Enfield Local Development Scheme (2005)  London Borough of Enfield Statement of Community Involvement (2006)

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*KD 2203 Creation of a framework of accommodation suppliers to meet the Council Statutory duties towards homeless households	Director of Health & Adult Social Care	Not before 1st Feb 2008	Part 1	Bowes		Assistant Director, Community Housing Services Tel: 020 8379 4465 sally.mcternan@enfield.gov.uk	Community Housing Services Service Centre Plan
KD 2318 The Report gives details of the settlement for transport related spending within the Local Implementation Plan (LIP) for 2008/2009, and outlines the implications for the Council's programme of transport schemes. The Report will form the basis of reports and information requested by Transport for London. It also seeks the necessary financial and other approvals so that work can start in April 2008.	Cabinet Member for Environment and Street Scene	Not before 1st Feb 2008	Part 1	All Wards	Internal – Written Consultation – 15/12/07 – 24/01/08	Senior Transportation Planner Tel: 020 8379 3562 ranj.chandrasena@enfield.gov.uk	Enfield's Local Implementation Plan (LIP) Annual Progress Report (APR) for 2008/9 to 2010/11  Letter from Transport for London of 15th November 2007 – LIP Funding 2007/8

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KD 2320 To accept a tender for works to create a depot on the Montagu Industrial Estate for the use of the Refuse Collection Service which is to relocate from the current Advent Way depot.	Deputy Leader and Cabinet Member for Finance and Resources	Not before 1st Feb 2008	Part 1	All Wards	Cabinet Portfolio Holders – Cllr. Lavender and Cllr. Neville – Briefing - Dec 07 to Feb 08.	Corporate Commissioner Tel: 020 8379 3017 ron.grace@enfield.gov.uk	Property Strategy Phase 2 Environment Street Scene and Parks Services Feasibility Study Report July 2006.  Cabinet Report 12th July 2006: Property Strategy Phase 2 - Environmental Assets Feasibility Study  (Draft) Cabinet Report 6 February - Progress Report on proposals for the Relocation of Carterhatch Depot and Associated Projects
KD 2332 Decision required to set up a Corporate training framework -Enfield Early Years, Childcare and Community Access Service and Adult Social Services. This framework will provide quality training for childcare providers, together with health and safety training for adult social services in the borough. Part 2 will contain the details of the contracts awarded based on the tenders received.	Cabinet Member for Education, Children's Services	Not before 1st Feb 2008	Part 1 & 2 Para 3	All Wards	Legal, Finance, Corporate Procurement and Officers in ECSL - Portfolio Report's (Jan 08 – Feb 08)	Admin Manager Tel: 020 8379 3425 amita.clements@enfield.gov.uk	Childcare Act 2006



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<p>KD 2333 Renewal of contract for a further three years (with option for two one year extensions), to supply:</p> <ol style="list-style-type: none"> <li>1) an Area Special Educational Needs Co-ordinator Team (SENCO), to support PVI Daycare Providers;</li> <li>2) an Inclusion Team to provide SENCO support to Out of School Providers; an Out of School Provider Support Team to offer support around setting up new provision, developing existing provision, staff recruitment, raising finances etc.</li> </ol>	Cabinet Member for Education, Children's Services	Not before 1st Feb 2008	Part 1 & 2 Para 3	All Wards	EYCCA Senior Team - Through consultation at EYCCA Senior Team Meetings - September 2007 - December 2007 Legal, Finance, Corporate Procurement, & senior Officers of ECSL - Consultation of draft Portfolio Report - December 2007 - March 2008	Childcare Business Development Co-ordinator Tel: 020 8379 3461 peter.chapman@enfield.gov.uk	None.
<p>* KD 2127 To approve amendment to existing Section 31 Agreement with Enfield Primary Care Trust (EPCT) to establish an Integrated Community Learning Difficulties service.</p>	Cabinet	6 Feb 2008	Part 1	All Wards	Learning Difficulties Partnership Board – Partnership Board Meeting [April 2006 – 5 Feb 07]	Programme Director Health & Social Care Integration Tel: 020 8379 3950 robert.lee@enfield.gov.uk	Minutes and working papers of the Learning Difficulties Partnership Board and the Learning Difficulties Integration Steering Group and Subgroups

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KD 2277 To decide on the employer's contribution rate ( included in the Funding Strategy Statement- FSS) following the 2007 valuation of the Enfield Pension Fund.	Cabinet	6 Feb 2008	Part 1	All Wards	Admitted bodies and statutory bodies - Draft FSS put out for consultation with relevant stakeholders - November 07 - January 08	Assistant Head of Finance Tel: 020 8379 4730 paul.reddaway@enfield.gov.uk	The 2007 Pension Fund valuation statement produced by the Council's actuaries  Funding Strategy Statement (FSS)  Pension Fund Board recommendation on the employers' contribution
KD 2288 Approval to the expansion of various primary schools from 2008/09 onwards to meet the need for additional pupil places.	Cabinet	6 Feb 2008	Part 1	All Wards	Governors, staff, parents and pupils of various primary schools across the Borough – Meetings – June 2007 - Ongoing	Schools Organisation & Development Tel: 020 8379 3136 bob.ayton@enfield.gov.uk	Report to Primary Headteachers' Conference 6 June 2007

