

**LONDON BOROUGH OF ENFIELD  
FORWARD PLAN OF KEY DECISION LIST NO. 78  
FOR THE PERIOD 1 AUGUST 2008 TO 30 NOVEMBER 2008**



Please note key decisions nos. 2675 – 2688 – 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)**

***Copies of agendas, minutes and reports are available on request in Braille, large print, audio tape or in other languages, please email [democracy@enfield.gov.uk](mailto:democracy@enfield.gov.uk) for further information.***

<b>Proposed Key Decision</b>	<b>Decision Maker</b>	<b>Date Decision expected to be taken</b>	<b>Part ½ and reason</b>	<b>Ward/s affected by the decision</b>	<b>Consultation - Who / When</b>	<b>Contact Officer Details</b>	<b>Background Papers</b>
* KD 2021 Review of Council Policy relating to the use of tables and chairs for refreshments on the highway.	Cabinet Member for Environment and Street Scene	Not before 1st Aug 2008	Part 1	All Wards		Head of Environmental Crime Tel: 020 8379 4518 alan.shaw@enfield.gov.uk	None.
* KD 2062 Approval to accept tenders submitted for the collaborative working for painting and repairs.	Cabinet Member for Housing & Community Safety, Director of Health & Adult Social Care	Not before 1st Aug 2008	Part 2 (para 3)	All Wards	Residents – FECA and resident representatives were part of the working group and interview and quality assessment process [Jan 2005 – Dec 2006]	peter.fiddeman@enfield.gov.uk	Repairs Centre Working Files

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<p>* KD 2120 Approval of arrangements for the restructuring of the senior management of the Property Services Division of the Department of Finance and Corporate Resources.</p> <p>The report notes that the additional costs of the full structure are expected to be temporary with three senior posts becoming redundant on the completion of the Property Strategy. The report also notes the requirement for additional finance support in connection with the Property Strategy and recommends the creation of a Property Strategy Accountant for the duration of the Property Strategy initiative.</p>	<p>Deputy Leader &amp; Cabinet Member for Sustainable Communities &amp; Employment &amp; Place Shaping</p>	<p>Not before 1st Aug 2008</p>	<p>Part 1</p>	<p>All Wards</p>	<p>Finance and Legal – Internal consultation [Jan. 07]</p>	<p>Interim Director of Place Shaping and Enterprise</p>	<p>Cabinet Agenda 12 July 2006, Item 29</p>

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*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 Aug 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
*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 Aug 2008	Part 1	Bowes		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 2556 Approval for the release of S106 funding for the completion of the Enfield Industrial Estate Regeneration projects2556	Cabinet Member for Environment and Street Scene, Deputy Leader & Cabinet Member for Sustainable Communities & Employment & Place Shaping	Not before 1st Aug 2008	Part 1	Upper Edmonton		Capital Projects Officer Tel: 020 8379 4232 jane.berger@enfield.gov.uk	Key Decision 756, 18 June 2005
*KD 2568 Award tender for the contract hire of approximately twenty 3.5t caged tippers and approximately three 7.5t fly tip vehicles as per the Council's vehicle replacement programme.	Director of Environment & Streetscene	Not before 1st Aug 2008	Part 2 para 3	All Wards		Acting Section Manager - Fleet Services Tel: 020 8379 2182 karen.newport@enfield.gov.uk	Contract File

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*KD 2583 To agree those issues necessary following the ALMO go live on the 1st April 2008.	Cabinet Member for Housing & Community Safety	Not before 1st Aug 2008	Part 1	All Wards	Enfield Homes Shadow Board - Negotiations	Assistant Director - Corporate Governance Tel: 020 8379 4094 john.austin@enfield.gov.uk	None.
*KD 2606 To approve the spend of £374,000 in respect to the cost of construction of refurbishment for Broomfield, Trent and Oakwood Park toilets.	Director of Environment & Streetscene	Not before 1st Aug 2008	Part 1	Cockfosters ; Southgate; Southgate Green;	Legal, Finance & Democratic Services - Internal via email - TBC	Senior Project Officer - Parks & Open Spaces Tel: 020 8379 3786 david.breckenridge@enfield.gov.uk	None.
*KD 2608 Decision required to set up a Corporate framework to provide centrally commissioned services to provided activities, support and guidance to families and children within Enfield Children's Centres. 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 Aug 2008	Part 1 & 2 Para 3	All Wards		Admin Manager Tel: 020 8379 3425 amita.clements@enfield.gov.uk	None.