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<p>KD 2309 Award of contract for Minicab and Taxi Services, to commence 1st September 2008.</p> <p>This will structure the use and acquisition of cabs throughout the Council. The principal (managing) client will be Transport Operations, which already manages the largest requirement for Special Educational Needs children.</p>	Cabinet	6 Feb 2008	Part 2 para 3	All Wards	<p>Departmental client officers (SEN, SS, CE). All Enfield (Staff Matters). Staff. Finance officers - Correspondence; contribution to specification; meetings; participation on evaluation panels – June 2007 – September 2007, and continuing.</p>	<p>Transport Operations Manager Tel: 020 8379 2012 phil.keymer@enfield.gov.uk</p>	<p>Tender Specification</p> <p>PQQ documents and returns (November 2007)</p> <p>Tender Issue Documents</p> <p>Tender returns and evaluation papers (Dec 2007/January 2008)</p>
<p>KD 2320 To note progress and the projected costs for investigating proposals for the relocation of Carterhatch Depot and associated projects, and to delegate authority to the Director of Finance and Corporate Resources to accept a tender for works to create a depot on the Montagu Industrial Estate for the use of the Refuse Collection Service which is to relocate from the current Advent Way depot.</p>	Cabinet	6 Feb 2008	Part 1	All Wards	<p>Cabinet Portfolio Holders – Cllr. Lavender and Cllr. Neville – Briefing - 2 Dec 07 - 21 Dec 07</p>	<p>Corporate Commissioner Tel: 020 8379 3017 ron.grace@enfield.gov.uk</p>	<p>Property Strategy Phase 2 Environment Street Scene and Parks Services Feasibility Study Report July 2006.</p> <p>Cabinet Report 12th July 2006: Property Strategy Phase 2 - Environmental Assets Feasibility Study</p>

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KD 2322 Forty Hall & Estate – Fire risks and insurance report – seek funding and authority to improve facilities – preparation for HLF bid.	Cabinet	6 Feb 2008	Part 1	Chase		Team Leader - Conservation Tel: 020 8379 3865 mike.brown@enfield.gov.uk, Cultural Services Manager Tel: 020 8379 3659 lorraine.cox@enfield.gov.uk	None.
KD 2323 New Museum plans and relocation of museum collection to safe storage – seek funding and authority to change and improve facilities – preparation for HLF bid.	Cabinet	6 Feb 2008	Part 1	Chase; Grange; Town;		Team Leader - Conservation Tel: 020 8379 3865 mike.brown@enfield.gov.uk, Cultural Services Manager Tel: 020 8379 3659 lorraine.cox@enfield.gov.uk, Head of Libraries and Museums julie.gibson@enfield.gov.uk, Museum Development Manager Tel: 020 8379 1468 val.munday@enfield.gov.uk	None.

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<p>KD 2325 To approve amendments to the Housing Allocations Policy which will have a positive impact on achieving the CLG target of halving the number of households occupying all forms of temporary accommodation by 2010.</p> <p>These changes form part of a review of the Allocations Policy and following consultation further changes will be reported to future cabinet meetings.</p>	Cabinet	6 Feb 2008	Part 1	All Wards	<p>ESP - Housing and Environment Specialist Delivery group - Presentation and questionnaire - Oct 2007 to Jan 2008.</p> <p>Members - Housing Scrutiny Panel Workshops - Dec 06 to Feb 07.</p> <p>Communities and Local Government - Workshop with Senior Officers – Oct07 – Nov 2007.</p> <p>DMTs</p>	<p>Business Development Manager Tel: 020 8379 3995 susan.sharry@enfield.gov.uk</p>	<p>Homelessness Service Centre Plan 2007.08</p> <p>Enfield's Future, A Sustainable Community Strategy for Enfield 2007 - 17</p> <p>Housing Scrutiny Panel Working Group Workshops held on 20th December 2006 and 20th February 2007</p> <p>Housing Allocations Policy</p>

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KD 2326 To write off uncollectable council tax for debts totalling above £250,000.	Cabinet	6 Feb 2008	Part 1	All Wards	Legal - Details of the cases will be submitted to legal for approval - 1 <sup>st</sup> Dec to 31st Dec. Finance - The financial implications of the reports will be provided by the Financial Management division - 1 <sup>st</sup> Dec to 31st Dec.	Head of Collection Services Tel: 020 8379 4778 geoff.waterton@enfield.gov.uk	Case records are held electronically on the relevant system
KD 2331 The Report outlines a procurement strategy, and the staff and financial resources, required for the Council to continue to develop its Place Shaping Agenda and seeks the necessary financial and other approvals so that the resources are available from April 2008.	Cabinet	6 Feb 2008	Part 1	All Wards	Internal - Written consultation - 1 Jan 2008 - 24 Jan 2008	Director of Environment, Street Scene and Parks Tel: 020 8379 3500 john.pryor@enfield.gov.uk	None.