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*KD 2625 Approval to secure nursing beds for Older People within Enfield	Cabinet Member for Adult Social Services, Director of Health & Adult Social Care	Not before 1st Aug 2008	Part 2 para 8	Does Not Apply	LBE officers / staff & Current contractor – Meetings – 31/3/08 - Ongoing	Acting Procurement Manager Tel: 020 8379 3961 michael.sprosson@enfield.gov.uk	Operational Delegated Authority Report 23 August 2007
*KD 2626 Approval to explore alternative contracting solutions for the provision of specialist residential and nursing care for Older People within Enfield.	Cabinet Member for Adult Social Services, Director of Health & Adult Social Care	Not before 1st Aug 2008	Part 2 para 8	Does Not Apply	LBE officers / staff, Service users, carers & families, Current contractor & Enfield PCT – Meetings - 31/3/08 to Ongoing	Acting Procurement Manager Tel: 020 8379 3961 michael.sprosson@enfield.gov.uk	Delegated Authority Report 17 August 2007  Delegated Authority Report 10 August 2006
KD 2650 Cabinet will be asked to approve the disposal and letting of Council owned Sites	Director of Finance & Corporate Resources	Not before 1st Aug 2008	Part 1	All Wards		AD - F&CR - Property Tel: 020 8379 4100 roy.gregory@enfield.gov.uk	None.

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*KD 2654 Approval to the tender to install new door entry system at Elsinge Estate, Enfield	Cabinet Member for Housing & Community Safety	Not before 1st Aug 2008	Part 1	Turkey Street	Tenants and leaseholders on estate - Estate meetings and questionnaires – July 2007 to December 2008	Local Services Manager Tel: 020 8379 8946 martin.keenan@enfield.gov.uk	Project Management Files
*KD 2657 Approval to the tender to install new door entry systems at The Mews and Moree Way Estates, Edmonton, London	Cabinet Member for Housing & Community Safety	Not before 1st Aug 2008	Part 1	All Wards	Tenants and leaseholders on estate - Estate meetings, questionnaires and statutory consultation - July 2007 to December 2008	Local Services Manager Tel: 020 8379 8946 martin.keenan@enfield.gov.uk	Project Management Files



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KD 2662 To approve additional expenditure under an ongoing building works contract between the Council and Connaught Partnerships Ltd for the renewal of balconies to Burgundy, Brittany, Normandy and Picardy Houses on the Four Hills estate, in respect of the need to carry out additional repair works that were unforeseen at the time of contract award, and to approve additional associated professional fees.	Cabinet Member for Housing & Community Safety	Not before 1st Aug 2008	Part 2 Para 3	Chase	Residents (tenants & leaseholders) - Leaseholders will be informed of the recharge implications - As and when information becomes available to TBA	Housing Professional Services Tel: 020 8379 4324 tom.steggles@enfield.gov.uk	None.
KD 2671 Detail of scheme for Local Authority Enabling capital programme for expenditure in 2008/9 and 2009/10	Cabinet Member for Housing & Community Safety	Not before 1st Aug 2008	Part 1	All Wards	Housing Corporation, Housing Association – Meetings – Dec 07 - Ongoing	Enabling Officer Tel: 020 8379 4260 sarah.carter@enfield.gov.uk	Enabling Reports

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KD 2676 To write off miscellaneous debts considered irrecoverable by the Council.	Cabinet Member for Finance & Resources	Not before 1st Aug 2008	Part 1	Does Not Apply	N/A	Assistant Head of Finance Tel: 020 8379 4213 stan.barker@enfield.gov.uk	None.
KD 2677 To accept the tender and award the contract for the supply of electricity for the half hourly monthly accounts.	Director of Finance & Corporate Resources	Not before 1st Aug 2008	Part 1	All Wards	Letter to go out to schools concerned.	Service Manager Tel: 020 8379 3020 chris.stockman@enfield.gov.uk,	None.
KD 2678 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 Aug 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

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KD 2679 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.	Director of Finance & Corporate Resources	Not before 1st Aug 2008	Part 1	All Wards	Schools - Letter to schools concerned .	Service Manager Tel: 020 8379 3020 chris.stockman@enfield.gov.uk	None.
KD 2680 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 Aug 2008	Part 1	All Wards	N/A	Commissioning Manager - Learning Difficulties - Adults linda.martin@enfield.gov.uk	Local Authority Social Services Letter LASSL(2006)1 : Adults' Personal Social Services: Specific Revenue and Capital Grant Allocations for 2007-08

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KD 2684 Approval to the tender to replace the roof at Hazelwood Infants School	Cabinet Member for Education & Children's Services, Director of Education, Children's Services & Leisure	Not before 1st Aug 2008	Part 1 & 2 Para 8	Palmers Green	Headteacher and School Governors - Meetings with LA and Architectural Services	Education Building Development Officer Tel: 020 8379 3169 robert.goddin@enfield.gov.uk	"Condition Programme 2008/9" Portfolio Decision Report
KD 2685 Award of Commission to consultant for preparation of tender documents for framework agreement to supply and install inclusive adaptations	Interim Director of Place Shaping & Enterprise	Not before 1st Aug 2008	Part 1	All Wards		peter.fiddeman@enfield.gov.uk	None.

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* 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	Not before 1st Sep 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)
*KD 2204 Review of the Council's existing housing allocations policy	Director of Health & Adult Social Care	Not before 1st Sep 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

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<p>* KD 2065 To approve the Borough-wide Characterization Study and the Criteria for the Designation of Conservation Areas. To approve for public consultation six new proposed conservation areas.</p>	Cabinet	10 Sep 2008	Part 1	All Wards	<p>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]</p>	<p>Team Leader - Conservation Tel: 020 8379 3865            mike.brown@enfield.gov.uk</p>	<p>Draft Borough-wide Characterisation Study and draft Criteria for the Designation of Conservation Areas</p>
<p>*KD 2309 Award of contract for Minicab and Taxi Services, to commence 1st September 2008.            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	10 Sep 2008	Part 2 para 3	All Wards	<p>Departmental client officers (SEN, SS, CEx). All Enfield (Staff Matters). Staff. Finance officers - Correspondence; contribution to specification; meetings; participation on evaluation panels – June 2007 – September 2007, and continuing.</p>	<p>Service Manager Tel: 020 8379 3365            lynn.brana@enfield.gov.uk</p>	<p>Tender Specification            PQQ documents and returns (November 2007)            Tender Issue Documents            Tender returns and evaluation papers (Dec 2007/January 2008)</p>

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*KD 2597 To determine the preferred option for the location of an Academy to replace Albany School	Cabinet	10 Sep 2008	Part 1 & 2 Para 3	Enfield Highway	Albany School Governing Body - Attendance of LA officers at meetings/correspondence - Oct 07 to Ongoing Albany School staff and student council - Meetings with LA officers and Oasis Trust - Nov 07 Albany School parents - Letters and meetings - Nov 07 to Ongoing Oasis Trust and DCSF - Meetings and correspondence - Sept 07 to Ongoing	Assistant Director Resources Tel: 020 8379 4928 jennifer.hill@enfield.gov.uk	Report to Cabinet 17 Jan 08 "Development of Albany School"  Expression of Interest to DCSF Academies programme