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KD 2296 Award of care and support services contract for the Extracare scheme for Older people, located in Edmonton.	Cabinet Member for Adult Social Services, Director of Health & Adult Social Care	Not before 3rd Mar 2008	Part 2 para 3	Does Not Apply	LBE Senior Managers and operational staff - Reporting, meetings - July 2007 – March 2008 Partners, Service Users - Separate consultation exercises carried out by the main project board which has oversight for development and construction, care and support etc - 2006/7 - Ongoing	Acting Procurement Manager Tel: 020 8379 3961 michael.sprosson@enfield.gov.uk	Project Plan – milestones and timing  Business Case reports  Tendering documents (currently not completed as the tender is in progress as @ 31.10.07)
KD 2303 Tier 4 Drug Treatment Substance Misuse Framework of Contractors	Director of Health & Adult Social Care	Not before 3rd Mar 2008	Part 2 para 3	All Wards	DAT Partnership - Regular Steering Groups will be kept informed - 01/11/2007 - 07/04/2008	Data & Information Manager Tel: 020 8379 4882 alison.miller@enfield.gov.uk	None.

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KD 2292 Note the Council Improvement Plan quarterly monitoring report and consider the actions proposed to improve performance.	Cabinet	5 Mar 2008	Part 1	All Wards	N/A	Acting Assistant Director Corporate Improvement Tel: 020 8379 3186 simon.tendeter@enfield.gov.uk	None.
KD 2299 To award a contract for Occupational Health Services on behalf of Enfield Council For the period 7th April 2008 – 6th April 2011	Cabinet	5 Mar 2008	Part 1	All Wards	Internal - CBM meetings - 7 <sup>th</sup> August 07 Internal - Meeting Sheila Dawson and John Pryor 23 <sup>rd</sup> October 2007 Internal - Comments received by Paul Bishop UNISON 15 <sup>th</sup> August 2007	Head of Occupational Health & Safety Tel: 020 8379 3696 John.Griffiths@enfield.gov.uk	CMB OHS tender report presented to CMB on 7th August 2007  OHS tender report Progress update 2nd October 2007
KD 2308 Forty Hall & Estate bid to HLF – seek match funding and authority to submit bid which will necessitate change and improvement to facilities.	Cabinet	5 Mar 2008	Part 1	Chase		Cultural Services Manager Tel: 020 8379 3659 lorraine.cox@enfield.gov.uk, Team Leader - Conservation Tel: 020 8379 3865 mike.brown@enfield.gov.uk	None.



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KD 2335 Capital Monitoring & Prudential Indicator Report third quarter. Approval of the capital monitoring position at the end of December 2007 and actions needed in order to remain within the approved budget.	Cabinet	5 Mar 2008	Part 1	All Wards		Capital Accountant Tel: 020 8379 4726 eddie.beaton@enfield.gov.uk	Monitoring returns from service groups and supporting working papers
KD 2336 December 2007 Revenue Monitoring Report. Approval of the revenue monitoring position at the end of December 2007 and actions needed in order to remain within the approved budget.	Cabinet	5 Mar 2008	Part 1	All Wards		Head of Finance - Resources/SSU Tel: 020 8379 4630 graham.dixon@enfield.gov.uk	Monthly monitoring returns from service groups and supporting working papers

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KD 2338 January 2008 Revenue Monitoring Report. Approval of the revenue monitoring position at the end of January 2008 and actions needed in order to remain within the approved budget.	Cabinet	2 Apr 2008	Part 1	All Wards		Head of Finance - Resources/SSU Tel: 020 8379 4630 graham.dixon@enfield.gov.uk	Monthly monitoring returns from service groups and supporting working papers
KD 2317 Contract award of weed spray treatment for Highway and Housing areas. The contract will cover requirements for weed spraying of all other L.B Enfield Council service areas as and when requirements dictate.	Cabinet	23 Apr 2008	Part 1	All Wards		Head of Street Scene Tel: 020 8379 1785 russell.hart@enfield.gov.uk	Contract document OJEU European procurement notice

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KD 2337 February 2008 Revenue Monitoring Report. Approval of the revenue monitoring position at the end of February 2008 and actions needed in order to remain within the approved budget.	Cabinet	23 Apr 2008	Part 1	All Wards		Head of Finance - Resources/SSU Tel: 020 8379 4630 graham.dixon@enfield.gov.uk	Monthly monitoring returns from service groups and supporting working papers