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*KD 2632 Adoption of new Corporate Communications Strategy, including Accessible Information Statement	Cabinet	10 Sep 2008	Part 1	All Wards	BME/disabled people VCS - Survey and face-to-face discussions – May 08 Services - face-to-face discussions - May 08 Residents – Survey - May 08 Members - Survey and face-to-face discussions - May 08	Asst Director for Customer Service, Communications & Change Tel: 020 8379 4431 kate.robertson@enfield.gov.uk	None.
KD 2635 July 2008 Revenue Monitoring Report.Approval of the revenue monitoring position at the end of July 2008 and actions needed in order to remain within the approved budget.	Cabinet	10 Sep 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 2641 Review of Staff Terms and Conditions of Service	Cabinet	10 Sep 2008	Part 1/ 2	Does Not Apply		Assistant Director Human Resources Tel: 020 8379 4141 timothy.strong@enfield.gov.uk	None.
KD 2645 To award a contract for a Framework for Inclusive Adaptations on behalf of Enfield Council for the period 1st Oct 08 – 30th Sept 2011 (With Option for an additional 1 year extension)	Cabinet	10 Sep 2008	Part 1	All Wards		peter.fiddeman@enfield.gov.uk	None.

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<p>KD 2675 Investment in the Haslebury Ward at the Millfield Complex</p> <p>This report describes the future of the Millfield site together with the relocation of the library. It sets out a number of proposals that describe investment in the Millfield Theatre and Millfield House. It includes the estimated costs associated with the relocation of Weir Hall Library to 109-111 Fore Street, Edmonton and the appropriate capital budget for the project. It further sets out an alternative use for the Weir Hall Library site that will go to support the development of the theatre facilities together with initiation of proposals for improvements to Millfield House.</p>	Cabinet	10 Sep 2008	Part 1	Haselbury		Leisure and Culture Manager simon.gardner@enfield.gov.uk	None.

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<p>KD 2687 Approval of Forward Plan and Acquisition and Disposal Policy for Enfield Museum Service for the Museum, Libraries and Archives Council (MLA) Accreditation scheme for Forty Hall Museum. Museum Accreditation is CPA indicator C15.</p>	<p>Cabinet</p>	<p>10 Sep 2008</p>	<p>Part 1</p>	<p>All Wards</p>	<p>Council Members - Members Newsletter Leisure and Culture Partnership - Regular meeting - 09/07/08 &amp; 25/09/08 Cabinet – 10/9/08</p>	<p>Museum Development Manager Tel: 020 8379 1468 val.munday@enfield.gov.uk</p>	<p>The Accreditation Scheme for Museums in the United Kingdom Accreditation Standard</p> <p>Acquisition and Disposal Policy Model</p> <p>Museums Accreditation and Comprehensive Performance Assessment</p>
<p>KD 2688 Mobile and Flexible Working. To agree a project for mobile and flexible working in Council offices.</p>	<p>Cabinet</p>	<p>10 Sep 2008</p>	<p>Part 1</p>	<p>Does Not Apply</p>		<p>Director of Finance and Corporate Resources jamesrolfe@enfield.gov.uk 020 8379 4600 james.rolfe@enfield.gov.uk</p>	<p>None.</p>

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KD 2653 To approve the finalized Enfield Heritage Strategy following public consultation	Council	17 Sep 2008	Part 1	All Wards	All Members, MPs, Planning Committee, CAG, culture, arts, heritage, business and community groups across the borough, GLA, GOL, English Heritage and national amenity socs - Letters, website, public meetings, displays – 20/6/08 to 27/7/08	Team Leader - Conservation Tel: 020 8379 3865 mike.brown@enfield.gov.uk, Cultural Services Manager Tel: 020 8379 3659 lorraine.cox@enfield.gov.uk	Draft Enfield Heritage Strategy  Portfolio Report to Cllrs Lavender and Kaye seeking permission to go to public consultation

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<p>KD 2673 To agree a new policy in respect of Street Trading Licences, with the aim of permitting both (a) the use of the highway adjacent to restaurants, bars and cafes for tables &amp; chairs, and (b) the use of the highway for seasonal and farmers marke</p>	<p>Council</p>	<p>17 Sep 2008</p>	<p>Part 1</p>	<p>All Wards</p>	<p>All Members, Police, Council Services, bodies representing businesses, bodies representing residents - Via e-mail and the Council's website -10/06/08 to 22/07/08 Cabinet Member – Meeting - 05/08/08 Licensing Committee – Meeting - 20/08/08</p>	<p>Licensing Officer mark.galvayne@enfield.gov.uk</p>	<p>Consultation e-mail, Questionnaire and draft Policy</p>

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<p>KD 2655 The award of a contract for an accommodation based Housing Related Support Service of 26 people and 26 units of Supported Accommodation for people with Mental Health Problems.</p>	<p>Cabinet Member for Adult Social Services, Director of Health &amp; Adult Social Care</p>	<p>Not before 1st Oct 2008</p>	<p>Part 2 Para 3</p>	<p>Southbury</p>	<p>Current Service Users, Carers / family and Staff currently employed in the service , placing authorities - Service Users are consulted on a one to one, group and questionnaire basis as part of the service review process and this will be during the same during the tender. A consultation plan is in place – May 2008 to ongoing</p> <p>As above - Service Users should and will inform the tender panel (if possible) May 2008 to Sept 2008</p>	<p>pauline.kettless@enfield.gov.uk</p>	<p>Supporting People Commissioning Body Minutes</p> <p>Supporting People Service Review Reports and Accreditation Report.</p> <p>Supporting People Procurement Process</p> <p>H&amp;ADSC Procurement Board Report</p> <p>DAR Director of H&amp;ADSC + Lead Member</p>

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<p>KD 2660 To approve the tendering out of the CCTV, enforcement and alarm monitoring, and security contracted staffing of civic buildings in accordance with LBE contract procedures, conducted in partnership with LBE Procurement and legal departments.</p> <p>Both contracts are due to expire in 2008. This is a joint tendering exercise between the CCTV Centre and Facilities Management. The contract will be open to other London Borough's that require the same services.</p>	<p>Cabinet Member for Finance &amp; Resources, Cabinet Member for Housing &amp; Community Safety</p>	<p>Not before 1st Oct 2008</p>	<p>Part 1</p>	<p>All Wards</p>		<p>Enfield Public Safety Centre Manager Tel: 020 8379 8888 alan.je.gardner@enfield.gov.uk</p>	<p>None.</p>
<p>KD 2661 To approve the appointment of the successful tenderer(s) for the contract (KD 2660) which will be subject to a future report for a three plus two contract term, the contract will be in the format as approved by the Borough Solicitor and drawn up by legal services</p>	<p>Cabinet Member for Finance &amp; Resources, Cabinet Member for Housing &amp; Community Safety</p>	<p>Not before 1st Oct 2008</p>	<p>Part 1</p>	<p>All Wards</p>		<p>Enfield Public Safety Centre Manager Tel: 020 8379 8888 alan.je.gardner@enfield.gov.uk</p>	<p>None.</p>

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KD 2686 Award of Commission framework agreement to supply and install inclusive adaptations	Interim Director of Place Shaping & Enterprise	Not before 1st Oct 2008	Part 1	All Wards		peter.fiddeman@enfield.gov.uk	None.
KD 2634 To appoint an approved supplier through tender for hand delivery to residents homes throughout the borough	Cabinet	8 Oct 2008	Part 1	All Wards		Marketing Officer Tel: 020 8379 5154 sally.coates@enfield.gov.uk	PQQ Document ITT Document
KD 2656 To agree the future waste collection, recycling and street cleansing services for Enfield.	Cabinet	8 Oct 2008	Part 1	All Wards		Business & Quality Manager Tel: 020 8379 2016 nicky.fiedler@enfield.gov.uk	None.



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KD 2669 August 2008 Revenue Monitoring Report. Approval of the revenue monitoring position at the end of August 2008 and actions needed in order to remain within the approved budget.	Cabinet	8 Oct 2008	Part 1	Bowes		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 2683 Consideration of phase 3 of the Compulsory Purchase Order programme in respect of empty properties and the making of further CPOs	Cabinet	5 Nov 2008	Part 1	All Wards		Head of Private Sector Housing Standards Tel: 020 8379 3723 david.legg@enfield.gov.uk	None.
KD 2681 September 2008 Revenue Monitoring Report. Approval of the revenue monitoring position at the end of September 2008 and actions needed in order to remain within the approved budget.	Cabinet	26 Nov 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 2682 Capital Monitoring & Prudential Indicator Report second quarter. Approval of the capital monitoring position at the end of September 2008 and actions needed in order to remain within the approved budget.	Cabinet	26 Nov 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.